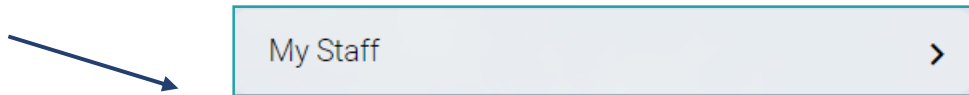


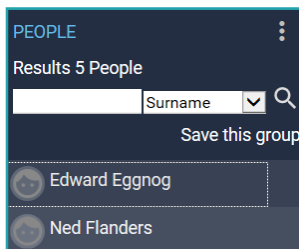
PiP For My Team

View Sickness Absence Entitlement

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 staff member you want to view the sickness absence for or type their surname in the search field and click on the **magnifying glass**:



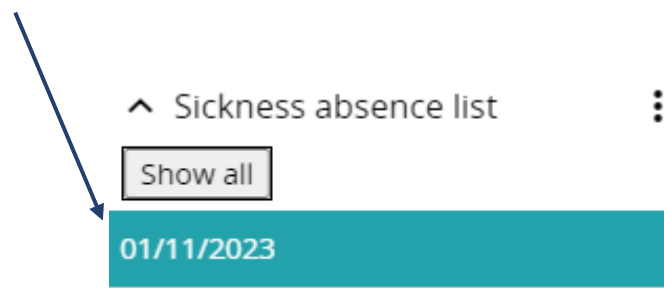
Step 3. Click on **Sickness**



Step 4. Click on **View Sickness Absence**



Step 5. Click on the sickness **open** absence you want to view the current entitlement for from the **Sickness Absence List**



Press to **Expiry date** to calculate absence and provide expiry dates on an open absence

Band/Rate	Full	Already used	Available	Used by absence	Available at end
1: 100	182 days	36	146	0	146
2: 50	183 days	58.5	124.5	0	124.5

Expiry date

The expiry dates of the current open absence are now visible

Band/Rate	Full	Already used	Available	Used by absence	Available at end	Expiry date
1: 100	182 days	36	146	146	0	25/03/2024
2: 50	183 days	58.5	124.5	124.5	0	28/07/2024

1. Last day of full pay.

2. Last day of half pay

Step 6. Click on the sickness **closed** absence you want to view any future entitlement for from the **Sickness Absence List**

^ Sickness absence list

Show all

31/08/2023

Band/Rate	Full	Already used	Available	Used by absence	Available at end
1: 100	182 days	34	148	2	146
2: 50	183 days	60.5	122.5	0	122.5

The future available entitlements are now visible

