

Fiori Leave Approval

Supervisor Instruction Guide

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



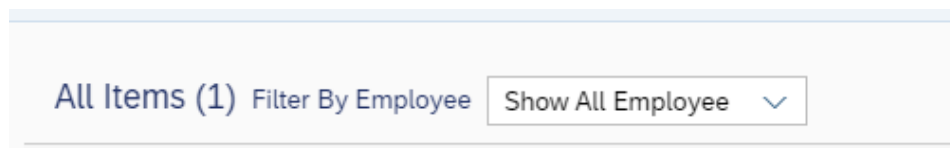
- 2.) Click on **“HR Manager”** from the top tool bar, to display your supervisory functions within Fiori



- 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.



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- 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”**.

The screenshot shows a Fiori application interface for leave approval. At the top, there is a header with 'All Items (1)', a filter dropdown set to 'Filter By Employee' with 'Show All Employees' selected, and a 'Refresh Inbox' button. Below the header is a table with the following columns: Submission date/Time, Task Title, Leave Type, Total Hours, Start Date, Start Time, End Date, End Time, and Leave Balance. A single row is visible with the following data: Submission date/Time: 09/22/2023 16:26, Task Title: Leave Request: Charlotte Kohler, Leave Type: Sick Leave, Total Hours: 7.50, Start Date: 09/18/2023, Start Time: 08:00, End Date: 09/18/2023, End Time: 16:30, and Leave Balance: 15.90. A checkmark is visible in the Submission date/Time column. At the bottom right of the interface, there are two buttons: 'Approve' (green) and 'Reject' (red). Two black arrows point from the text in step 5 to the checkmark and the 'Approve' button.

Submission date/Time	Task Title	Leave Type	Total Hours	Start Date	Start Time	End Date	End Time	Leave Balance
09/22/2023 16:26	Leave Request: Charlotte Kohler	Sick Leave	7.50	09/18/2023	08:00	09/18/2023	16:30	15.90

A dark-themed dialog box titled 'Confirm' is shown. The main text inside the dialog asks, 'Do you want to approve these selected items?'. At the bottom right of the dialog, there are two buttons: 'Yes' and 'No'.

An 'Information' dialog box is shown. The main text inside the dialog states, 'All Workitems Have Been Approved Successfully'. At the bottom right of the dialog, there is an 'Ok' button.

- 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.