Fiori Time Approval Guide for Supervisors
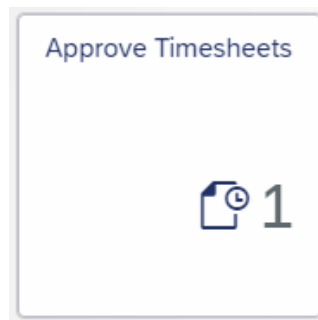
1.) Go to https://workplace.passhe.edu and choose **"Slippery Rock University"** from the drop down and hit "continue". Then sign in using your SRU credentials.

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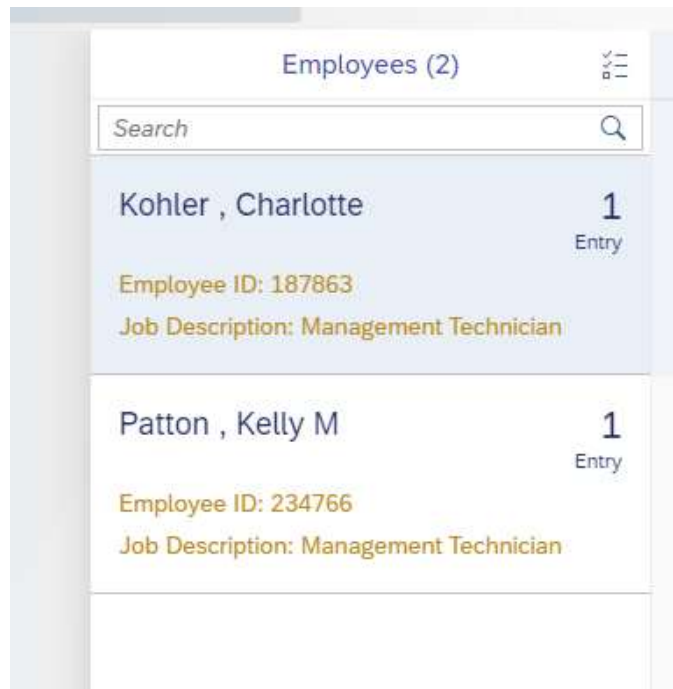

3.) To approve timesheets, click on **"Approve Timesheets"** if there are leave requests awaiting your approval, a number of 1 or greater will show in the lower right corner of the app button.
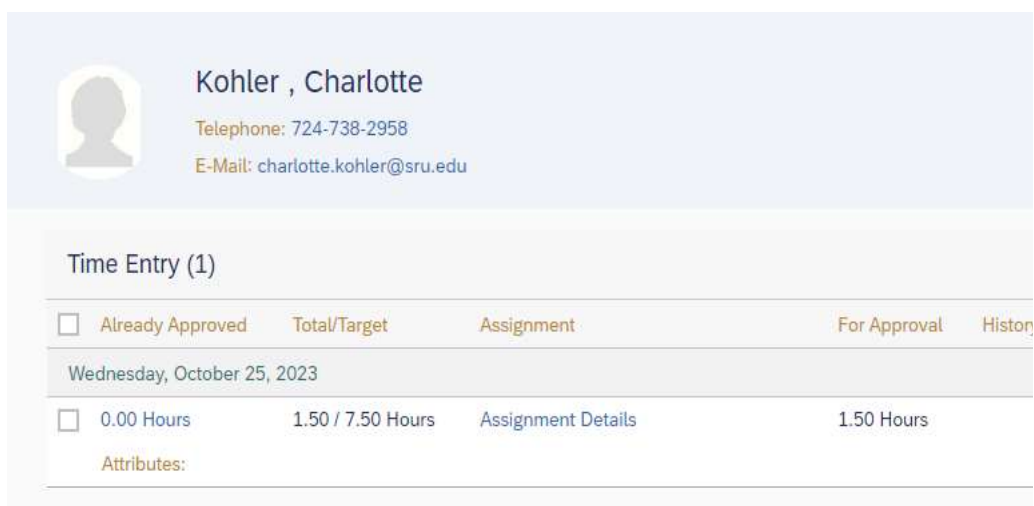
4.) Employees with time entries will be displayed on the left-hand side of the screen. Click on the employee you would like to view entries for.
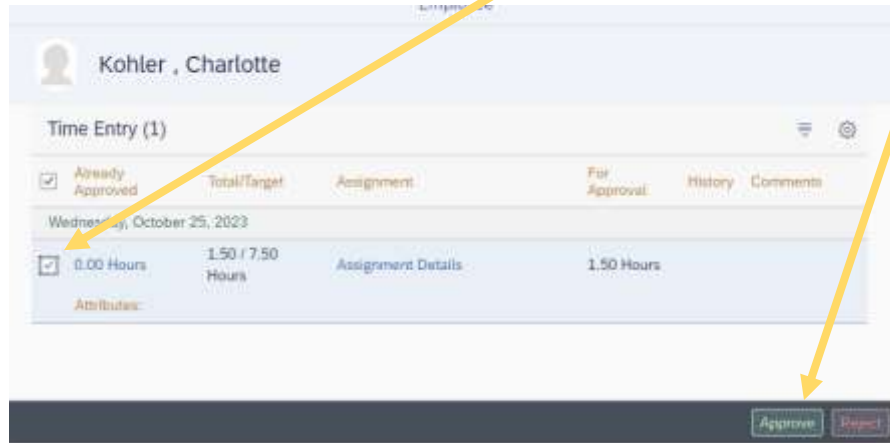

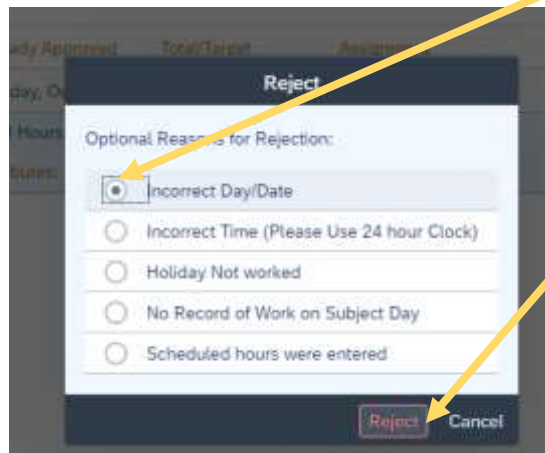5.) The employee you click on to view will have their time entries displayed on the right-hand side of the screen.

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.