

Fiori Time Approval Guide for Supervisors

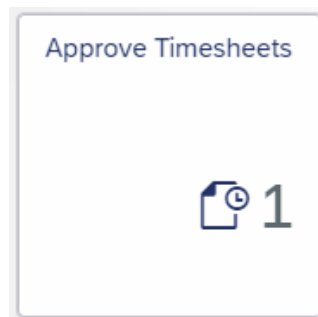
- 1.) Go to <https://workplace.passhe.edu> and choose “**Slippery Rock University**” from the drop down and hit “continue”. Then sign in using your SRU credentials.



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

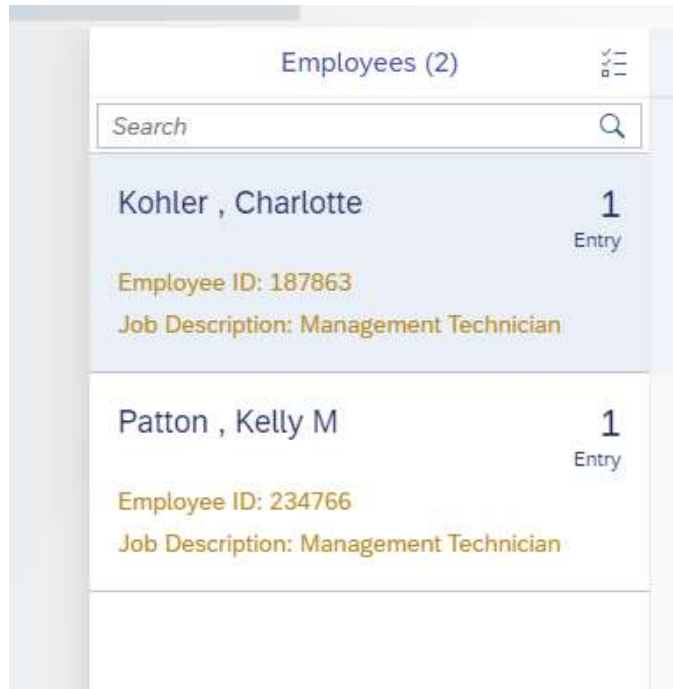


- 3.) To approve timesheets, click on “**Approve Timesheets**” if there are leave requests awaiting your approval, a number of 1 or greater will show in the lower right corner of the app button.

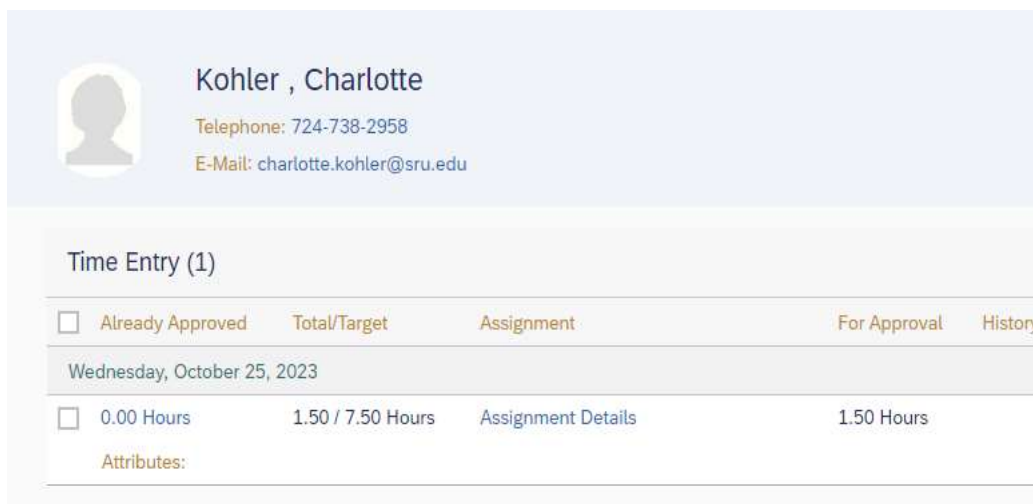


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- 4.) Employees with time entries will be displayed on the left-hand side of the screen. Click on the employee you would like to view entries for.

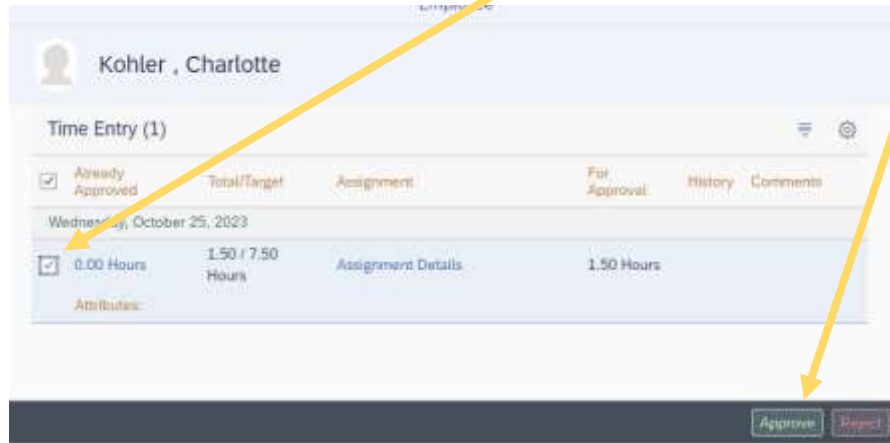


- 5.) The employee you click on to view will have their time entries displayed on the right-hand side of the screen.

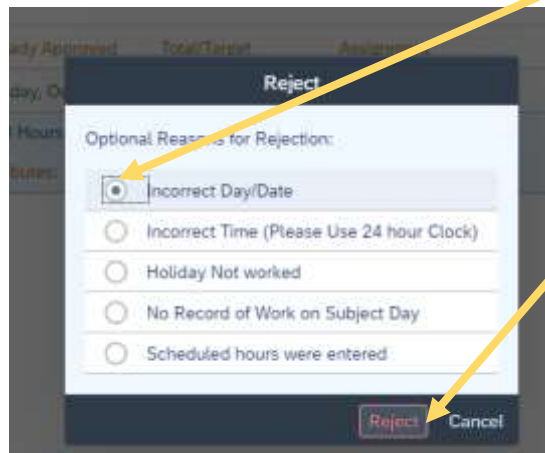


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- 6.) To approve the time entry, click the box to the left of the entry and hit the “approve” button on the bottom right of the screen.



- If you do not agree with the time entries, select the entries and click reject. You will be asked to select a rejection reason.



- Once an entry is approved, it runs through payroll processing and pays on the next appropriate pay date.