Fiori Leave Approval

Supervisor Instruction Guide

1.) Go to <u>https://workplace.passhe.edu</u> and choose **"Slippery Rock University"** from the drop down and hit **"continue".** Then sign in using your SRU credentials.



2.) Click on "HR Manager" from the top tool bar, to display your supervisory functions within Fiori



3.) To approve leave requests, click on **"Approve Leave Requests"** if there are leave requests awaiting your approval, a number of 1 or greater will show in the lower right corner of the app button.



4.) Once inside **"Approve Leave Requests"** you have the option to filter through employees you supervise using the **"Filter by Employee"** drop down.



Fiori Leave Approval

Supervisor Instruction Guide

5.) Leave requests will be displayed for approval, to approve the request check the box to the far left of the request and select "**approve**" from the bottom of the screen. There will then be a screen to verify you would to approve the request, click "**yes**" then click "**ok**".







6.) Remember, it is the supervisor's responsibility to ensure their employees do not go into the negative with their leave balances. Most bargaining units on campus allow employees to anticipate leave through the end of the calendar year.