

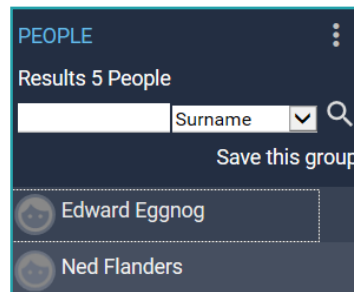
PiP For My Team

Adding a new KIT Day

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



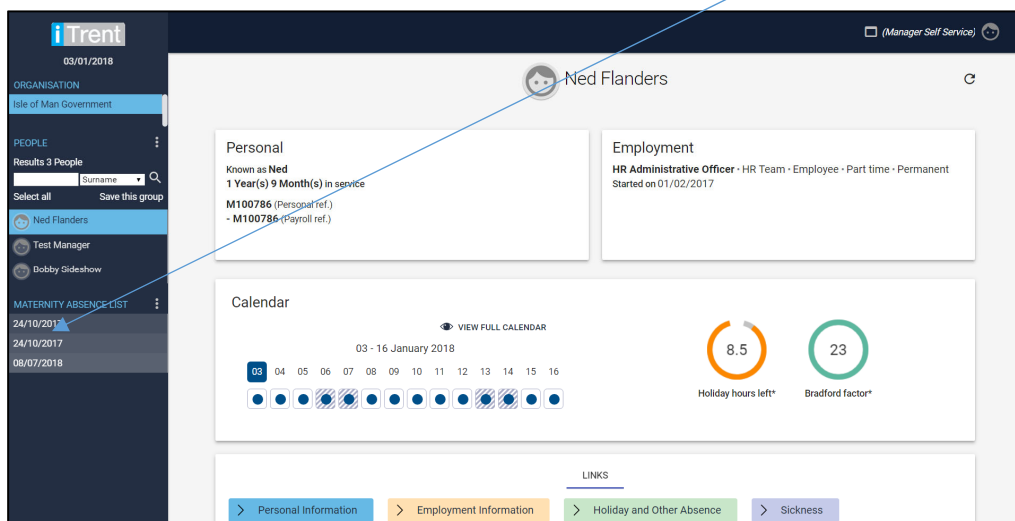
Step 2. From the menu on the left hand side either click on the name of your team member you want to add the absence for or type their surname in the search field and click on the **magnifying glass**:



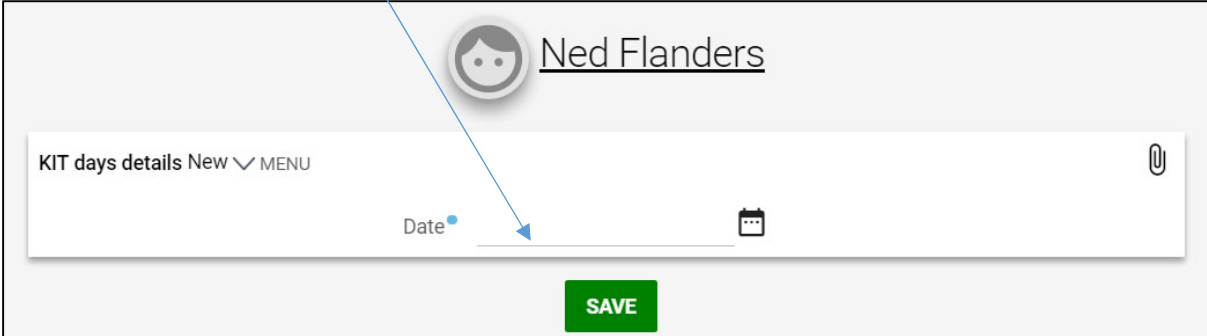
Step 3. Click on **New Maternity Day**

A screenshot of a button labeled 'New Maternity KIT Day'. A blue arrow points to the button.

Step 4. Click on the maternity period you want to add the KIT day from the maternity absence list.

A screenshot of the PiP For My Team interface. The left sidebar shows the 'MATERNITY ABSENCE LIST' with a date '24/10/2017' selected. The main content area shows the profile for 'Ned Flanders', including personal and employment information, a calendar for '03 - 16 January 2018', and two circular gauges for 'Holiday hours left*' (8.5) and 'Bradford Factor*' (23). A blue arrow points from the '24/10/2017' date in the sidebar to the '24/10/2017' date in the calendar.

Step 5. Complete the **Date** and click on **Save**.



NB:

Team members, currently on leave, are entitled to up to 10 keeping in touch (KIT) days whilst they are on leave. These days aren't mandatory and mustn't be taken earlier than two weeks following the birth of their baby, but they are a useful way for a new parent to ease their return to work to re-familiarise themselves with the workplace and to try out childcare options and arrangements.

The entitlement to Maternity or Adoption Allowance is not altered or stopped when they come in for a KIT day.

KIT days are arranged as an agreed day between yourself and your team member.

Employees are required to let Social Security, General Benefits know when they have worked a KIT day. If someone works over the allowed 10 days, whether they are part-time or full-time, they will lose a day's maternity or adoption allowance for each day over that they work.

Any work done as a KIT day, even for as little as half an hour, will count as a whole day's service, however payment (or TOIL) is based on the actual number of hours you work/attend training.

Please note that the team member and manager will need to submit a separate overtime claim form to OHR Payroll to claim the payment for the number of hours worked for each of the KIT days.



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