

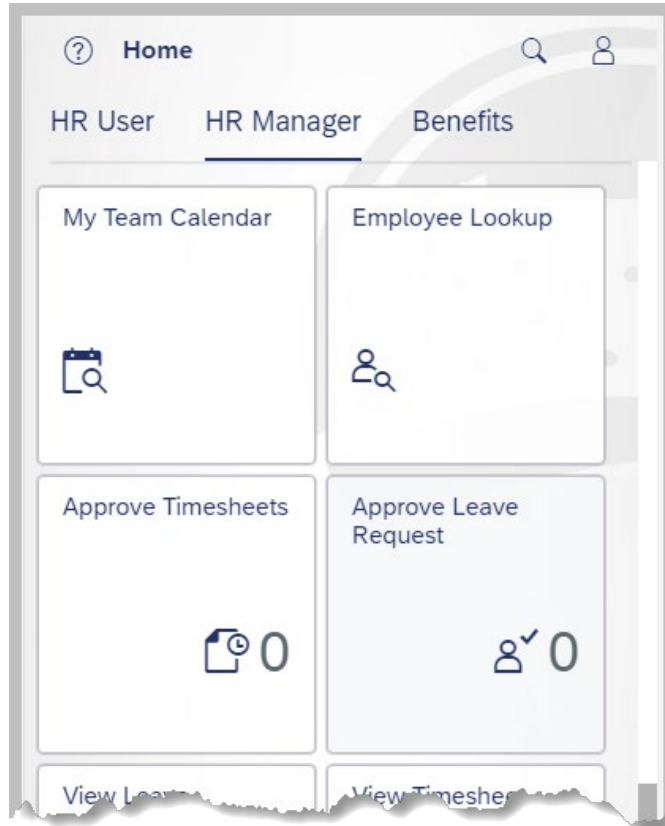
## SAP Fiori

### **General Information for Managers**

SAP Fiori will enable managers to perform the following functions in both a desktop and a mobile-friendly environment. Choose one of the following items for more detailed information:

- [\*\*My Team Calendar\*\*](#) – view team member calendars as well as build group calendars across departments.
- [\*\*Employee Lookup\*\*](#) – lookup contact information of employees within the organization. Managers can also view direct reports of colleagues.
- [\*\*Approve Timesheets\*\*](#) – approve/reject timesheets for direct reports.
- [\*\*Approve Leave Request\*\*](#) – approve/reject employee leave and leave cancellation requests.
- [\*\*View Leave Requests Processed by Me\*\*](#) – display a detailed listing of all leave requests that you as the approver have either approved, rejected, or approved for cancellation.
- [\*\*View Timesheet Processed by Me\*\*](#) – display a detailed listing of all time entries, such as overtime, that the manager has either approved or rejected for direct reports.
- [\*\*My Team\*\*](#) – provides general data about direct reports, such as their personnel number, position, cost center, and organizational unit. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports when the “All Employee” filter is applied.

- [Absence Quota \(Staff\)](#) – view the absence quotas for direct reports for the current leave calendar year. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports when the “All Employee” filter is applied.



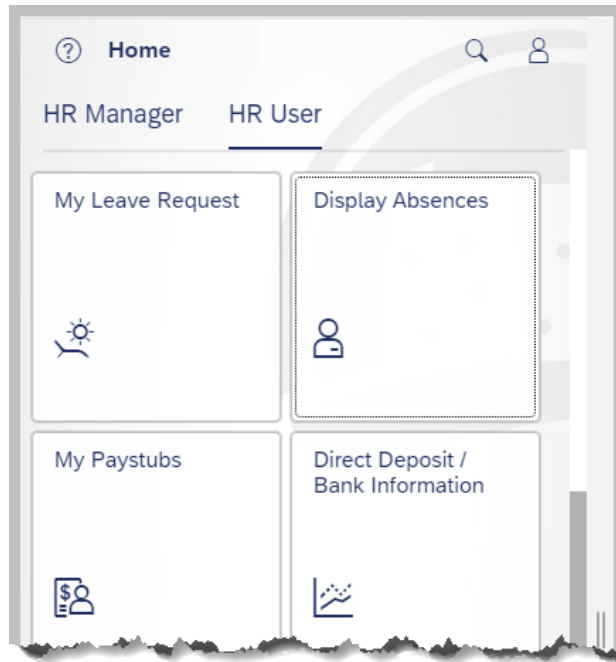
## SAP Fiori

### **General Information for employees**

SAP Fiori will enable employees to perform the following functions in both a desktop and a mobile-friendly environment. Choose one of the following items for more detailed information:

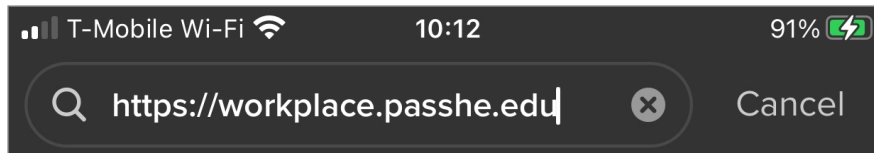
- [My Family Members](#) – view dependent and beneficiary information saved in the system.
- [My Benefits](#) – view/print a summary of currently enrolled benefits.
- [My Timesheet](#) – submit working time for manager approval.
- [My Communication Data](#) – view work email address as well as view and update personal e-mail address.
- [My Personal Data](#) - display basic personal and employment information. (Note: As added security, employees must enter their Date of Birth to access this application.)
- [Direct Deposit/Bank Information](#) - view Main Bank account and view/update/end any existing Secondary Bank account(s). (Note: As added security, employees must enter their Secondary Bank account number to make any modifications such as deposit amounts/percentages or ending deposits to an account.) (Note 2: The scrolling features on this application will behave somewhat differently from the other Fiori applications.)
- [My Leave Request](#) - submit new leave requests and leave cancellations as well as view the status of all leave requests.
- [My Addresses](#) – view permanent and mailing addresses as well as view and make updates to emergency contact information.
- [My Paystubs](#) – view and print paystubs.
- [SECA Enrollment](#) – annual enrollment screen for SECA Charities.
- [Update W-2 Election](#) – choose to receive an electronic or paper W-2 form.
- [W-4 Withholding](#) - display or update W-4 tax information.
- [Display Absences](#) - display absences approved by your manager.
- [Display W-2 Form](#) – display, download, or print your electronic W-2 form.

- [Education Information](#) – Add, edit, and view your educational background.
- [Ethnicity/Race](#) – Display or update your existing ethnicity/race.
- [Total Compensation Statement](#) - identifies all the compensation paid via wages to an employee, and, in addition, employer contributions made towards benefits and taxes on an employee's behalf, for a calendar year.

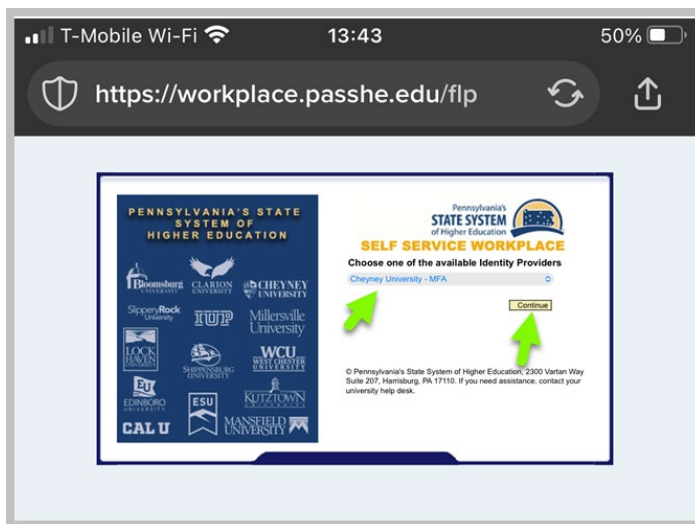


## Logging into Fiori

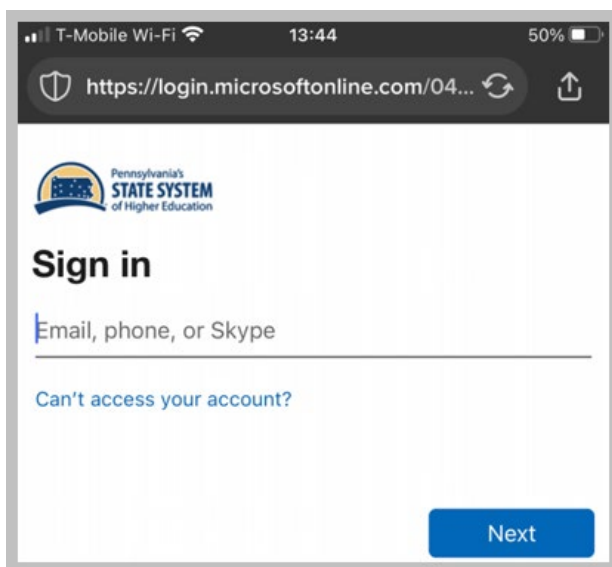
1. Visit <https://workplace.passhe.edu> on your desktop or mobile browser.



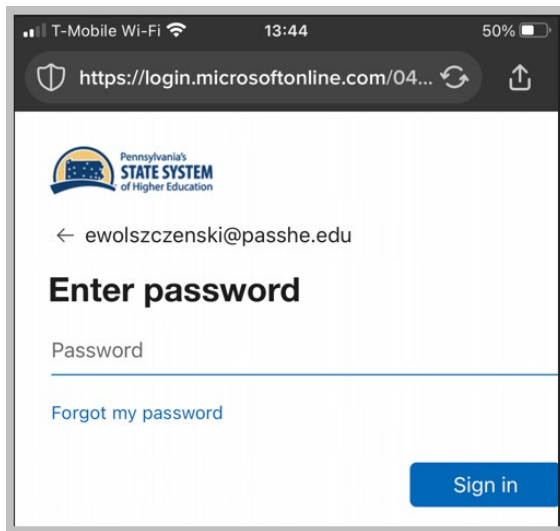
2. Select your university from the drop-down menu provided then tap Continue to begin the multi-factor authentication (MFA) process.



3. Enter the username and tap Next.

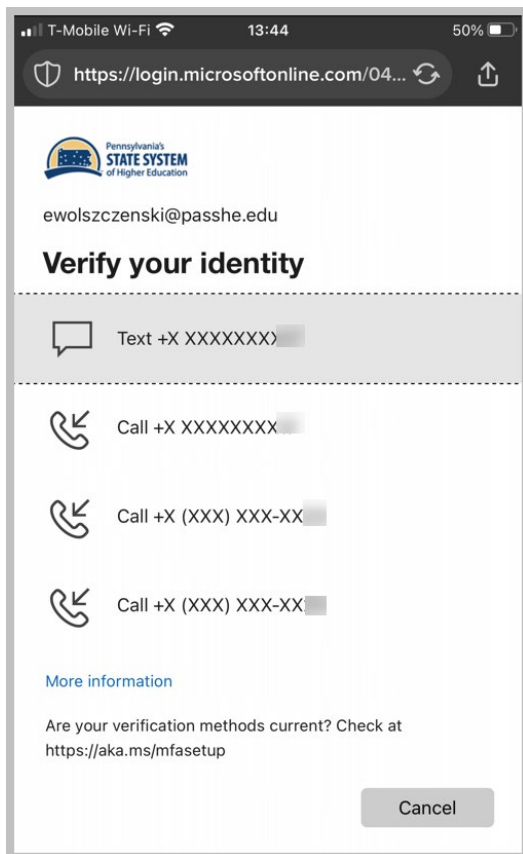


4. Enter the password and tap Sign in.



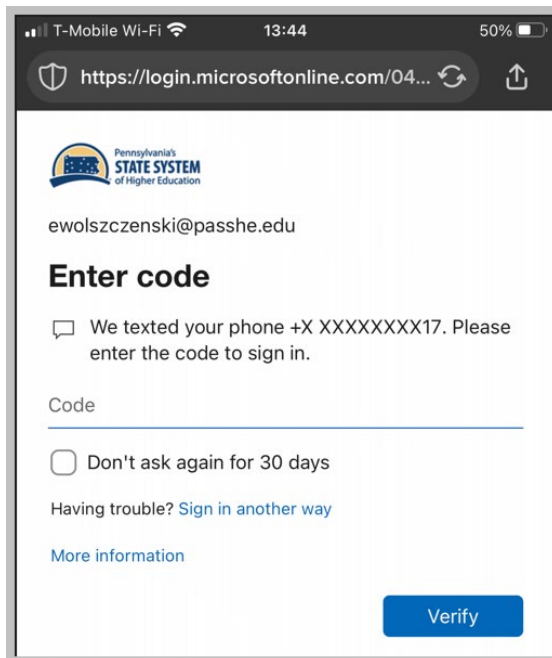
The screenshot shows a mobile browser interface with the URL <https://login.microsoftonline.com/04...> in the address bar. The page header includes the Pennsylvania's State System of Higher Education logo. Below the logo, the email address [ewolszczenski@passhe.edu](mailto:ewolszczenski@passhe.edu) is displayed. The main heading is "Enter password". There is a password input field with the placeholder text "Password". Below the input field is a link that says "Forgot my password". At the bottom right, there is a blue button labeled "Sign in".

5. Choose where you wish to receive the multi-factor authentication code.

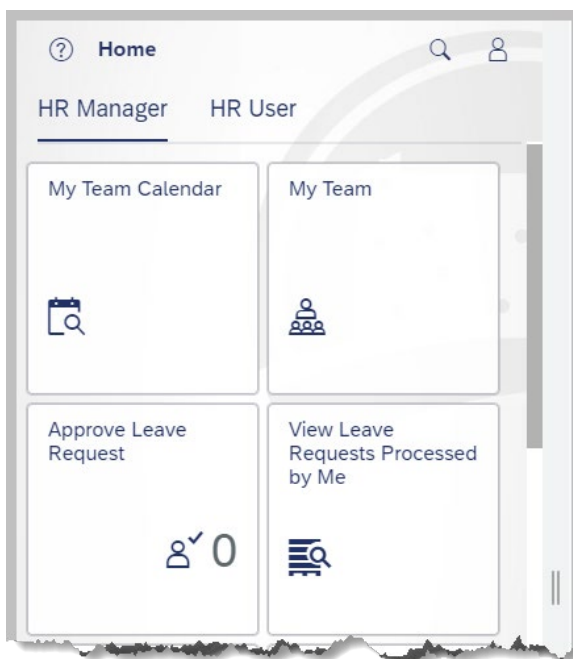


The screenshot shows a mobile browser interface with the URL <https://login.microsoftonline.com/04...> in the address bar. The page header includes the Pennsylvania's State System of Higher Education logo. Below the logo, the email address [ewolszczenski@passhe.edu](mailto:ewolszczenski@passhe.edu) is displayed. The main heading is "Verify your identity". Below the heading, there are three options for receiving the multi-factor authentication code, each with a speech bubble icon and a text input field: "Text +X XXXXXXXX", "Call +X XXXXXXXX", and "Call +X (XXX) XXX-XX". Below these options is a link that says "More information". At the bottom, there is a paragraph of text: "Are your verification methods current? Check at <https://aka.ms/mfasetup>". At the bottom right, there is a gray button labeled "Cancel".

6. Locate the verification code and enter it in the Code field then tap Verify.



7. Once logged in, the Home screen below will appear where individual Fiori applications can be accessed. (Note: This screenshot illustrates a manager's access within Fiori, which will differ from non-manager employees. Non-manager employees will not see the HR Manager section.)



While using any of the following applications, tap the Home icon to return to the main Fiori screen.



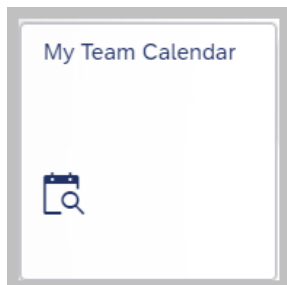
## ***Using HR Manager Fiori Application Features***

1. **My Team Calendar** – Enables managers to view calendars of direct reports as well as calendars of their own manager colleagues.

### ***Key Features***

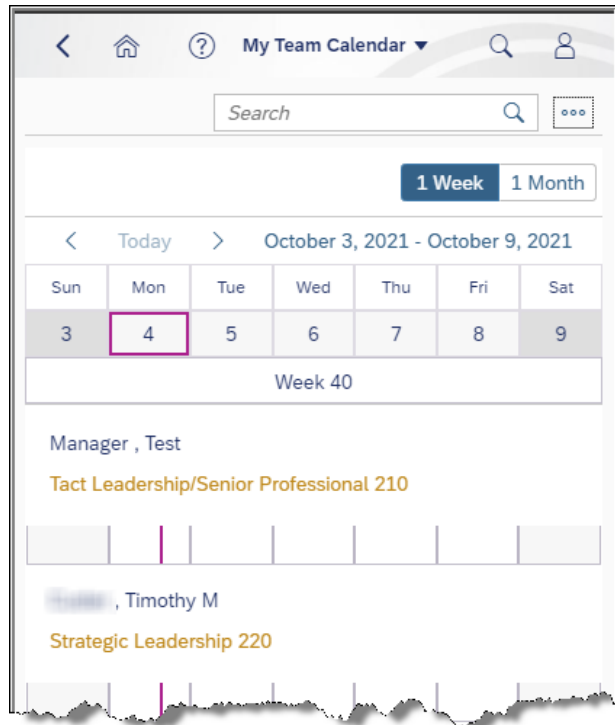
- View upcoming absences/trainings of colleagues or for employees reporting directly to you.
- Add additional customized calendar views and assign any employees to them.
- Hide the display of employees by hiding them from the lists of colleagues, direct reports, or employees in customer views.

- a. Tap **My Team Calendar** to begin.

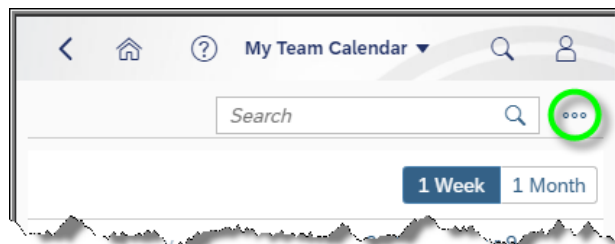




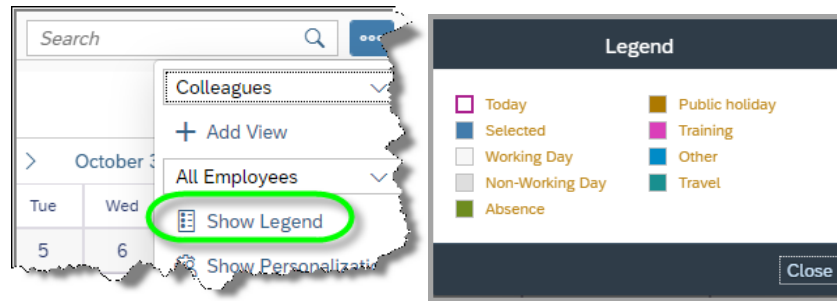
- b. The default page upon opening the tile is the **Colleagues** view. This will provide calendar details for the manager as well as colleagues who are also managers within the same department.



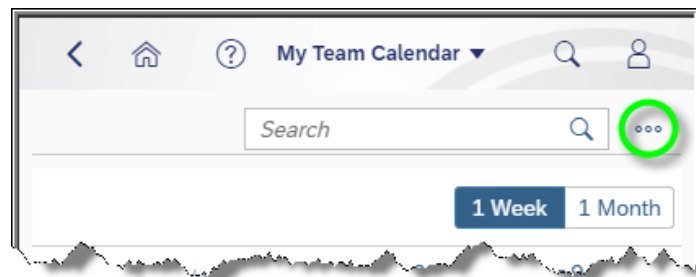
Note: To display the calendar legend, select this icon to the upper right of the screen.



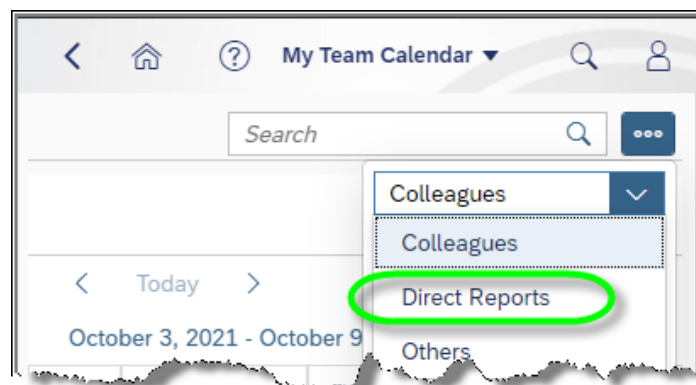
Next, select Show Legend, and the Legend will appear.



- c. The second view option for managers is **Direct Reports**. To access this view, select this icon to the upper right of the screen.

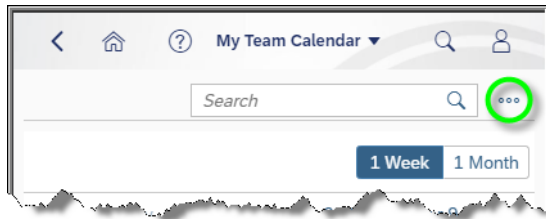


Next, select Direct Reports from the drop-down box.

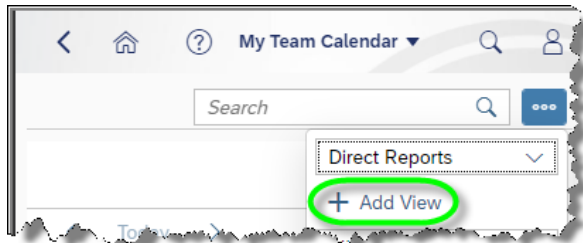


This will provide calendar details for the manager as well as the employees who are within the manager's reporting line.

- d. Users have the option of creating personalized calendars. For example, users may wish to have a calendar view that contains colleagues with whom they interact with on a regular basis. To create a customized calendar, tap the following icon.



Next, select Add View.



- i. Enter a name for the view to be created. Optionally, the Template drop-down allows the user to make a copy of an existing calendar view that will automatically bring in employees that may also need to be on the custom view. Select Add View. (Note: The Existing Views is not applicable.)

View Definition

☒ Create New View

\*Description:  
Coworkers

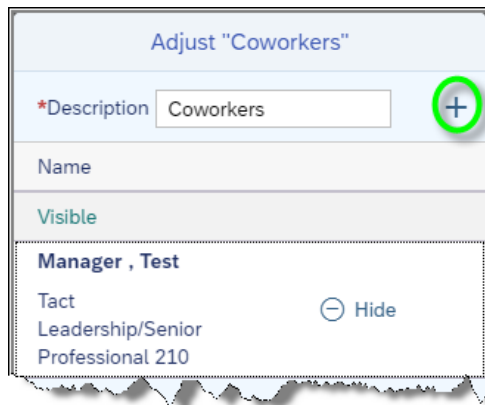
Template:  
▼

☐ Add Existing View

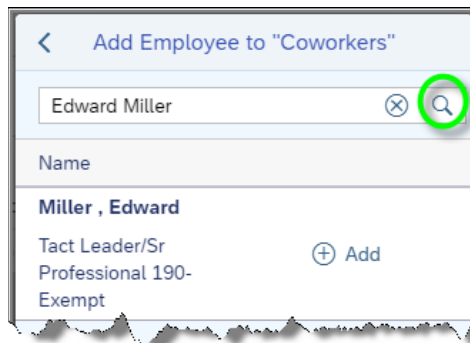
Existing Views:  
▼

Add View Cancel

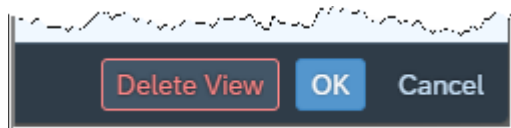
- ii. Select the following icon to add employees to the custom view.



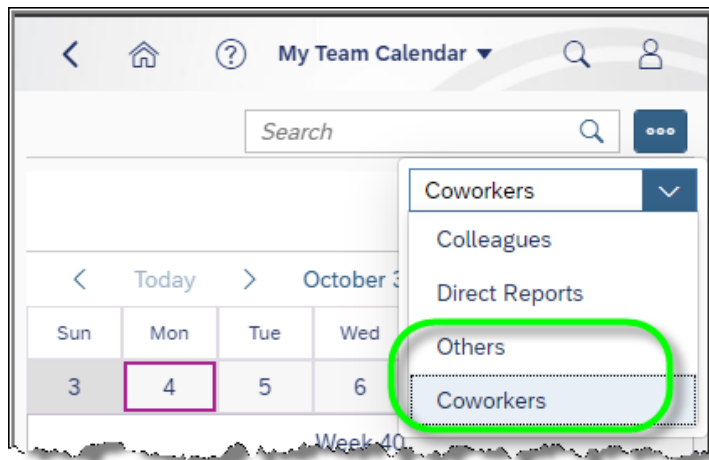
- iii. Enter the employee's name to be searched and tap the magnifying glass. Find the associated employee and tap the plus sign next to Add. Continue adding as many employees as desired.



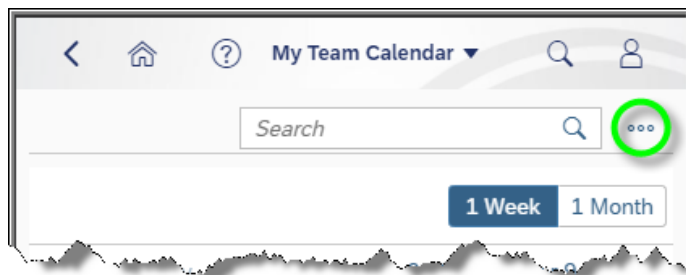
- iv. When finished, select OK to finalize adding the employee to the custom calendar.



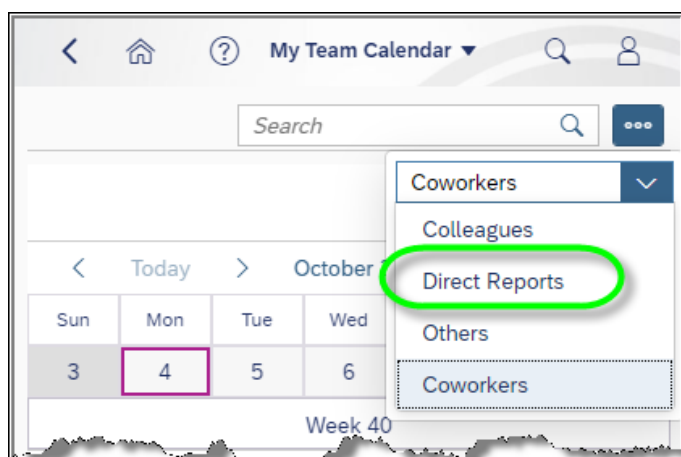
- v. The custom calendar will now be available for use.



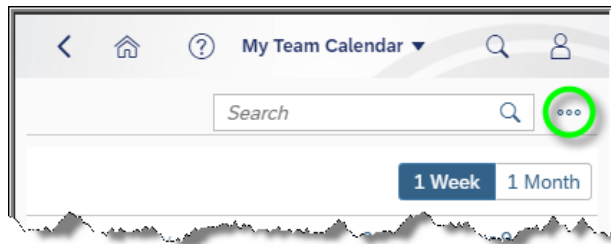
- vi. To modify any calendar view, select the following icon:



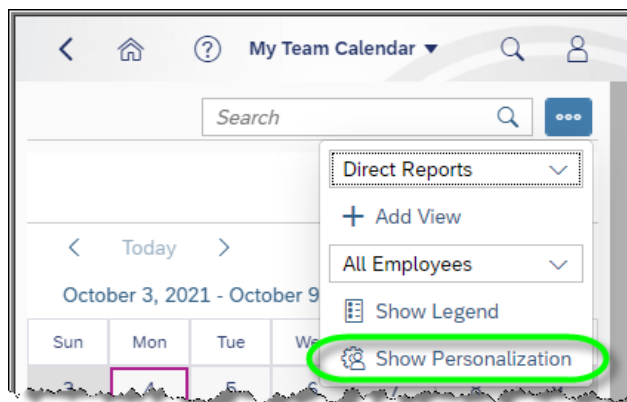
Select the calendar view to be modified.



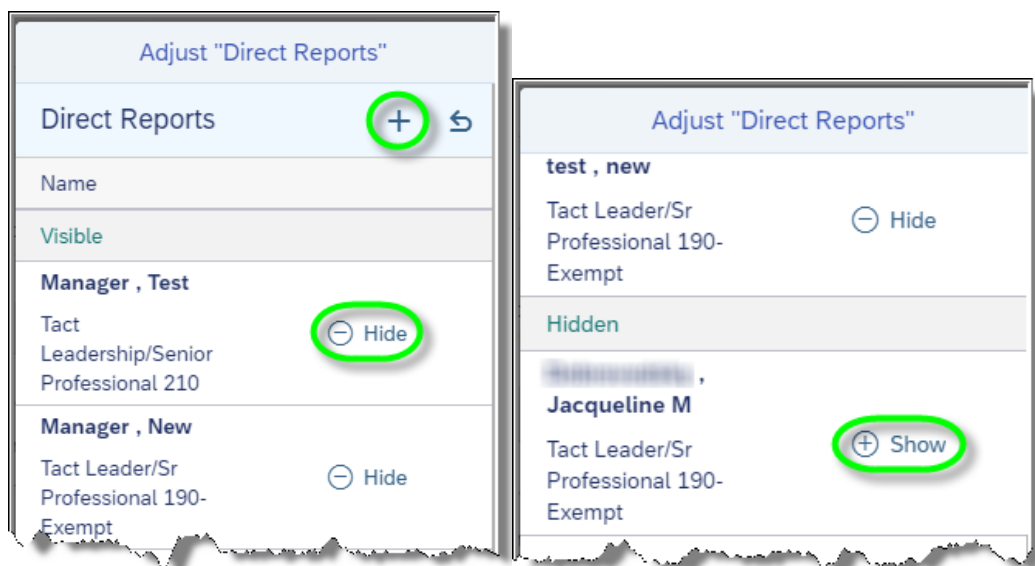
vii. Tap this icon again.



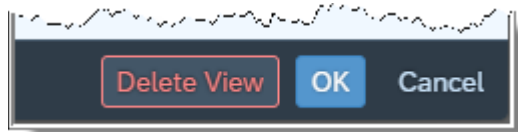
viii. Tap Show Personalization.



From here, additional employees can be added by tapping the plus sign, or existing employees can be hidden or removed as desired.

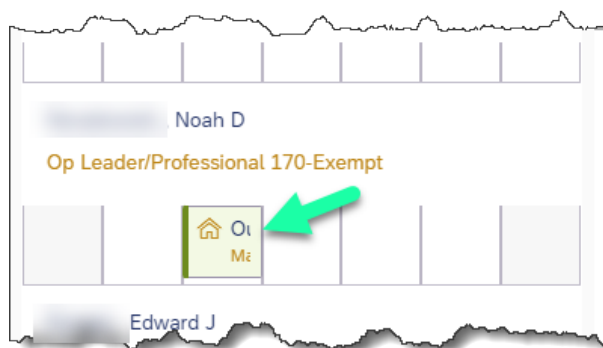


- ix. When finished making changes, select OK to save updates, or to delete a customized view entirely, select Delete View.



Note: The Colleagues and Direct Reports view cannot be deleted; however, employees can be hidden from view as desired.

- e. To view the details of an employee event listed on the calendar, simply tap on the event.



When finished viewing details for the event, tap Close.

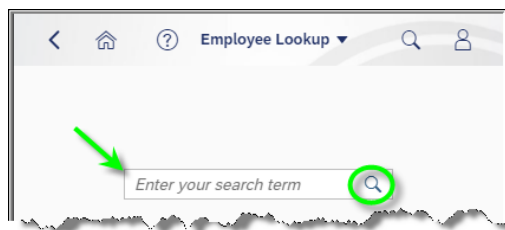


- 2. Employee Lookup** - enables managers to lookup contact information of employees within the organization. Managers can also view direct reports of colleagues.

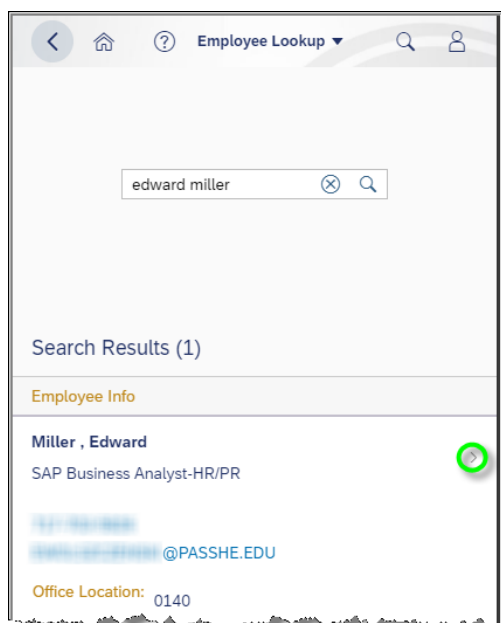
Tap **Employee Lookup** to begin.



- a. Enter the name of the employee on which to search for information and tap the magnifying glass icon. A first name, last name, or a combination can be used in the search.

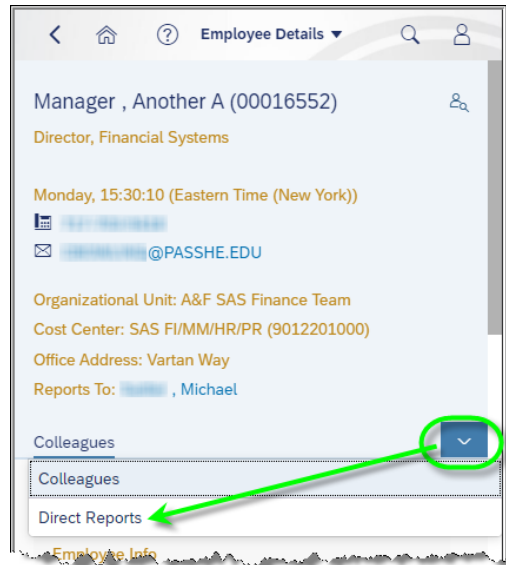


- b. Employees matching the search will be listed. Email, phone, and office location will be listed if available. Tapping the arrow will display any colleagues associated with the employee.



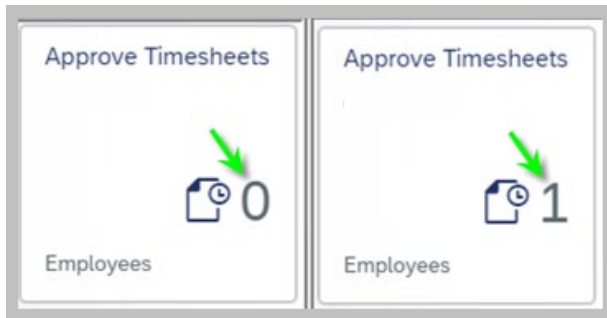


- c. If the employee is a manager, the manager's colleagues will display by default. To display the manager's direct reports, tap the down arrow and choose Direct Reports.

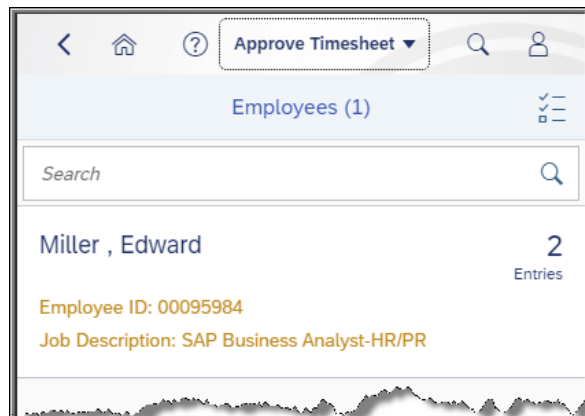


### 3. **Approve Timesheets** – enables managers to approve/reject employee timesheets.

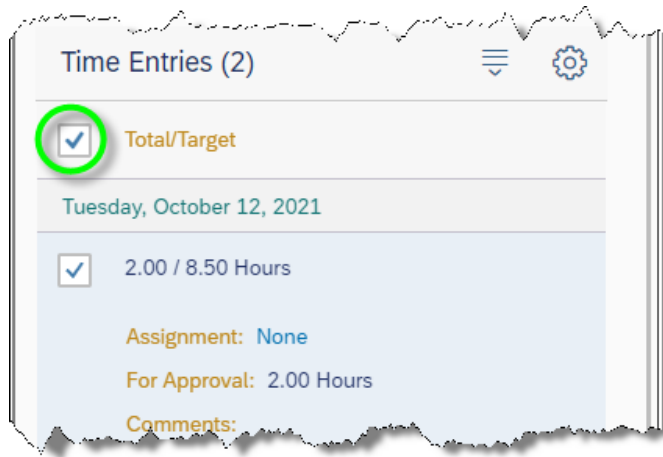
If '0' appears in the application tile, this means there are no timesheets pending processing. Any number other than '0' indicates the number of employees with timesheets pending processing.



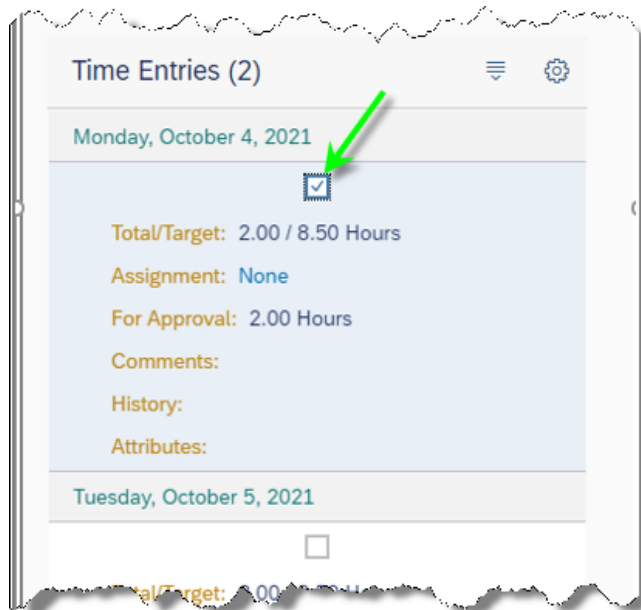
- a. Tap **Approve Timesheets** to begin processing employee timesheets. In this example, there is one employee with two timesheet entries pending processing. Tap the box to approve or reject the entries.



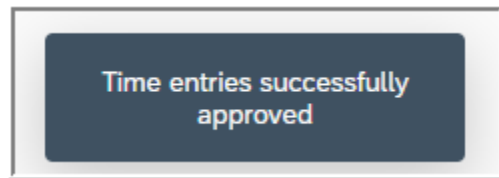
- b. If processing all entries for the employee in the same manner (i.e., process all as Approve or process all as Reject), tap the checkbox for Total/Target as shown to select all entries to be processed in batch.



Note: Time entries can be processed independently by tapping the checkbox inside each individual time entry. This is useful when some entries need to be rejected while others will be approved.



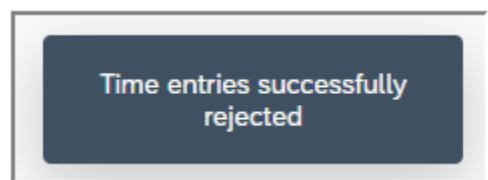
- c. When approving time entries, the following message will be displayed upon tapping the Approval button.



- d. When rejecting time entries, the following window will appear for optional input as to the reason for rejecting the time entries. Time can be rejected without choosing a reason.

A dialog box titled "Reject" with a dark blue header. Below the header is a light blue section titled "Optional Reasons for Rejection:". It contains four radio button options: "Incorrect Day/Date", "Incorrect Time (Please Use 24 hour Clock)", "Holiday Not worked", and "No Record of Work on Subject Day". At the bottom right, there are two buttons: "Reject" (highlighted with a red border) and "Cancel".

- e. The following message will be displayed upon tapping the Reject button



#### 4. **Approve Leave Request** - enables managers to approve employee leave requests.

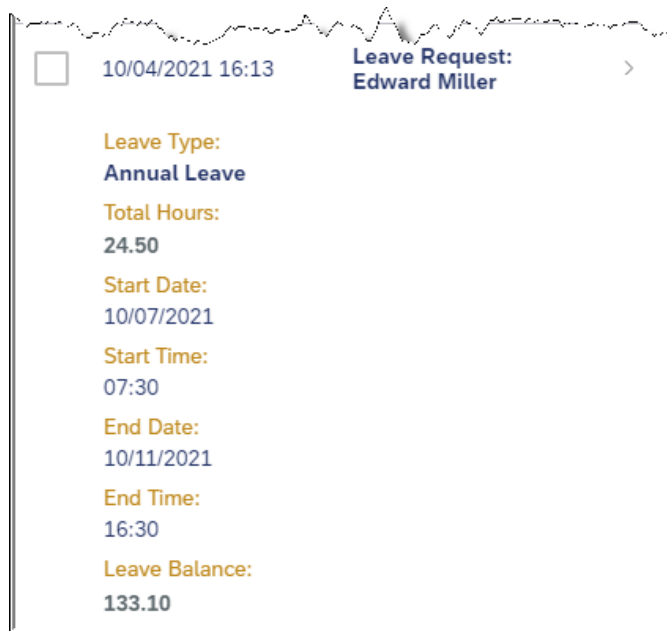
If '0' appears, this means there are no leave requests pending processing. Any number other than '0' indicates the number of leave requests pending processing.



- a. Tap **Approve Leave Request** to begin processing employee leave requests.



- b. To review the requests that appear in the inbox and determine whether to approve or reject requests, the following details are provided to the manager: Leave Type, Total Hours requested off, Start Date/Time and End Date/Time as well as remaining Leave Balance of the employee.



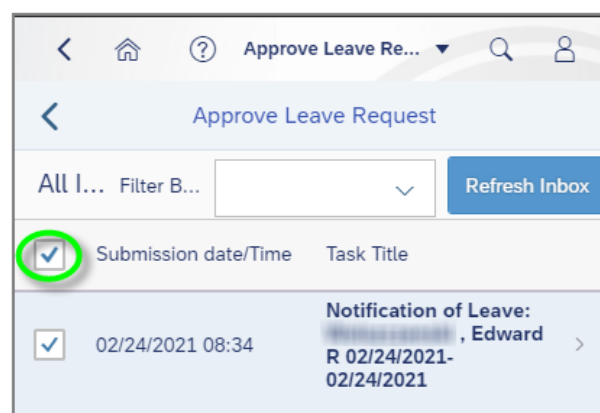
- c. Additional details such as employee remarks can be found by tapping the arrow where shown.



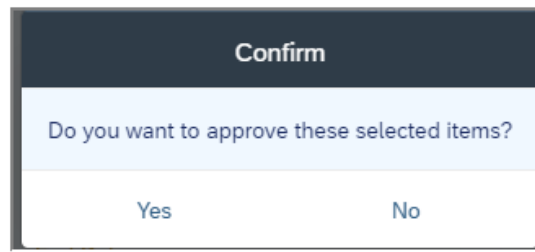
- d. To return to leave processing, tap the arrow where shown.



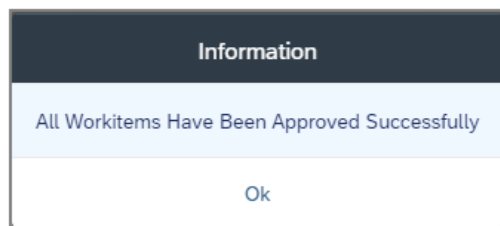
- e. If processing all of the leave requests in the inbox as Approve or conversely as Reject, tap the checkbox circled. This will automatically select all leave requests to be processed. To deselect any checkbox, tap the box again to remove it from processing.



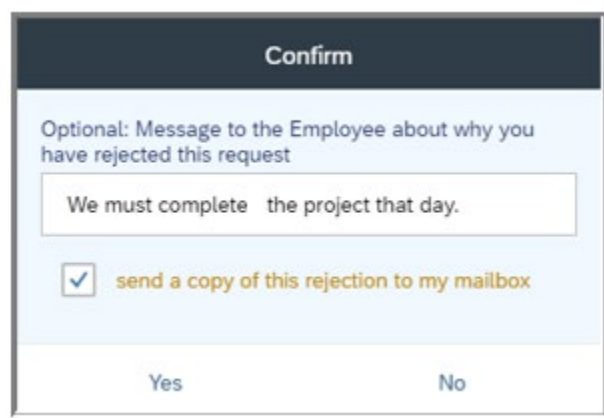
- f. Tapping Approve will display the following pop-up. Tap the Yes to finalize processing.



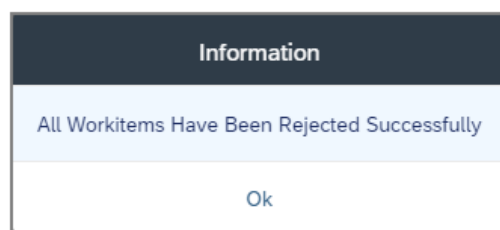
- i. When Yes is chosen, the following message will appear for approvals.



- g. Tapping Reject will display the following pop-up where the manager has the option to provide comments as well as send a copy of the rejection to their own email inbox.



- i. When Yes is chosen, the following message will appear for rejections.



- 5. View Leave Requests Processed by Me** – display a detailed listing of all leave requests that you as the approver have either approved, rejected, or approved for cancellation.

- a. Tap **View Leave Requests Processed by Me** to search for leave requests.

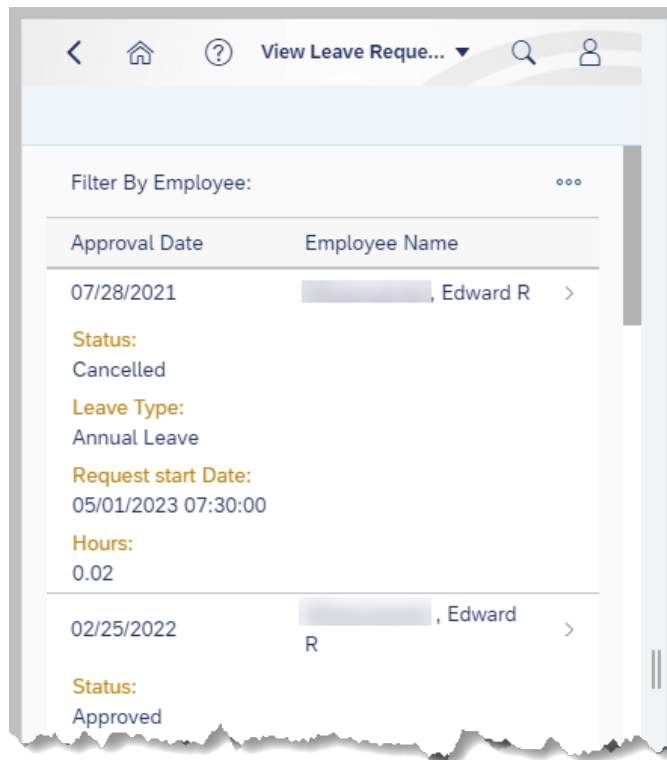


- b. Enter the desired search parameters then tap Search Leave Requests.

A screenshot of the 'Search for Leave Requests' form. The title 'Search for Leave Requests' is at the top. Below it are three search criteria: 'Search For:' with a dropdown menu showing 'All Requests', 'Show From:' with a date field showing '02/01/2022', and 'To:' with a date field showing '12/31/9999'. At the bottom are two buttons: 'Search Leave Requests' and 'Clear'.



- c. Results will appear that can be filtered by employee. To view more details on a processed leave request, simply tap the related request.

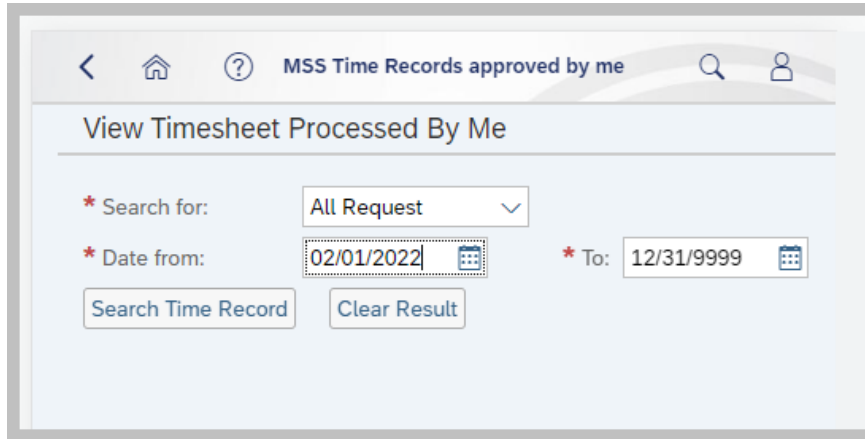


6. **View Timesheet Processed by Me**– display a detailed listing of all employee timesheets that you as the approver have either approved or rejected.

- a. Tap **View Timesheet Processed by Me** to search for processed timesheets. Enter the desired search parameters.

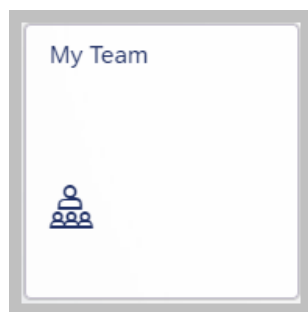


- b. Enter search parameters as desired and select Search Time Record.

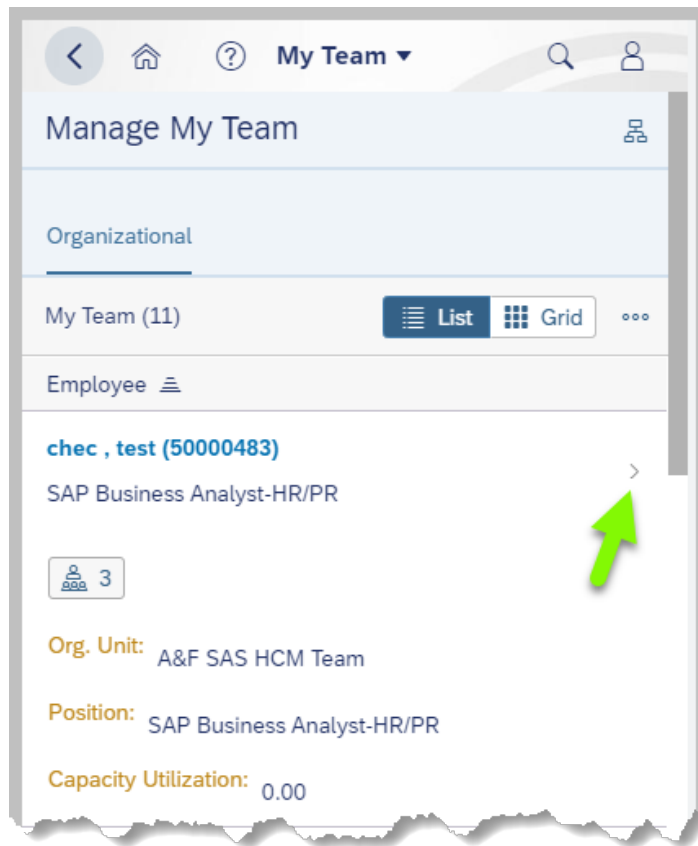


8. **My Team** – provides general data about direct reports, such as their personnel number, position, cost center, and organizational unit. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports but are in a “subordinate” department.

- a. Tap **My Team** to begin.

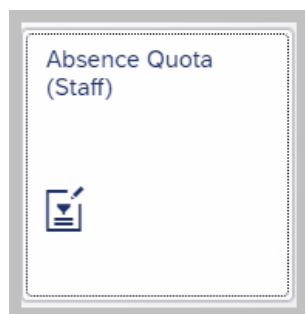


- b. Employee information will appear for review. To see additional information on a specific employee, tap the right arrow where indicated.

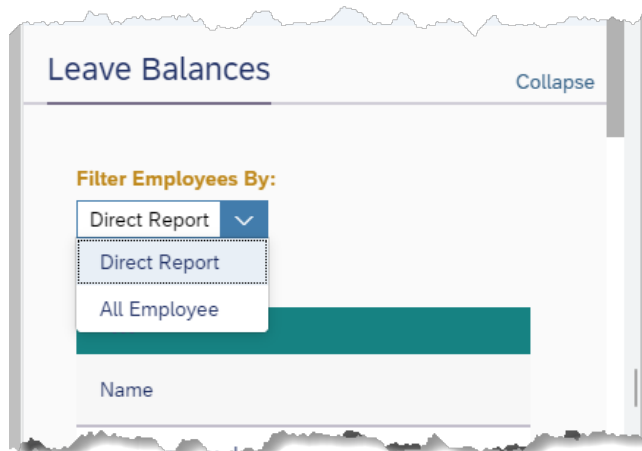


9. **Absence Quota (Staff)** – view the absence quotas for direct reports for the current leave calendar year. For managers who have additional organizational units within their own organizational unit, this application also provides the same information on employees who are not direct reports when the “All Employee” filter is applied.

- a. Tap **Absence Quota (Staff)** to begin.

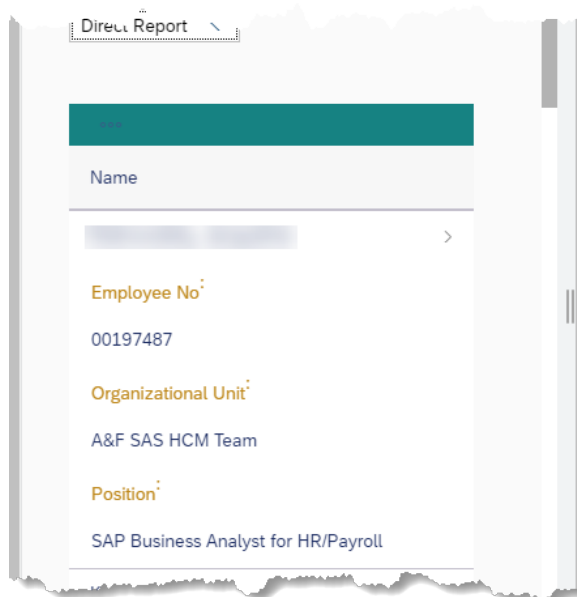


- b. To only view data for direct reports, tap Direct Report. For managers who have additional organizational units within their own organizational unit and wish to see employee data in that category, tap All Employee. Tapping All Employee will list all direct reports as well as employees in subordinate departments within the same organizational structure.



- c. Choose the employee for whom to display leave balance details by tapping on the related tile. (It may be necessary to scroll to the bottom of the list to view the employee's details.)

Example: Tap this tile -



Then scroll to the bottom of the list to see the leave balance details.

The screenshot shows a SAP Fiori interface with a light blue header and a white content area. The content area is divided into two sections: 'Annual Leave' and 'Personal Carryover'. Each section displays a list of leave balance details. The 'Annual Leave' section shows a deductible date of 01/13/2024, earned leave of 112.57, used leave of 0.00, future approved leave of 0.00, and an available balance of 112.57. The 'Personal Carryover' section shows a deductible date of 04/21/2023, earned leave of 43.00, used leave of 0.00, future approved leave of 0.00, and an available balance of 0.00. The interface includes a vertical scrollbar on the right side of the content area.

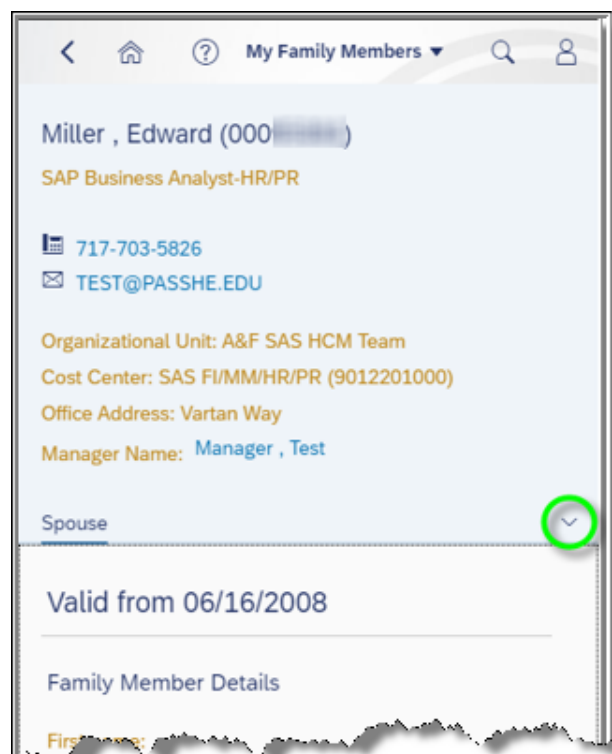
<b>Annual Leave</b>
<b>Deductible to:</b>
01/13/2024
<b>Earned Leave:</b>
112.57
<b>Used:</b>
0.00
<b>Future Approved:</b>
0.00
<b>Available Balance:</b>
112.57
<b>Unit:</b>
Hours
<b>Personal Carryover</b>
<b>Deductible to:</b>
04/21/2023
<b>Earned Leave:</b>
43.00
<b>Used:</b>
0.00
<b>Future Approved:</b>
0.00
<b>Available Balance:</b>
0.00

## Using HR User Fiori Application Features

1. **My Family Members** – enables employees to view dependent and beneficiary information saved in the system. Dependents are those who can be attached to medical plans, while beneficiaries can be attached to insurance plans. Changes to dependent and beneficiary information is not permitted through this application.



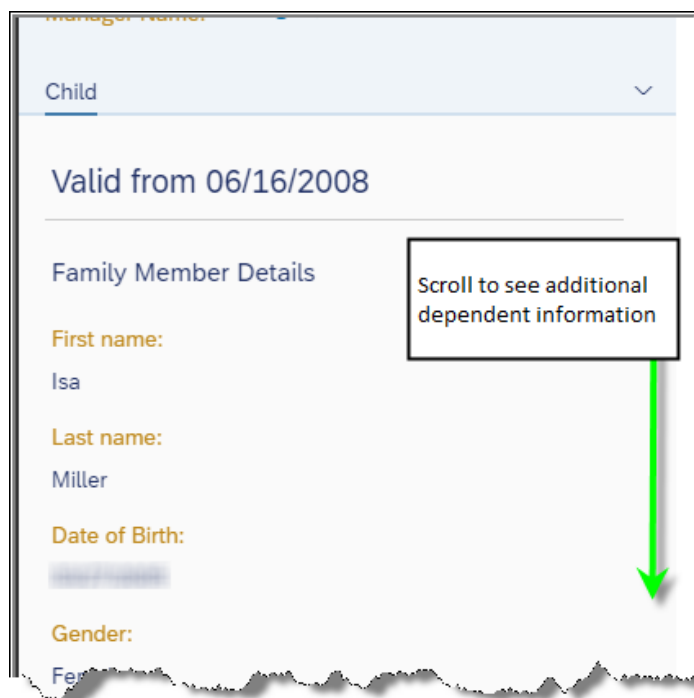
- a. Tap **My Family Members** to begin. To view additional dependents/beneficiary information, tap the drop-down arrow for additional selections.



- b. Tap the dependent/beneficiary type to view details.



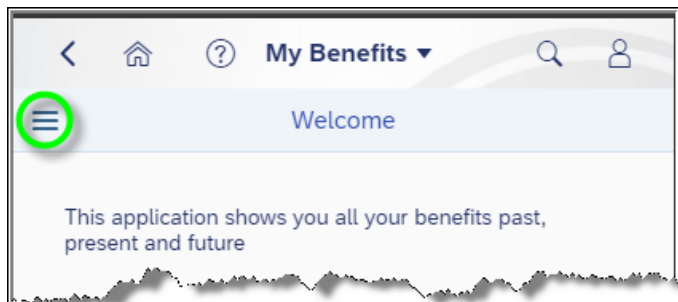
- c. When a dependent/beneficiary type has multiple entries in the system, they will all appear under that type. For example, this user has multiple children, so the user will need to scroll to see details for all children dependents.



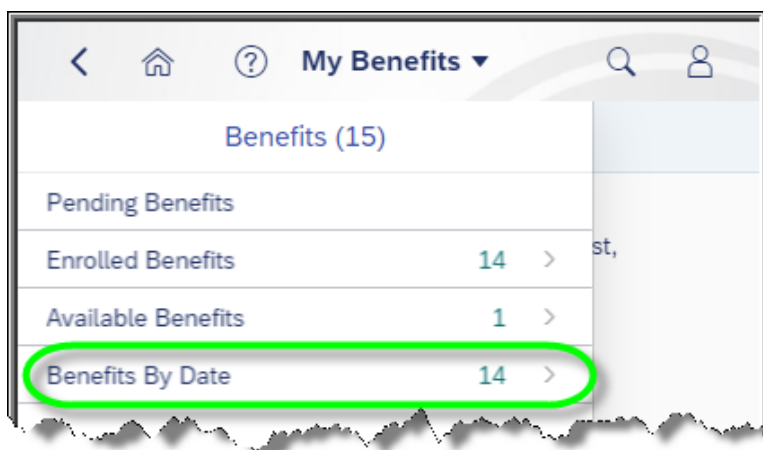
2. **My Benefits** – enables employees to view currently enrolled benefits. At this time, employees cannot make changes to their benefits using the Fiori application.



- a. Tap **My Benefits** to begin.
- b. Next, tap the following icon:



- c. For the best experience, users should select Benefits By Date. (Note: The remaining delivered Fiori application features do not apply to State System use.)





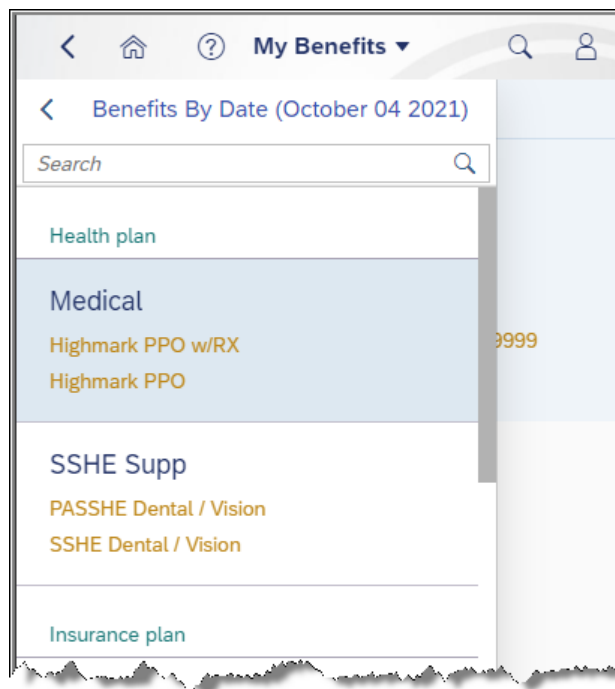
- i. To change the effective date for the plans to display, tap Change Date at the bottom of the window.



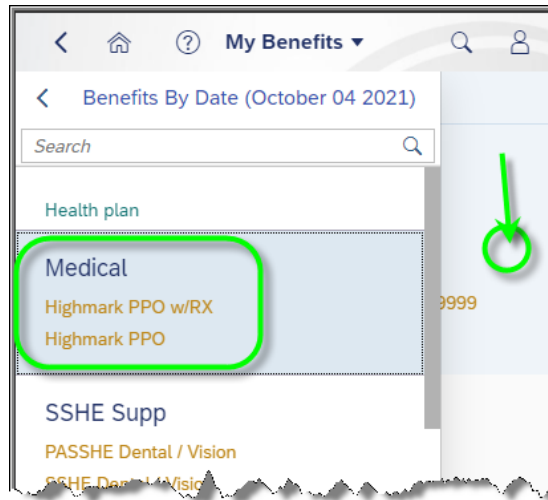
- ii. To download a summary of benefits in PDF format for viewing, saving or printing, tap Download Summary. This will allow users to view and print a summary of their enrolled benefits. Both the Change Date and Download Summary features are available at all times, while using the My Benefits application.



- d. Once in the view of Benefits By Date, users can scroll through their enrolled benefits.



- e. To see additional details related to a particular plan, tap the desired plan to highlight it. Next, tap in the window area to the right.



- f. Additional plan information will be displayed to the user including additional links to further information regarding the plan.




- g. To return to the plan selection window, tap the icon as shown and repeat this process as needed.




### 3. My Timesheet – enables employees to enter time worked for manager approval.

Before getting started, it is important to recognize that different bargaining units (unions) will display different time types for utilization in My Timesheet. Below are some examples of the time type variations by bargaining unit:


## POA:

Att./Absence type
Search 
(None)
Hours Worked/OT (0100)
Hours Worked/Comp Time (0102)
Hours Worked - Voluntary (0111)
Call In Time (0240)
Call In - Comp Time (0241)
Standby Time (0250)
Standby - Comp Time (0251)

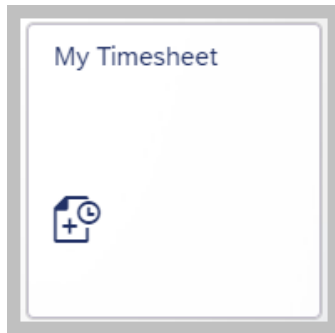
## AFSCME:

Att./Absence type
Search 
(None)
Hours Worked/OT (0100)
Hours Worked/Comp Time (0102)
Call In Time (0240)
Call In - Comp Time (0241)
Standby Time (0250)
Standby - Comp Time (0251)

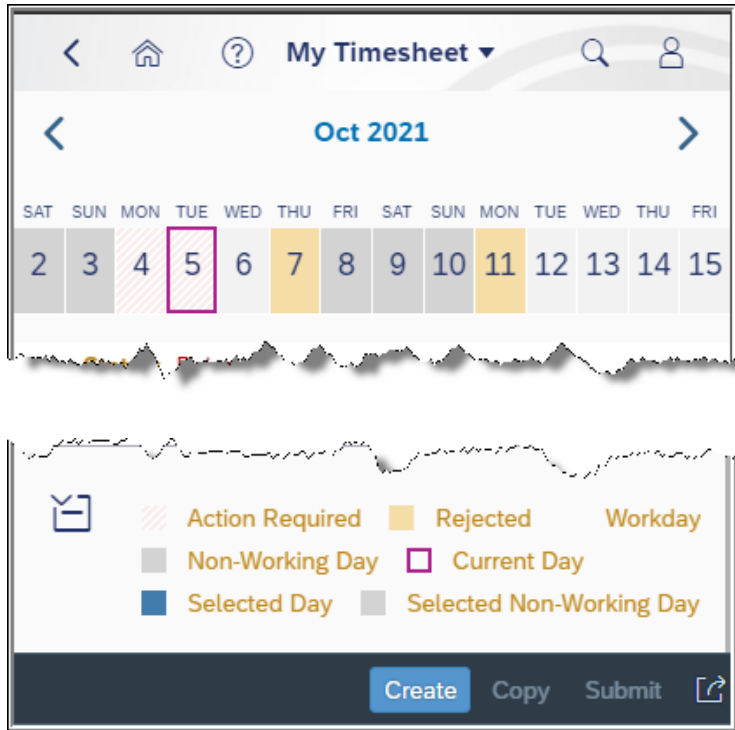
## SCUPA:

Att./Absence type
Search 
(None)
Hours Worked/OT (0100)
Standby Time (0250)
Standby - Comp Time (0251)

- a. Tap **My Timesheet** to begin entering time.



- b. Employees have access to a legend at the bottom of the display, which will assist in understanding the colors used on the calendar at the top of the screen.



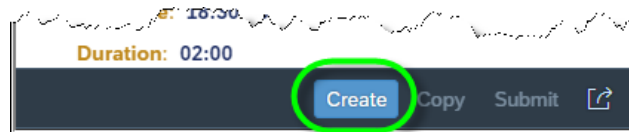
- c. Time can be entered as a single entry on one day, or multiple time entries can be made for multiple days in one transaction as long as the hours worked are the same. In this example, the employee is submitting time worked for 9/27/2021 through 9/28/2021 from 16:30 – 21:00. (Time entries must be in military time.)

- i. First, tap the date(s) for which time will be entered, which will cause the date(s) to turn dark blue.

Unselected dates versus dates selected (circled in green) for time entry:



- ii. Tap Create.



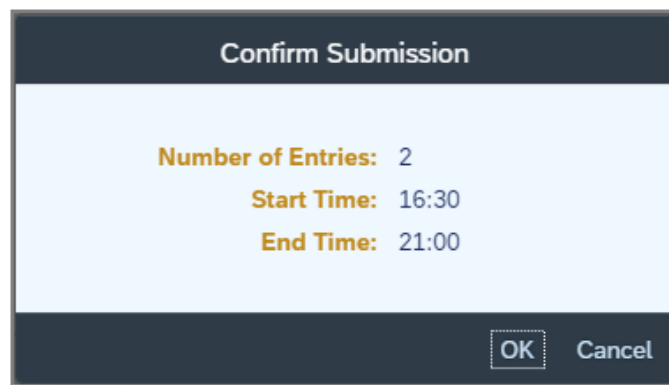
- iii. Enter the start and end time and choose the time type worked by using the Att./Absence type drop-down box. An optional note to the manager can be entered if desired. When finished, tap Submit.

The screenshot shows a time entry form. At the top, there is a calendar snippet showing the dates 27 and 28 of September. Below this, the text 'Time entry for Sep 27 and 1 more day(s)' is displayed. The form includes the following fields:

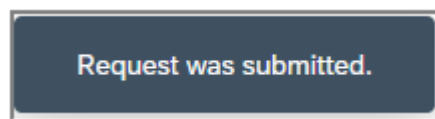
- Time:** Two input fields for start and end times. The start time is 16:30 and the end time is 21:00.
- Note:** A text input field containing 'Project work'.
- Time Assignment:** A section with a dropdown menu for 'Att./Absence type' showing 'Hours Worked (0100)'.

At the bottom of the form, there are buttons for 'Submit', 'Cancel', 'Reset', 'Favorites', and a share icon.

- iv. The following pop-up will appear to confirm the submission. Tap OK.

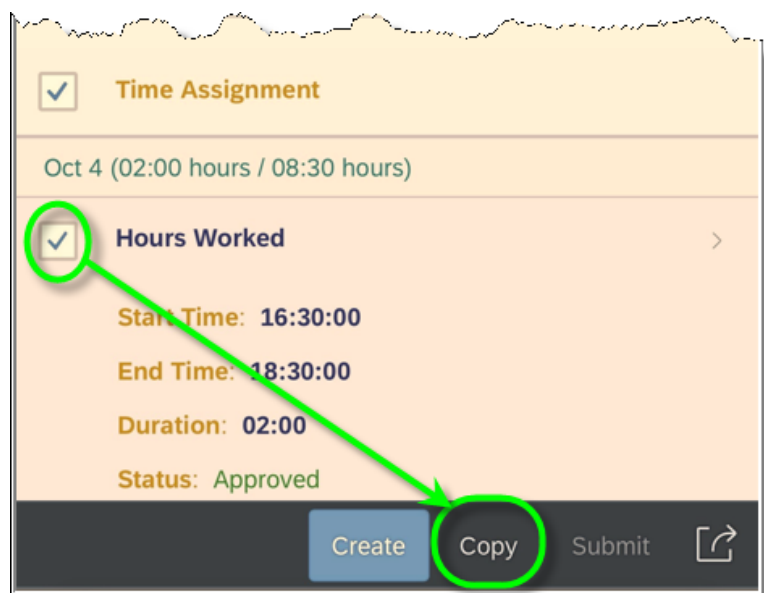


- v. The following pop-up will appear briefly to confirm the hours worked have been submitted for processing.

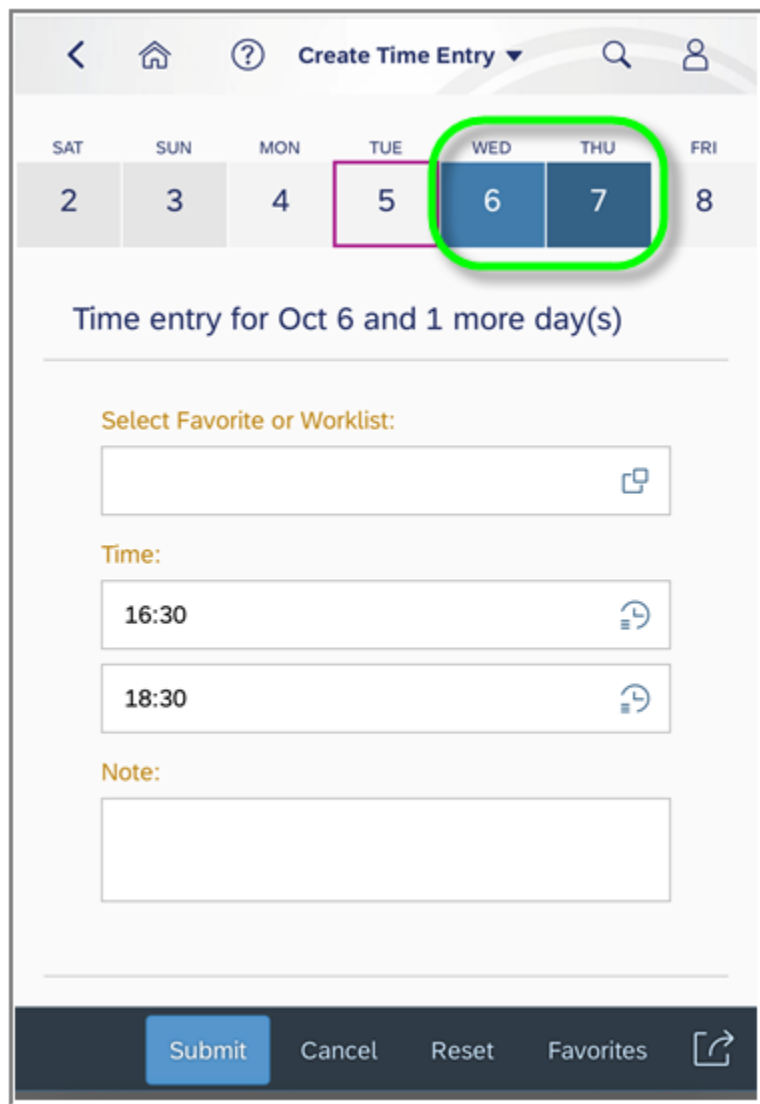


## My Timesheet Tips and Tricks

**Copying time entries** – This is useful for employees who want to quickly enter similar time entries already submitted. To copy a previously submitted time entry, check the box next to the time entry to be copied. Tap Copy.



The start/end times and the Att./Absence type will default from the timesheet being copied. Simply tap the dates at the top for which the timesheet should be copied and add a note as needed. Tap Submit. (Note: Data on the screen can be modified as necessary for the situation.)



The screenshot shows the 'Create Time Entry' app interface. At the top, there is a navigation bar with a back arrow, a home icon, a help icon, the title 'Create Time Entry' with a dropdown arrow, a search icon, and a user profile icon. Below the navigation bar is a calendar view for the month of October. The days of the week are listed at the top: SAT, SUN, MON, TUE, WED, THU, FRI. The dates 2 through 8 are shown below. A green circle highlights the dates 6 (Wednesday) and 7 (Thursday). Below the calendar, the text 'Time entry for Oct 6 and 1 more day(s)' is displayed. Underneath, there is a section titled 'Select Favorite or Worklist:' with a text input field and a copy icon. Below that is a section titled 'Time:' with two time input fields. The first field contains '16:30' and the second field contains '18:30'. Both fields have a clock icon to their right. Below the time fields is a section titled 'Note:' with a large text input field. At the bottom of the screen is a dark blue bar with five buttons: 'Submit' (in a light blue box), 'Cancel', 'Reset', 'Favorites', and a share icon.

SAT	SUN	MON	TUE	WED	THU	FRI
2	3	4	5	6	7	8

Time entry for Oct 6 and 1 more day(s)

Select Favorite or Worklist:

Time:

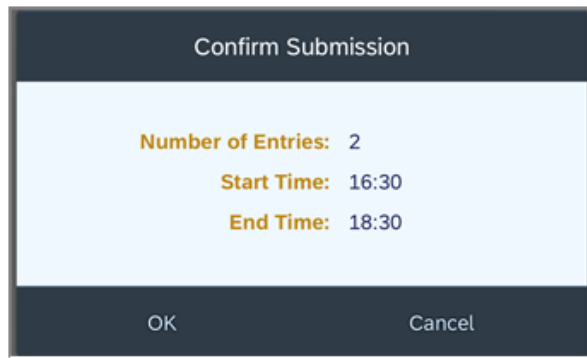
16:30

18:30

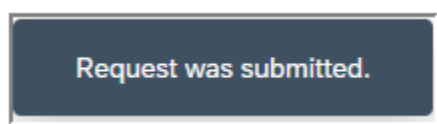
Note:

Submit Cancel Reset Favorites

The following pop-up will appear to confirm the submission. Tap OK.

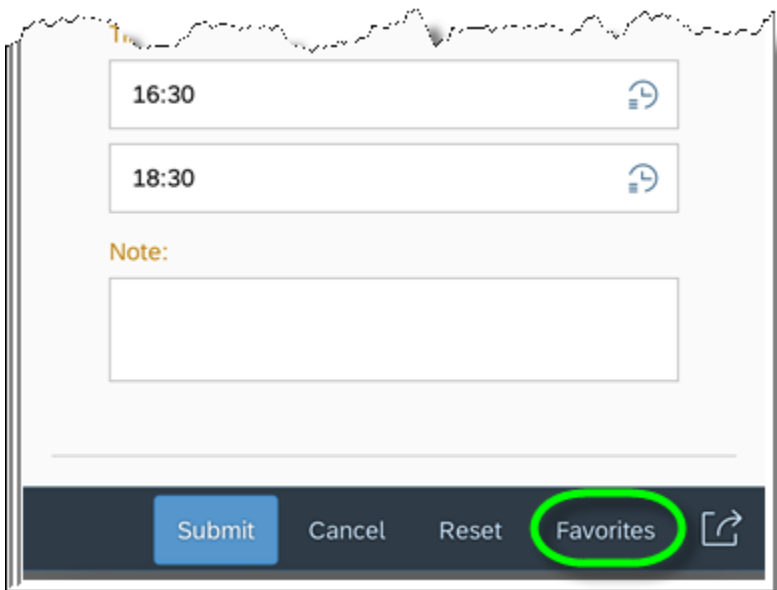


The following pop-up will appear briefly to confirm the hours worked have been submitted for processing.



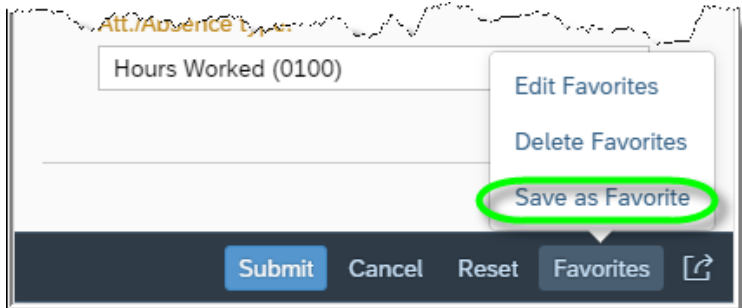
**Setting up favorites** – This is useful for employees who consistently work the same schedule or schedules that might be on a rotational basis.

Begin the process of creating a favorite by starting the process of entering a timesheet. While adding start/end times and the Att./Absence type that will be used, tap Favorites instead of Submit.

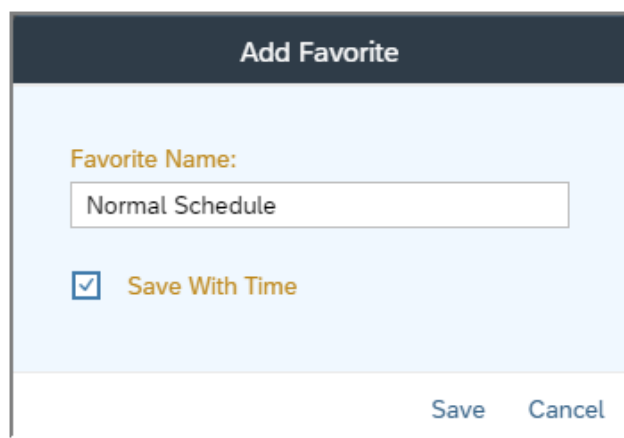




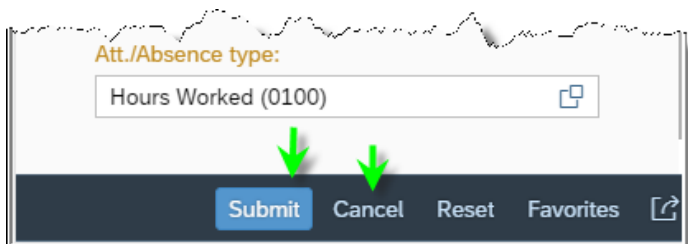
Tap Save as Favorite.



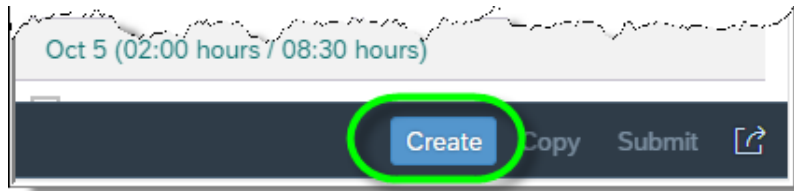
Provide a name for the favorite to be saved and indicate whether the start/end times should be saved by tapping the box Save With Time. When finished, tap Save.



The timesheet being entered can either be submitted by tapping Submit, or the user can exit the process of submitting a timesheet at this point by tapping Cancel.



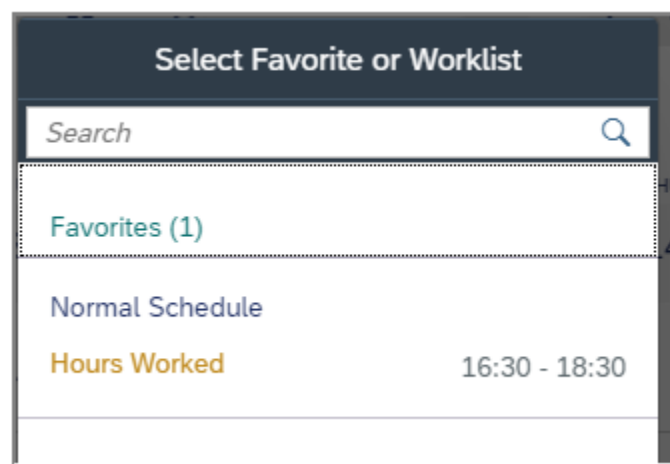
Tap Create.



Tap in the Select Favorite or Worklist box.



Tap the Favorite schedule to be used.



All time entry data from the Favorite will be defaulted. Users can modify as needed/add a note and then tap the days for which the time is to be applied. When finished, tap Submit.

SAT SUN MON TUE WED THU FRI SAT SUN MON TUE WED THU FRI

2 3 4 5 6 7 8 9 10 11 12 13 14 15

Time entry for Oct 11 and 1 more day(s)

Select Favorite or Worklist:

Normal Schedule

Time:

16:30

18:30

Note:

Working on team project

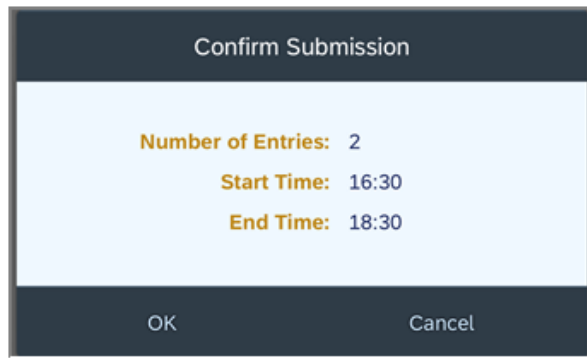
Time Assignment

Att./Absence type:

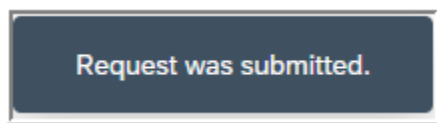
0100

Submit Cancel Reset Favorites

The following pop-up will appear to confirm the submission. Tap OK.



The following pop-up will appear briefly to confirm the hours worked have been submitted for processing.



Favorites can be edited by choosing Edit Favorites, which will allow the user to rename the favorite.

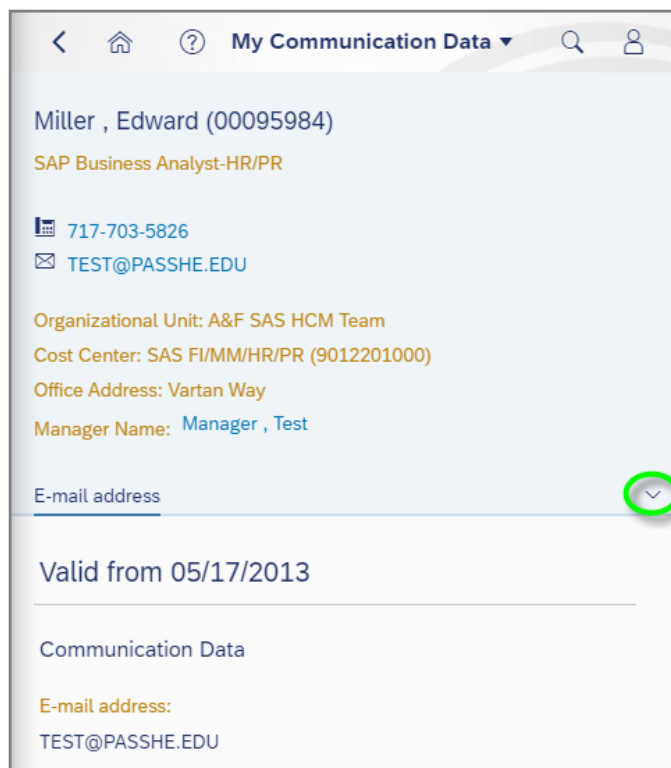
Favorites can be deleted by choosing Delete Favorites, which will allow the user to delete a previously saved favorite if it is no longer needed.

- 4. My Communication Data** – enables employees view work email address as well as view and update personal e-mail address.

- a. Tap **My Communication Data** to begin.



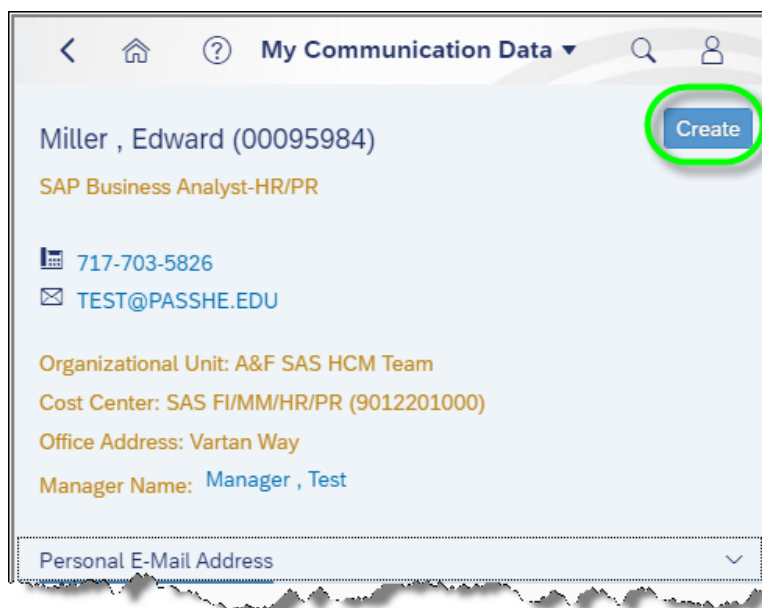
- b. The default page will show employee work phone, work email, and manager name. To view/edit personal email address, tap the drop-down arrow indicated in the screenshot.



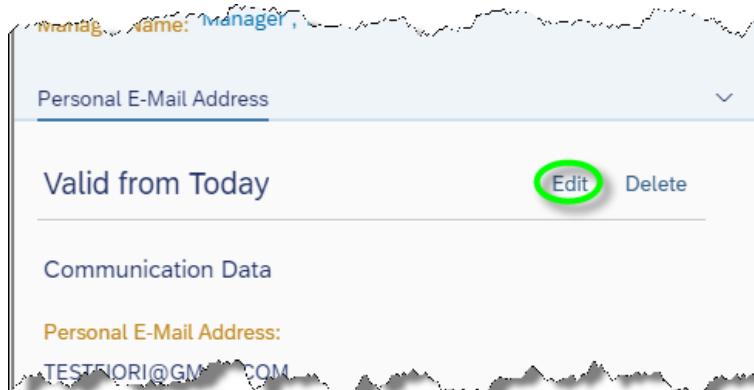
c. Tap **Personal E-Mail Address**.



- i. If no personal email address exists in the system, tap Create.



- ii. If a personal email address already exists in the system, tap Edit. (Note: Delete may also be used if removing a personal email address entirely is desired.)

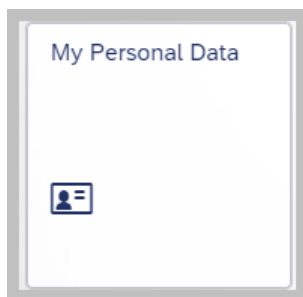


- iii. Employees simply enter their personal email address and tap Save.

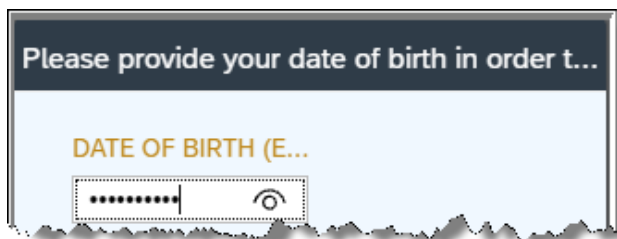


- 5. **My Personal Data** - display basic personal and employment information. (Note: As added security, employees must enter their Date of Birth to access this application.)

- a. Tap **My Personal Data** to begin.



Due to the sensitivity of personal data, employees must enter their data of birth in mm/dd/ccyy format in order to gain access to this application.



- b. Once the date of birth is entered, tap OK.



- c. If the date of birth is provided successfully, employees will be able to view their personal details as saved in the system along with basic employment information.

The screenshot displays the 'My Personal Data' app interface. At the top, there is a navigation bar with a back arrow, a home icon, a help icon, and the title 'My Personal Data' with a dropdown arrow. To the right of the title are a search icon and a user profile icon. Below the navigation bar, the user's name 'Miller, Edward (00095984)' is displayed in a large font, followed by the job title 'SAP Business Analyst-HR/PR' in a smaller font. Below this, there are two columns of information. The left column contains a phone number '717-703-5826' and an email address 'TEST@PASSHE.EDU'. The right column contains organizational details: 'Organizational Unit: A&F SAS HCM Team', 'Cost Center: SAS FI/MM/HR/PR (9012201000)', 'Office Address: Vartan Way', and 'Manager Name: Manager, Test'. Below this section, there is a section titled 'Personal Data' with a horizontal line. Under 'Personal Data', it shows 'Valid from 03/13/1988'. Below this, there is a section for 'Name' and 'Form of Address: Mr'. The bottom section is titled 'Employment Data' and contains several dates: 'State System Hire Date: 06/16/2008', 'Service Date: 02/11/2001', 'Current Hire Date: 06/16/2008', and 'University Hire Date: 06/16/2008'. At the bottom of the 'Employment Data' section, there is a link 'Employment Date Descriptions'.

< Home ? My Personal Data ▾

Miller, Edward (00095984)

SAP Business Analyst-HR/PR

717-703-5826      Organizational Unit: A&F SAS HCM Team

TEST@PASSHE.EDU      Cost Center: SAS FI/MM/HR/PR (9012201000)

Office Address: Vartan Way

Manager Name: Manager, Test

Personal Data

Valid from 03/13/1988

Name

Form of Address:

Mr

First Name

Employment Data

State System Hire Date:

06/16/2008

Service Date:

02/11/2001

Current Hire Date:

06/16/2008

University Hire Date:

06/16/2008

Employment Date Descriptions



- 6. Direct Deposit/Bank Information** – enables employees to view their Main Bank account if not receiving a paper check. Users cannot use this application to modify or set up a Main Bank account and must contact their HR payroll office. If any Secondary Bank(s) exist(s), this application will enable employees to modify deposit amounts or percentages with the option to entirely end the Secondary Bank. (Note: The scrolling features on this application will behave somewhat differently from the other Fiori applications.)

- a. Tap **Direct Deposit/Bank Information** to begin.



- b. Main Bank account will be displayed by default.

 A screenshot of the SAP Fiori app interface for "Direct Deposit / Bank Information". The top navigation bar shows a back arrow, a home icon, a help icon, the title "ESS - Maintain Direct...", a search icon, and a user profile icon. Below the navigation bar is a blue header with the title "Direct Deposit / Bank Information". The main content area displays the user's "Full Name: Miller, Edward" and "Employee Number: 000" followed by a redacted number. A message states: "All changes processed today will be effective with the pay date." Another message says: "To change the details of a Secondary Bank, select the bank in the list below, go to the Bank Details section and then use the Change or End buttons in the Account Actions section." A third message reads: "If you need to change your Main Bank or add additional Secondary Banks, please contact your Human Resources office." Below this is a section titled "Stored Bank Accounts" containing a table with three rows. The first row is the "Main Bank" and is selected with a blue radio button. The other two rows are "Secondary Bank" options with unselected radio buttons.
 

	Bank Type	Name of Bank
<input checked="" type="radio"/>	Main Bank	PENNSYLVANIA STATE EMPLOYEES CREDIT UNION
<input type="radio"/>	Secondary Bank	MEMBERS 1ST FCU
<input type="radio"/>	Secondary Bank	FIRST NATIONAL BANK OF PENNSYLVANIA

- c. The Account Details sections for Main Bank will allow for display only details.

**Account Details**

Payee: Miller , Edward

Postal Code / City: 170503801 MECHANICSBURG

Bank Country: USA

Payment Method: Direct Deposit

Routing Number: 231381116 PENNSYLVANIA STATE EM

Account Number: ..... ☐ Checking ☒ Savings

- d. To view or modify a Secondary Bank, tap in the radio button next to the desired bank where shown.

**Stored Bank Accounts**

	Bank Type	Name of Bank
<input type="radio"/>	Main Bank	PENNSYLVANIA STATE EMPLOYEES CU
<input checked="" type="radio"/>	Secondary Bank	MEMBERS 1ST FCU
<input type="radio"/>	Secondary Bank	FIRST NATIONAL BANK OF PENNSYLVANI

**Account Details**

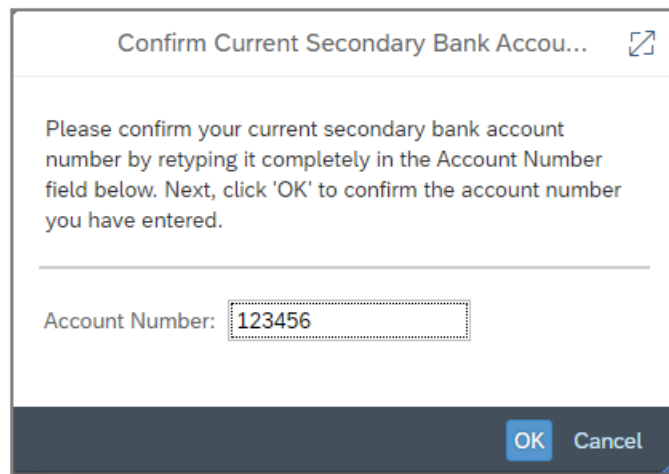
- i. To begin making modifications to the Secondary Bank, tap Change Amount or Percentage of Bank Account.

Standard Value: 200.00

Standard Percentage: 0.00

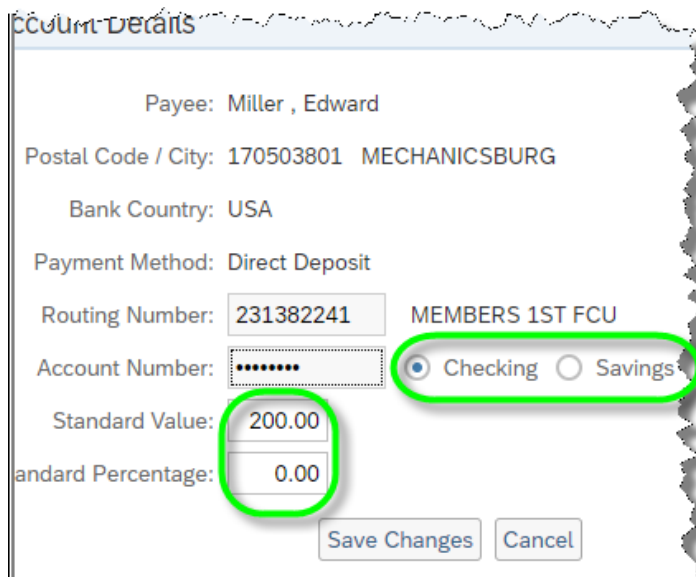
**Change Amount or Percentage of Bank Account** End S

- ii. For security purposes, the following pop-up will appear for the user to confirm the Secondary Bank account number. Once the account number is entered, tap OK.



A pop-up dialog box titled "Confirm Current Secondary Bank Account...". The text inside reads: "Please confirm your current secondary bank account number by retyping it completely in the Account Number field below. Next, click 'OK' to confirm the account number you have entered." Below the text is a text input field labeled "Account Number:" containing the value "123456". At the bottom right are two buttons: "OK" and "Cancel".

- iii. Users can now make modifications to the Standard Value and Standard Percentage fields. The Standard Value field is used to designate a consistent dollar amount to be deposited to the account. The Standard Percentage field is used to designate a consistent percentage of the employee's net pay to be deposited to the account. Only one of these fields may be utilized at a time. When finished, tap Save Changes. Users can also change the account type by tapping the radio button for either Checking or Savings.



A screenshot of the "Account Details" form. The form contains the following fields and options:

- Payee: Miller, Edward
- Postal Code / City: 170503801 MECHANICSBURG
- Bank Country: USA
- Payment Method: Direct Deposit
- Routing Number: 231382241
- MEMBERS 1ST FCU
- Account Number: .....
- Account Type: ☒ Checking ☐ Savings
- Standard Value: 200.00
- Standard Percentage: 0.00
- Buttons: Save Changes, Cancel

Green circles highlight the "Standard Value" field (200.00) and the "Checking" radio button.

7. **My Leave Request** – enables employees to submit new leave requests and leave cancellations as well as view the status of previous requests.

- a. To begin, tap **My Leave Request**.

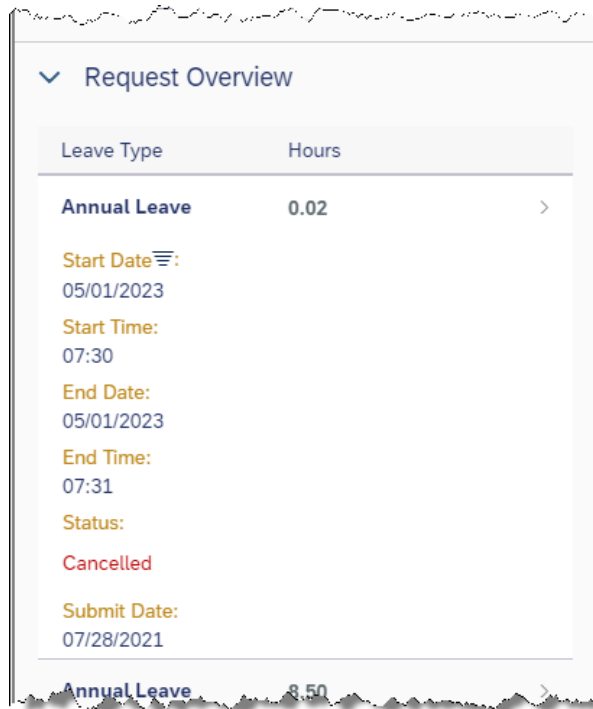


- b. At the top of the page under Entitlement, employee leave balances will display for the different leave types available as well as the start/end dates for the usage period.

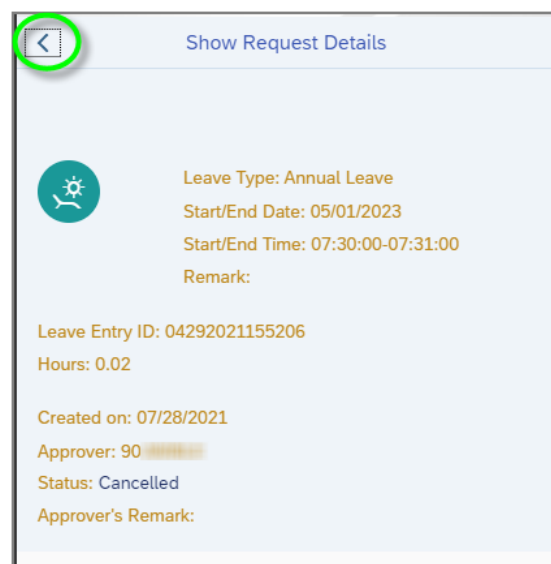
A screenshot of the "Entitlement" section in the SAP Fiori app. It shows a list of leave types with their available hours and usage periods. The section is titled "Entitlement" with a dropdown arrow. Below the title is a section labeled "Items" containing a table.

Leave Type	Available
<b>Annual Leave</b>	<b>439.50000</b> Hours
01/02/2021-01/01/2022	
<b>Personal Leave</b>	<b>11.83000</b> Hours
01/02/2021-01/01/2022	
<b>Sick Family</b>	<b>37.50000</b> Hours

- c. As user's scroll down the page, the Request Overview section will appear. This section is sorted in ascending order by leave request start date and displays details for employee leave requests already submitted, including Leave Type, Hours requested off, Start Date, Start Time, End Date, End Time, Status of the request, and the Submit Date of the leave request.



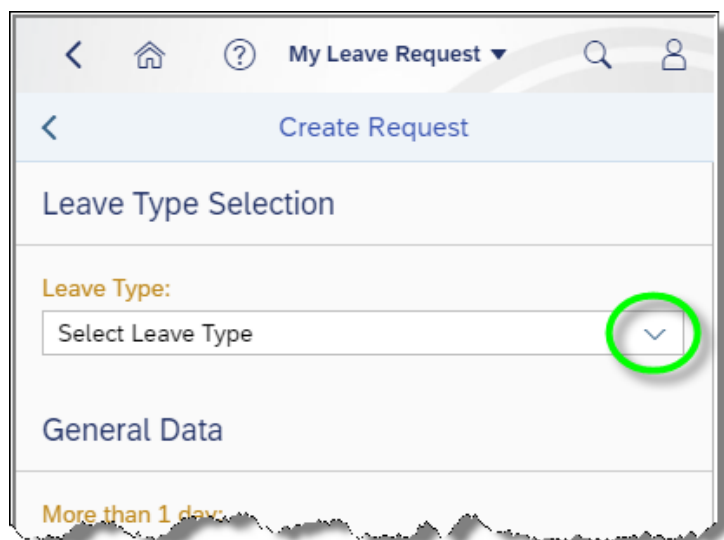
- d. To view additional details about a particular leave request, simply tap the desired leave request, and the Show Request Details screen will appear. To return to the main page, tap the back arrow where shown.



- e. To submit a new leave request, tap Create Request.

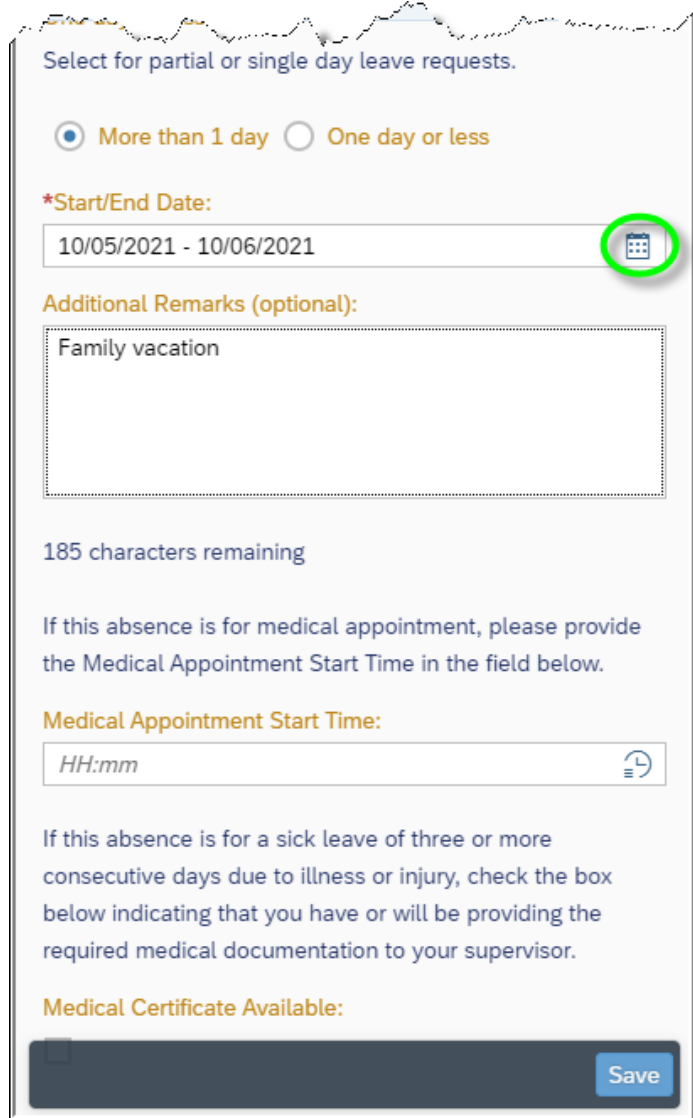


- f. On screen instructions will be provided for employees to assist them with submitting leave requests, but users must select a Leave Type from the drop-down box first by tapping the down arrow.



Note: Depending on the Leave Type selected, users may be required to provide more details on the screen, but guidance for these situations will be provided in real-time during the use of the application.


- g. After selecting a Leave Type, choose whether the leave request is for more than one day or if it will be for one day or less by tapping the appropriate radio button. Next, enter the Start/End Date by either typing it in or using the calendar feature provided. Additional Remarks are optional as indicated. When finished



Select for partial or single day leave requests.

☒ More than 1 day ☐ One day or less

\*Start/End Date:

10/05/2021 - 10/06/2021 


Additional Remarks (optional):

Family vacation

185 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 

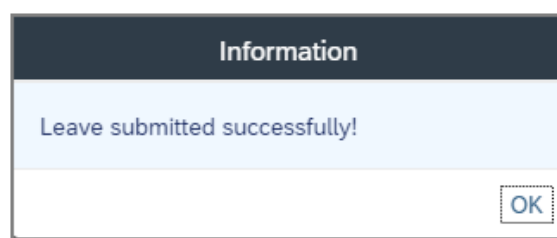
If this absence is for a sick leave of three or more consecutive days due to illness or injury, check the box below indicating that you have or will be providing the required medical documentation to your supervisor.

Medical Certificate Available:

☐

Save

- i. The following pop-up will appear indicating the request was submitted successfully to the manager.

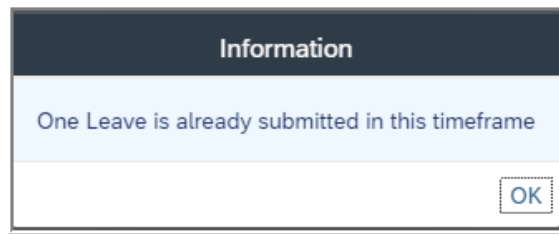


Information

Leave submitted successfully!

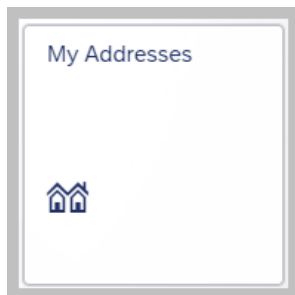
OK

- ii. If a collision is found between previously submitted leave request, the following pop-up will appear, and the employee will need to resubmit the request using date(s)/time(s) that do not collide with requests already submitted.



8. **My Addresses** – enables employees to view permanent and mailing addresses as well as view and make updates to emergency contact information.

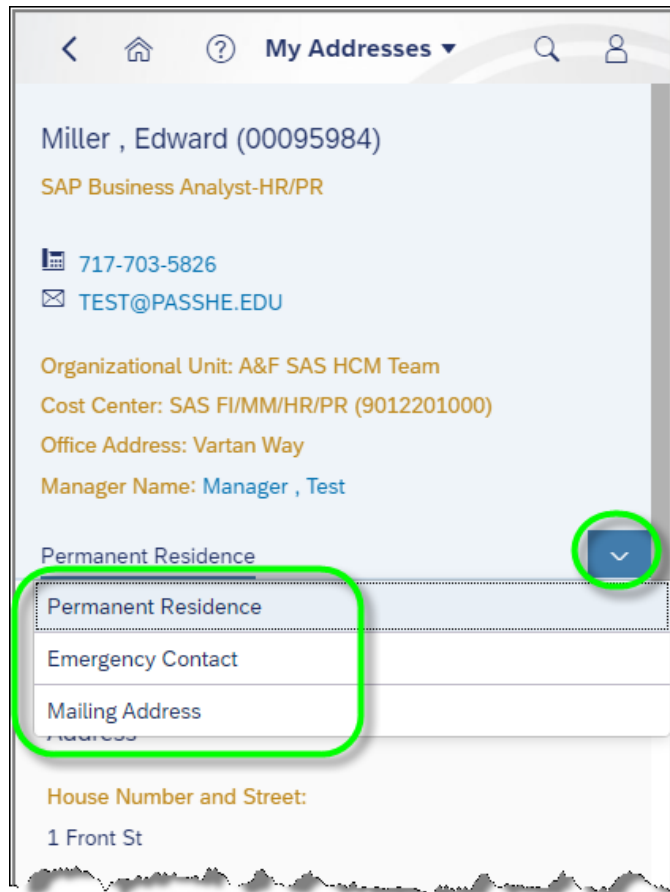
- a. To begin, tap **My Addresses**.



- b. The employee's **Permanent Residence** will be displayed by default. Due to local tax requirements, employees must contact their campus HR office to make any changes to their permanent Address Information.



- c. Tap the drop-down arrow to access additional addresses saved to the system.



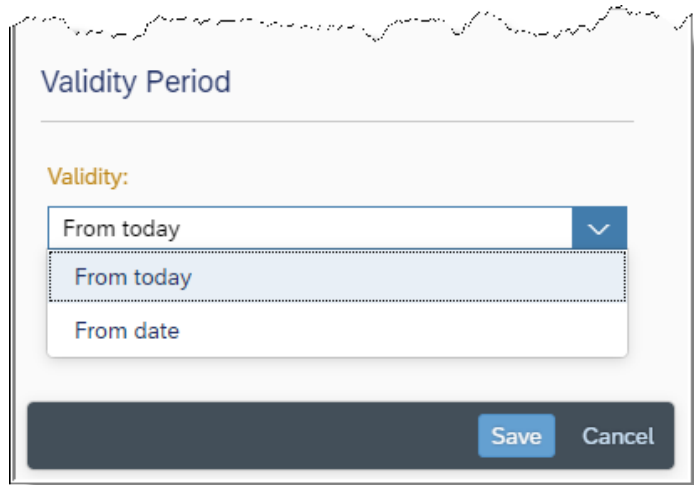
- d. To view/make changes to emergency contact information, tap **Emergency Contact**



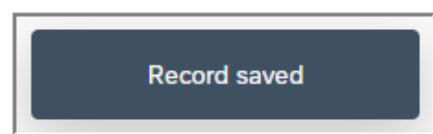
- e. The emergency contact information will display for review. To make changes, tap Edit as shown.



- f. The employee's emergency contact data will unlock for modification as needed. At the bottom of the window, employees can elect to have the emergency contact data effective immediately/from today or choose a date to make the changes effective. When finished, tap Save.



- g. The following confirmation will briefly display.



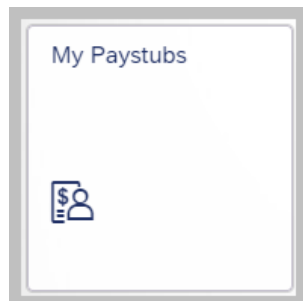
- h.** Mailing address will only be available in view mode for any employee who currently has an existing mailing address saved to the system. Since a mailing address is only required if the employee desires to receive mail at an address that differs from their primary residence, users must visit their campus HR office to make modifications to a mailing address including deleting it from use.



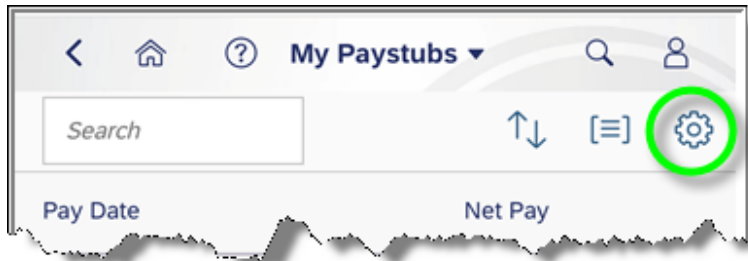
The screenshot shows a mobile application interface for a 'Mailing Address' form. At the top, there is a header bar with the text 'Mailing Address' and a downward arrow icon. Below the header, the text 'Valid from 10/03/2021' is displayed. Underneath, the label 'Address' is shown. The form contains two input fields: 'C/O:' and 'House Number and Street:'. The 'House Number and Street:' field is populated with the text '917 Susan Circle'. The bottom of the form is partially obscured by a torn paper effect.

**9. My Paystubs** – enables employees to view and print their paystubs.

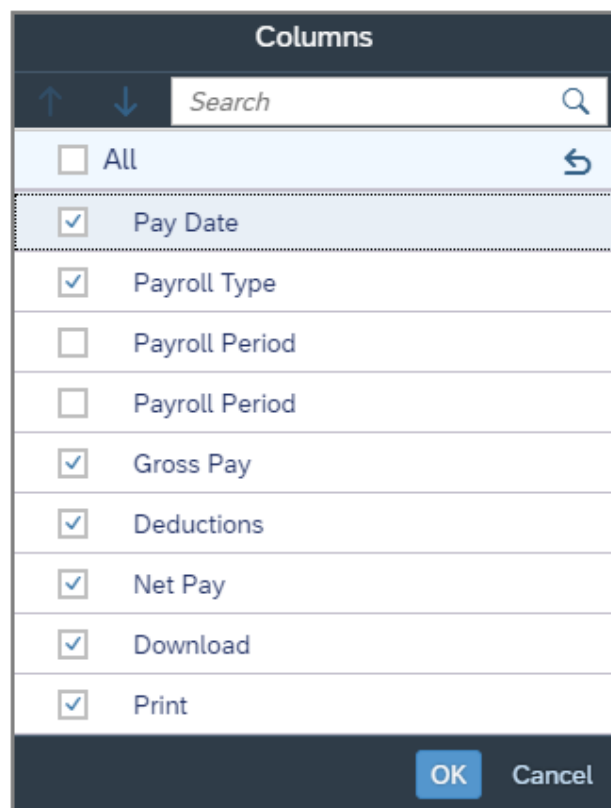
- a.** Tap **My Paystubs** to begin.



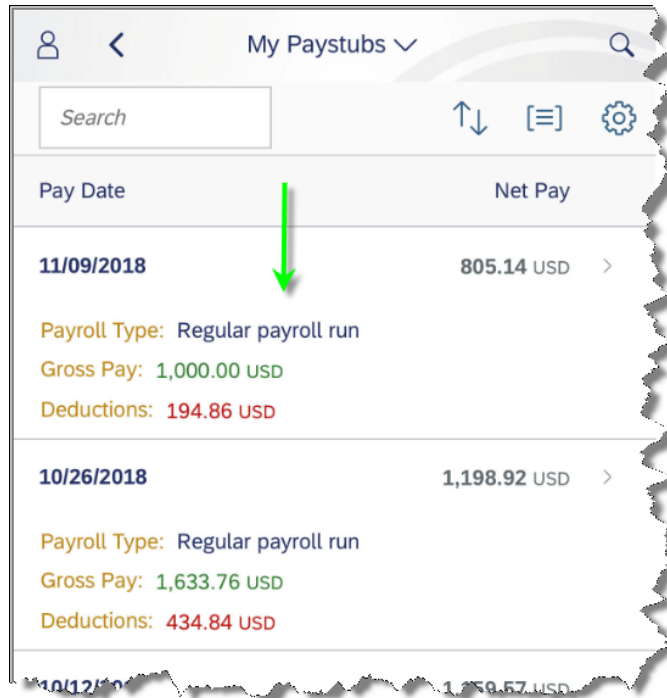
- b. The employee history of paystubs will be displayed. To control the level of paystub details displayed on the overview screen, tap the following icon.



- c. Choose the columns to be displayed and tap OK.



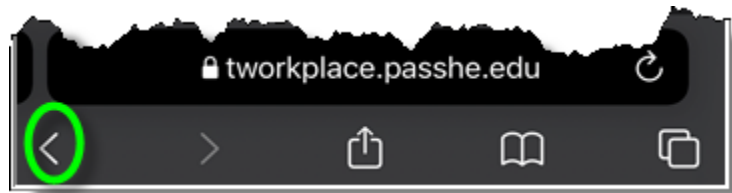
- d. To view details of a paystub, tap on the desired statement.



Note: If the following window is displayed, tap the download icon as shown.



- e. The statement details will be displayed. To return to the **Paystubs** screen, tap the back button from the browser. (Note: Users may need to use the back button twice.)



- 10. SECA Enrollment** – allows employees access to the annual enrollment screen for SECA Charities, which can only be accessed/updated during the annual enrollment period.



- 11. Update W-2 Election** – enables employees to update their W-2. Choose to receive an electronic or paper W-2 form.

- a. Tap Update W-2 Election to begin.



- b. To change to Paper Form, select the appropriate radio button and click 'Continue with Paper Enrollment'.

- c. To change to Electronic Form, select the appropriate radio button and confirm consent with a check mark in the box at the bottom of the screen. Then click 'Continue with Electronic Enrollment'.

Even if you have consented to electronic-only delivery of your W-2, you may still receive a paper copy of the W-2 by contacting your HR/Payroll department. Request for a paper copy does not withdraw your consent for electronic-only delivery.

Copies of W-2s for years not available via electronic W-2s (calendar year 2012 or earlier) may be requested from the HR/Payroll department.

☒ I have read the above notice and agree to receive my W-2 form only in electronic format.

Cancel Continue with Electronic Enrollment

**12. W-4 Withholding** – enables employees to view and update their W-4 tax information.

- a. Tap **W-4 Withholding** to begin.

W-4 Withholding

\$✓



- b. Next, tap on **Update W-4 Withholding** to make edits to fields.

The screenshot shows the 'W-4 Withholding Information' app interface. At the top, the user's name 'Dobrovodsky, Jacqueline M(00197487)' and title 'SAP Business Analyst for HR/Payroll' are displayed. Below this, a blue button labeled 'Update W-4 Withholding' is highlighted with a green circle. Underneath the button, a text block explains that the fields correspond to the steps in the IRS Form W-4 and provides a link to the IRS website. Further down, there is a section for 'Step 1c - Filing Status:' with a dropdown menu. At the bottom, a note states: 'Check this box if you have checked the box in Step 2c of the Form W-4:'.

W-4 Withholding Informa...

Dobrovodsky, Jacqueline M(00197487)

SAP Business Analyst for HR/Payroll

**Update W-4 Withholding**

The fields below correspond to the steps in the IRS Form W-4. The IRS Form W-4 and instructions, linked below, should be used to determine the values for these fields.

To review the IRS Form W-4 and instructions, click here : [IRS Website W-4](#)

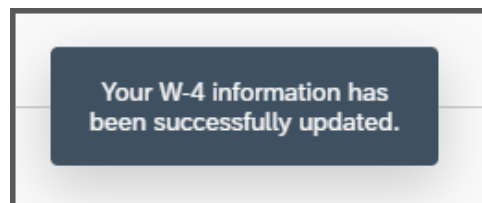
**Step 1c - Filing Status:**

Check this box if you have checked the box in Step 2c of the Form W-4:

- c. Enter amounts into each field as needed, then tap the Declaration checkbox confirming acknowledgment and tap save.

The screenshot shows a mobile application interface for a W-4 form. At the top, it says "Step 4b - Additional Deduction from Deduction Worksheet:" followed by a text input field containing "0.00" and the label "USD". Below this, it says "Step 4c - Extra Withholding Each pay period:" followed by another text input field containing "0.00" and the label "USD". Further down, there is a paragraph of text: "Does your name match the name on your social security card? If not, to ensure you get credit for your earnings, contact SSA at 800-772-1213 or click on below link" followed by the URL "www.ssa.gov.". Below the text is a "Declaration:" label next to a checked checkbox. A green arrow points to the checkbox. To the right of the checkbox is a text box containing the declaration: "Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct and complete." At the bottom right of the form are two buttons: "Cancel" and "Save". The "Save" button is circled in green.

- d. You will receive a message confirming your information has been updated

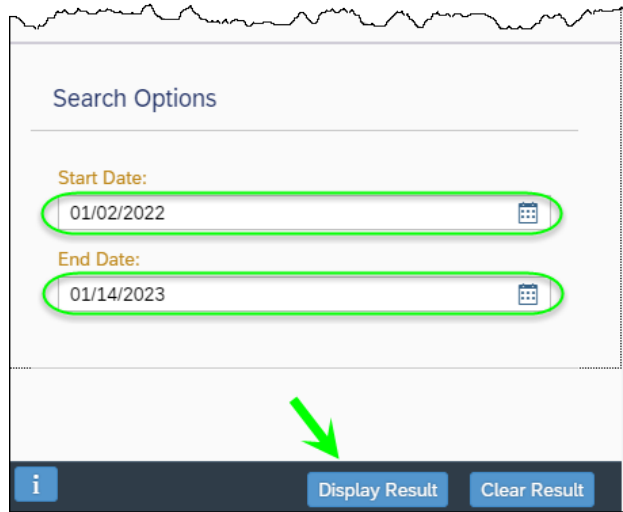


### 13. Display Absences – display absences approved by your manager.

- a. Tap **Display Absences** to begin.



- b. Enter date range and tap **Display Result**.



- c. Scroll down to view list of Absences or use the Filter by Absence Type drop-down menu to reduce results.

**Result Table**

Filter by Absence Type: **Show All Absences** ▼

Absence Type	Start Date
Personal Leave	11/29/2021
End date: 11/29/2021	
Start Time: 13:30:00	
End Time: 14:30:00	
Hours: 1.00	
Sick Leave	11/02/2021
End date: 11/02/2021	
Start Time: 14:45:00	
End Time: 16:00:00	
Hours: 1.25	

**i** **Display Result** **Clear Result**

- 14. Display W-2 Form** – display W-2 form if employed in 2021 or prior years and elected to receive your form electronically.

**Display W-2 Form**

- a. Enter the last four digits of your social security number and tap OK.

The screenshot shows the 'Online Forms W-2' app interface. At the top, there's a navigation bar with a back arrow, a home icon, a question mark, the title 'Online Forms W-2/...', a search icon, and a user icon. Below the navigation bar, there's a section titled 'Click Here to Open W-2' with a 'Previous Form' link and a menu icon. Underneath, there are links for 'IRS W-2 Form Information', 'PASSHE W-2 Form Highlights', and 'Problems Printing your W-2? Click Here'. The main section is titled 'Confirm your SSN' with a share icon. Below this, it says 'Please provide the last four digits of your SSN in the box below' and 'Click 'OK' to validate and view your Online W-2/W-2c form.' There is an input box, an 'OK' button, and a 'Cancel' button. A green arrow points to the input box.

- b. Select the year of W-2 to display, download, and/or print by tapping in the associated checkbox and then tap Display.

The screenshot shows the 'Online Forms W-2/W-2c' app interface. At the top, there's a navigation bar with a back arrow, a home icon, a question mark, the title 'Online Forms W-2/W-2c', a search icon, and a user icon. Below the navigation bar, there's a section titled 'Select a W-2 form below and then click the Display' with a 'Display' button. Below this, there's a table with columns: Year, Form Description, and Creator. The table lists W-2 forms for the years 2022, 2021, 2020, and 2019. A green arrow points to the 'Display' button, and another green arrow points to the checkbox for the year 2021.

<input type="checkbox"/>	Year	Form Description	Creator
<input checked="" type="checkbox"/>	2022	W-2 - Wage and Tax Statement	01/07/2
<input type="checkbox"/>	2021	W-2 - Wage and Tax Statement	01/11/2
<input type="checkbox"/>	2020	W-2 - Wage and Tax Statement	01/09/2
<input type="checkbox"/>	2019	W-2 - Wage and Tax Statement	01/11/2

Below the table, there's a section titled 'Click Here to Open W-2' with a 'Previous Form' link and a menu icon. Underneath, there are links for 'IRS W-2 Form Information', 'PASSHE W-2 Form Highlights', and 'Problems Printing your W-2? Click Here'.

- c. Tap anywhere in the area shown, and a separate tab will open displaying the W-2 PDF.

1 Wages, tips, other compensation	2 Federal income tax withheld
3 Social security wages	4 Social security tax withheld
5 Medicare wages and tips	6 Medicare tax withheld
a Employee's SSA number	Employer use only
b Employer's FED ID number	c Control number
c Employer's name, address, and ZIP code	
PENNSYLVANIA STATE SYSTEM OF HIGHER EDUC 2300 Vartan Way Suite 207 Harrisburg PA 17110-0000	
7 Social security tips	8 Allocated tips
9	10 Dependent care benefits

Note: To avoid confusion, it is recommended that users choose a single year at a time to display since scrolling through years of W-2 is not currently possible within the application.

However, If displaying more than one year of W-2's at a time is desired, users will need to use the Previous Form and Next Form options to toggle between years. If there is more than one W-2 for a given year, use of this feature will also be needed.

Online Forms W-2/W-2c

Select a W-2 form below and then click the Display icon

Display

<input type="checkbox"/>	Year	Form Description	Created Date
<input checked="" type="checkbox"/>	2022	W-2 - Wage and Tax Statement	01/07/2023
<input checked="" type="checkbox"/>	2021	W-2 - Wage and Tax Statement	01/11/2022
<input type="checkbox"/>	2020	W-2 - Wage and Tax Statement	01/09/2021
<input type="checkbox"/>	2019	W-2 - Wage and Tax Statement	01/11/2020

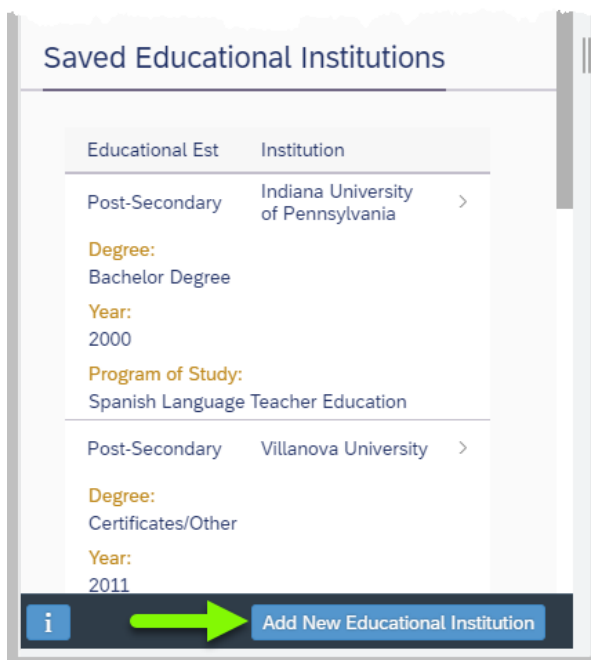
Click Here to Open W-2    < Previous Form    > Next Form    Hide

**15. Education Information** – add, edit, or view employee educational background.

- a. To begin, tap Education Information.



- b. To add new education information, tap Add New Educational Institution and follow the prompts.



- c. To update a previously saved record, tap on the associated record then tap Edit Educational Institution.

Educational Est	Institution
Post-Secondary	Indiana University of Pennsylvania
Degree: Bachelor Degree	
Year: 2000	
Program of Study: Spanish Language Teacher Education	
Post-Secondary	Villanova University
Degree: Certificates/Other	
Year: 2011	
Program of Study: Project Management	

Edit Educational Institution Add New Educational Institution

- d. Users may need to scroll down to find the fields open for edit. Once updates are finished, tap Save Edited Education Institution.

\*Country: USA

\*State: Pennsylvania

\*Educational Est.: Post-Secondary

\*Institution: Indiana University of Pennsylvania

\*Degree: Bachelor Degree

\*Graduation Year: 1999

\*Degree Description: Bachelor of Science (BS)

☐ Terminal Degree

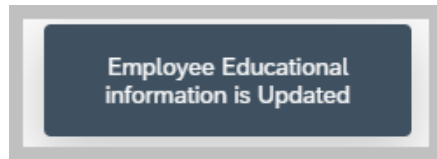
\*Branch of Study: Education

\*Program of Study: Spanish Language Teacher Education

Save Edited Education Institution Cancel



The following confirmation will display.

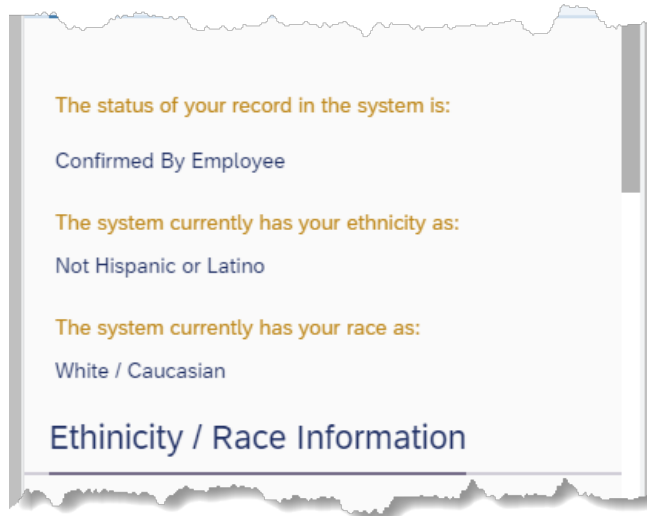


**16. Ethnicity/Race** – display or update existing ethnicity or race.

- a. To begin, tap Ethnicity/Race.



- b. Any data previously provided will appear at the top as in this example.



- c. To make changes, scroll down to the available fields and make selections as needed. When finished, tap Update Information.

**What is your Ethnicity?** ⓘ

☐ Hispanic or Latino

☒ Not Hispanic or Latino

**What is your Race?** ⓘ

☐ American Indian or Alaska Native

☐ Asian

☐ Native Hawaiian or Pacific Islander

☒ Black or African American

☒ White / Caucasian

Update Information

Note: Guidance for updating your ethnicity and race can be found by tapping on the “i” where indicated.

**What is your Ethnicity?** ⓘ

☐ Hispanic or Latino

☒ Not Hispanic or Latino

**What is your Race?** ⓘ

☐ American Indian or Alaska Native

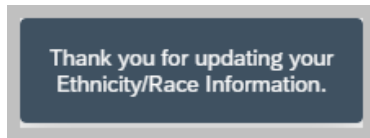
☐ Asian

☐ Native Hawaiian or Pacific Islander

☒ Black or African American

☒ White / Caucasian

- d. The following confirmation message will appear.



**17. Total Compensation Statement** - identifies all the compensation paid via wages to an employee, and, in addition, employer contributions made towards benefits and taxes on an employee's behalf, for a calendar year.

- a. Tap Total Compensation Statement to begin.



- b. To better understand the Total Compensation Statement, employees are encouraged to follow the link where indicated. This document will address all common questions related to the document.

