

Fiori Leave Submission Guide

Employee 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 **“My Home”** from the top tool bar, to display your functions within Fiori



- 3.) To submit a leave request, click on **“M Leave Request”**



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- 4.) Once inside **“My Leave Request”** you will see your leave balance and recent leave requests. To submit a leave request, click **“Create Request”** in the upper right corner.

The screenshot displays the Fiori Leave Submission interface. At the top right, there is a blue button labeled "Create Request". Below this, the "Leave Balances" section is expanded, showing a table of leave items:

Leave Type	Validity	Available	Used	Entitlement
Annual Leave	01/15/2023-01/13/2024	249.29 Hours	54.50 Hours	303.79 Hours
Personal Carryover	01/14/2023-04/21/2023	0.00 Hours	0.00 Hours	0.00 Hours
Personal Leave	01/15/2023-01/13/2024	11.00 Hours	26.50 Hours	37.50 Hours
Sick Family	01/15/2023-01/13/2024	17.00 Hours	20.50 Hours	37.50 Hours
Sick Leave	01/15/2023-01/13/2024	570.16 Hours	0.00 Hours	570.16 Hours

Below the table, a summary box states: "Your combined sick and sick family leave is: 587.16 hours".

The "Request Overview" section is also expanded, showing a table of recent requests:

Leave Type	Hours	Start Date	Start Time	End Date	End Time	Status	Submit Date
Personal Leave	7.50	10/09/2023	08:00	10/09/2023	16:30	Approved	10/03/2023
Annual Leave	37.50	07/24/2023	08:00	07/28/2023	16:30	Approved	03/03/2023
Personal Leave	7.50	07/07/2023	08:00	07/07/2023	16:00	Approved	07/03/2023

- 5.) Once inside the leave request screen, choose the leave type you will be using from the **“Leave Type”** drop down. As a reminder, an employee should NEVER use leave types coded FMLA unless advised to do so by Human Resources.

The screenshot shows the "Leave Type Selection" dropdown menu. The "Leave Type" is currently set to "Annual Leave". The dropdown list includes the following options:

- Select Leave Type
- Annual Leave (0300)
- Annual Leave FMLA (0309)
- Sick Leave (0310)
- Sick Leave FMLA (0311)
- Sick Family (0312)
- Sick Family - FMLA (0313)
- Sick Bereavement (0314)
- Personal Leave (0320)

On the left side of the dropdown, there are labels for "General Data" and "Additional Remarks (optional)".

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- Once a leave type is selected, use the radial buttons for **“Multi-/Single-Day-Selection”**. Then use the calendar and time fields next to **“Start Date/Time”** and **“End Date/Time”** to enter the date(s)/time(s) of your leave request.

General Data

More than 1 day: Select for full day leave requests that span multiple, consecutive days.

One day or less: Select for partial or single day leave requests.

Multi-/Single-Day-Selection: More than 1 day One day or less

***Start Date/Time:** 10/18/2023 12:15

***End Date/Time:** 10/18/2023 16:30

- Remarks and appointment time can be added is necessary using the available fields. Once you have completed the request form, click **“Review and Submit Request”** in the bottom right hand corner of the form.

Additional Remarks (optional): Drs. appointment-leaving early

170 characters remaining

If this absence is for medical appointment, please provide the Medical Appointment Start Time in the field below.

Medical Appointment Start Time: HH:mm

If this absence is for a sick leave of three or more consecutive days due to illness or injury, check the box below indicating that you have or will be providing the required medical documentation to your supervisor.

Medical Certificate Available:

[Review and Submit Request](#)

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- 6.) After you click the **“Review and Submit Request”** button, you will be taken to a leave review page. If you agree with the displayed Leave Request Summary, click **“Submit Request”** in the lower right-hand corner. If you need to modify the request, click **“Modify Request”**. Clicking **“Submit Request”** will move your request to your supervisor for approval.

The screenshot shows a mobile application interface for creating a leave request. At the top, there is a navigation bar with a back arrow and the text 'Create Request'. Below this is a section titled 'Leave Request Summary' which contains the following information:

- Name (Last, First, MI): Nichols, Amanda, M
- Employee Number: 00095569
- Leave Type: Annual Leave
- Start Date Time: 10/17/2023 08:00
- End Date Time: 10/17/2023 16:30
- Total Leave Hours/Days: 7.50 Hrs / 1 Work Days
- Other Remarks:
- Medical Appointment Start Time:

Below the summary is a section titled 'Work Schedule During Your Leave Request' which contains a table with the following data:

Sch. Strt Date	Sch. Start Time	Sch. End Date	Sch. End Time	Scheduled Hours	Requested Hours
10/17/2023	08:00:00	10/17/2023	16:30:00	7.50	7.50

At the bottom right of the screen, there are two buttons: 'Modify Request' and 'Submit Request'.