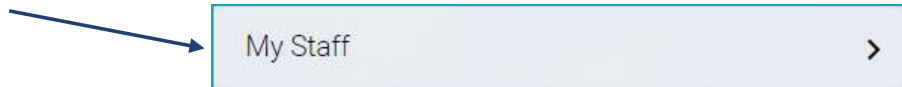


PiP For My Team Override an Other Absence - Working Pattern

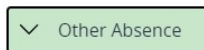
Step 1. Log onto **PiP For My Team** and from the menu click on **My Staff**



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 **Other Absence**



Step 4. Click on **Other Absence Pattern Override**



Step 5. Click on the absence you want to update from the **Other 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 different from the working pattern saved on the team member's record. Then click **Save**.

Pattern type	Working Pattern			
From date *	12/06/2023			
To date	14/06/2023			
Number of days in this pattern	3			
Pattern date details				
	Mon	Tue	Wed	Total
Week 1	07:24	07:24	07:24	22:12
Validate		Save		



For support please contact the PiP Changes Team on 694303 or email pipchanges@gov.im