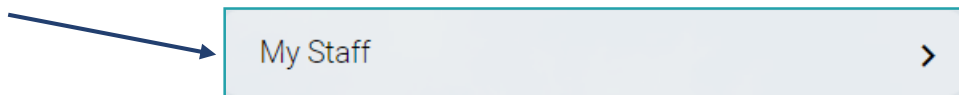


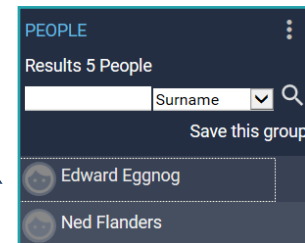
PiP For My Team

Override a Holiday Absence Working Pattern

Step 1. Log onto **PiP For My Team** and from the menu click on **My Staff**



Step 2. From the menu on the left hand side either click on the name of your team member you want to add the sickness absence for or type their surname in the search field and click on the **magnifying glass**:



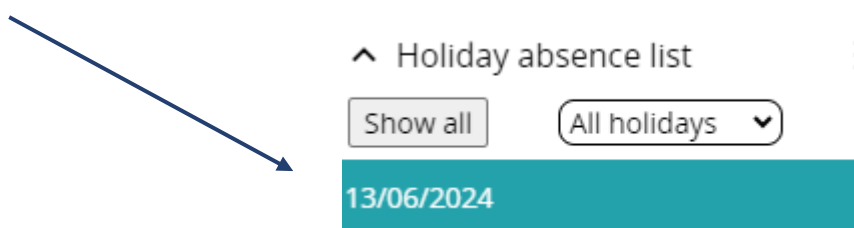
Step 3. Click on **Holidays**



Step 4. Click on **Pattern Override**



Step 5. Click on the sickness absence you want to update from the **Holiday Absence List**



Step 6. On the day you wish to amend the pattern for, click in the day and add the **hours and minutes** absent for the day, if this is different from the working pattern saved on the team member's record.

Then click **Save**.

The screenshot shows a form for editing a Working Pattern. The form includes the following fields:

- Pattern type: Working Pattern (dropdown menu)
- From date*: 13/06/2024 (calendar icon)
- To date: 17/06/2024 (calendar icon)
- Number of days in this pattern: 5

Below the form is a section titled "Pattern date details" with a table for "Week 1". A blue arrow points from the "Number of days in this pattern" field to the "Thu" column in the table.

	Thu	Fri	Sat	Sun	Mon	Total
Week 1	07:30	07:30	00:00	00:00	08:00	23:00

At the bottom of the form are two buttons: "Validate" and "Save".

