



MY LEAVE REQUESTS

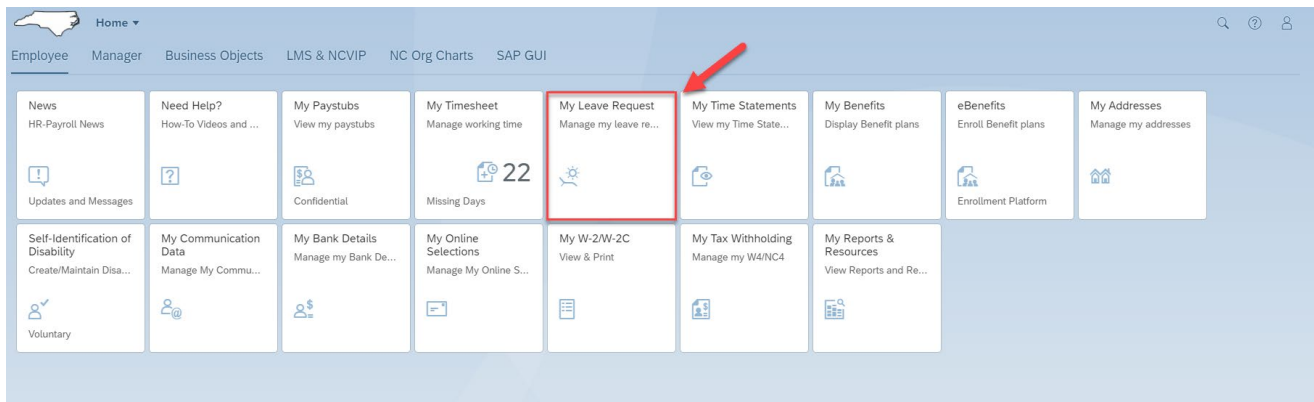
FIO-04 | BUSINESS PROCESS PROCEDURE



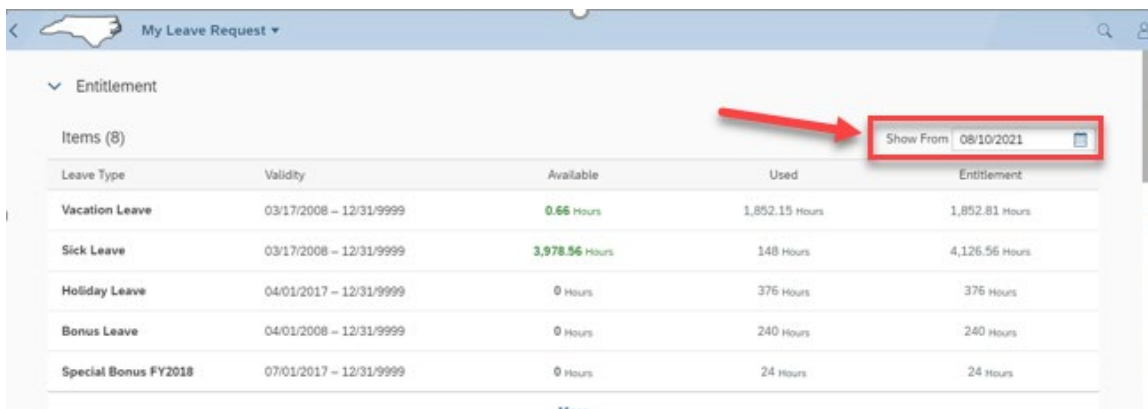
The purpose of this Business Process Procedure is to explain how to create and view a Leave Request within the Fiori “My Leave Request” application.

How to create My Leave request

1. Click on the “My Leave Request” tile to access the Leave Request app.



2. Today's date is the default date shown.



3. Various leave balances for an employee show up under **Entitlement**.

Leave Type	Validity	Available	Used	Entitlement
Vacation Leave	10/31/2013 – 12/31/9999	91.25 Hours	802.12 Hours	893.37 Hours
Sick Leave	10/31/2013 – 12/31/9999	127 Hours	586.5 Hours	713.5 Hours
Overtime Comp Time	10/24/2013 – 12/31/9999	0 Hours	307.88 Hours	307.88 Hours
Gap Hrs Comp Time	01/23/2014 – 12/31/9999	0 Hours	18.5 Hours	18.5 Hours
Holiday Comp Time	12/28/2013 – 12/31/9999	0 Hours	18 Hours	18 Hours

4. **Request Overview** is a list of an employee’s requests for leave and the **Status** of those requests.

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

5. Click **“Calendar”** to view requests on a calendar. The legend below the calendar lists the different leave options and their color code.

Select a start and end date to create a new request; click an existing request to display

August 2021							September 2021								
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat		
31	1	2	3	4	5	6	7	36	5	6	7	8	9	10	11
32	8	9	10	11	12	13	14	37	12	13	14	15	16	17	18
33	15	16	17	18	19	20	21	38	19	20	21	22	23	24	25
34	22	23	24	25	26	27	28	39	26	27	28	29	30		
35	29	30	31												

Legend:

- Today (Pink square)
- Selected (Blue square)
- Working Day (White square)
- Non-Working Day (Grey square)
- Approved / Informed (Green square)
- Sent (Orange square)
- Rejected (Red square)
- Public Holiday (Dark Blue square)

6. Click “Items” to view the requests in a list format.

Request Overview

Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

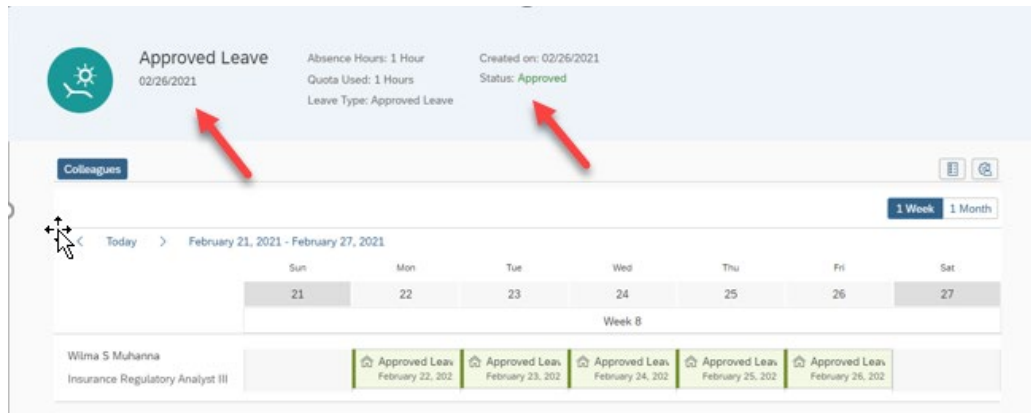
7. Click **the arrow** to see additional details for a leave request. Only leave requests for future dates can be edited or deleted.

Request Overview

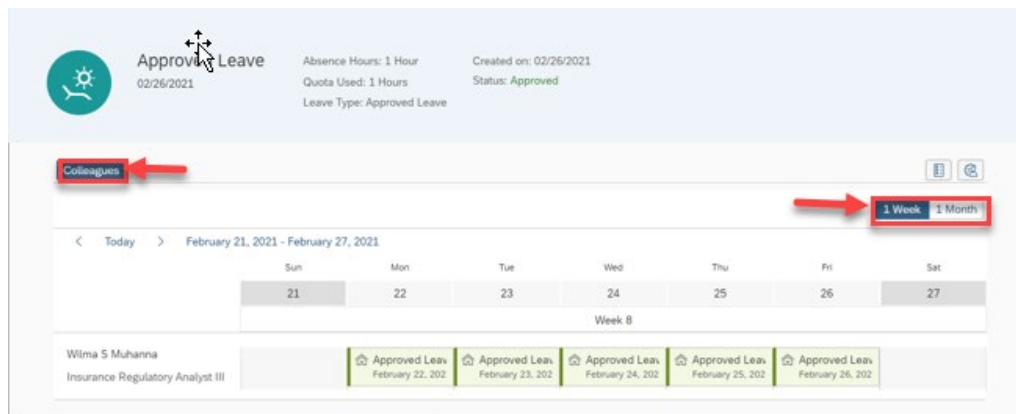
Calendar Items (34) Show From 01/01/2021

Leave Type	Validity	Status	Approver	Quota Used
Sick Leave	03/29/2021	Sent	Freddy L Fullnight	8 Hours
Approved Leave	02/26/2021	Approved		1 Hours
Approved Leave	02/25/2021	Approved		1.5 Hours
Approved Leave	02/24/2021	Approved		1.5 Hours
Approved Leave	02/23/2021	Approved		3 Hours
Approved Leave	02/22/2021	Approved		4 Hours
Approved Leave	02/18/2021	Approved		8 Hours
Approved Leave	02/17/2021	Approved		2 Hours
Approved Leave	02/16/2021	Approved		3 Hours

8. Current leave requests and statuses can be viewed here.



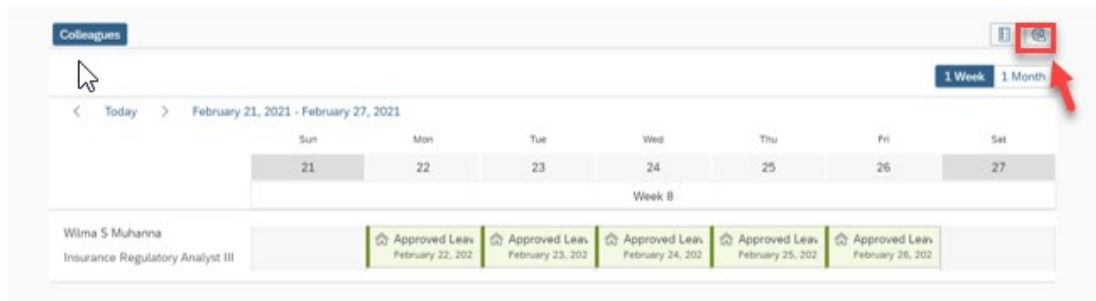
9. The "Colleagues" feature is not activated. You can use the 1 Week/1 Month toggle to navigate with this screen.



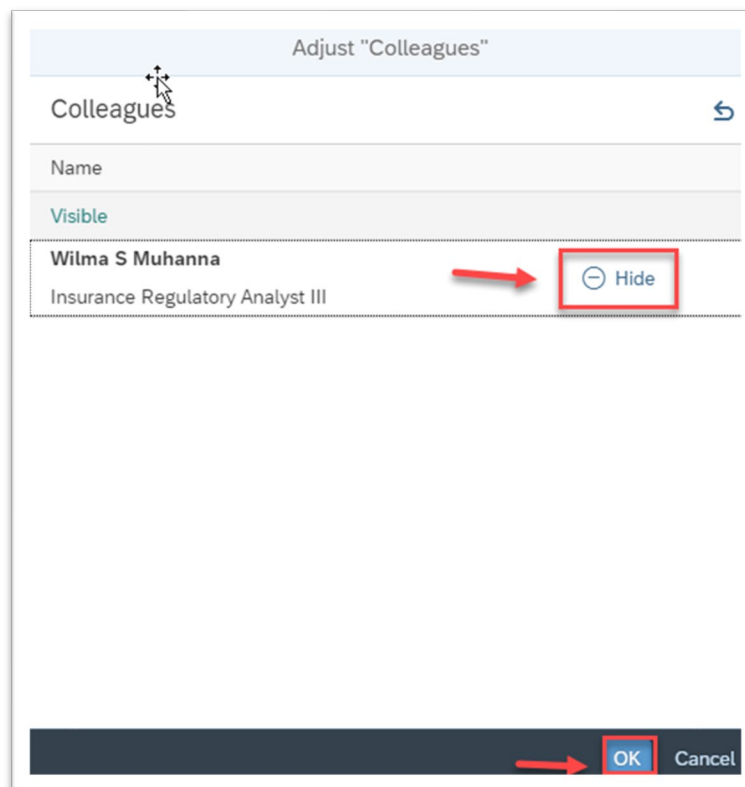
10. Click the Legend Icon to view the color codes.



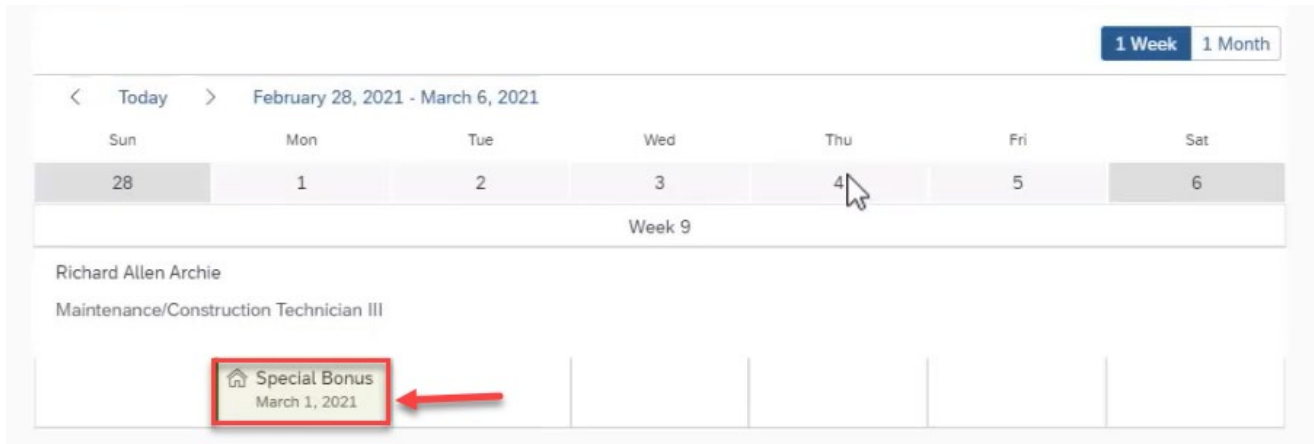
11. Click the **Personalization Icon** to show the employee's name and job title.



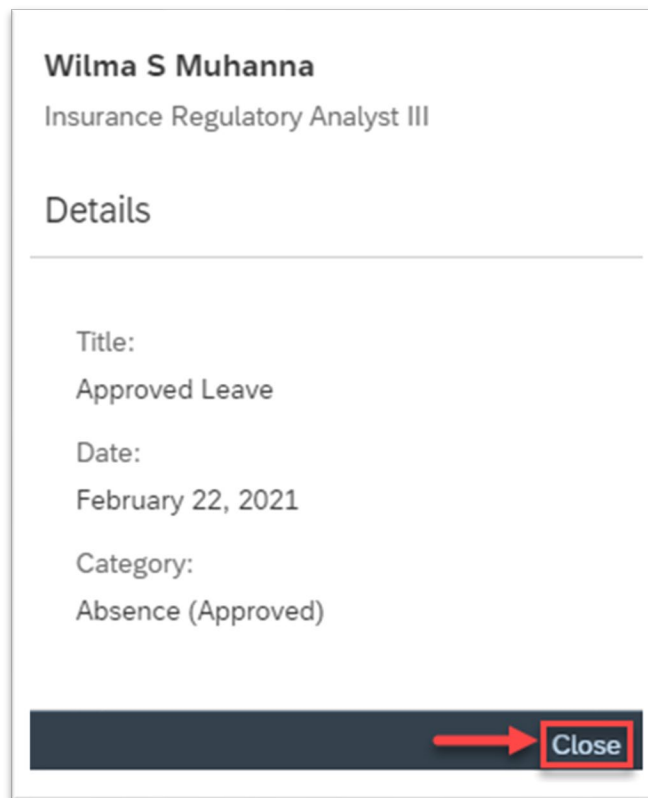
12. You can toggle to show or hide. It is not recommended to hide this information. Click **OK** when finished.



13. Click the leave request to view additional details.



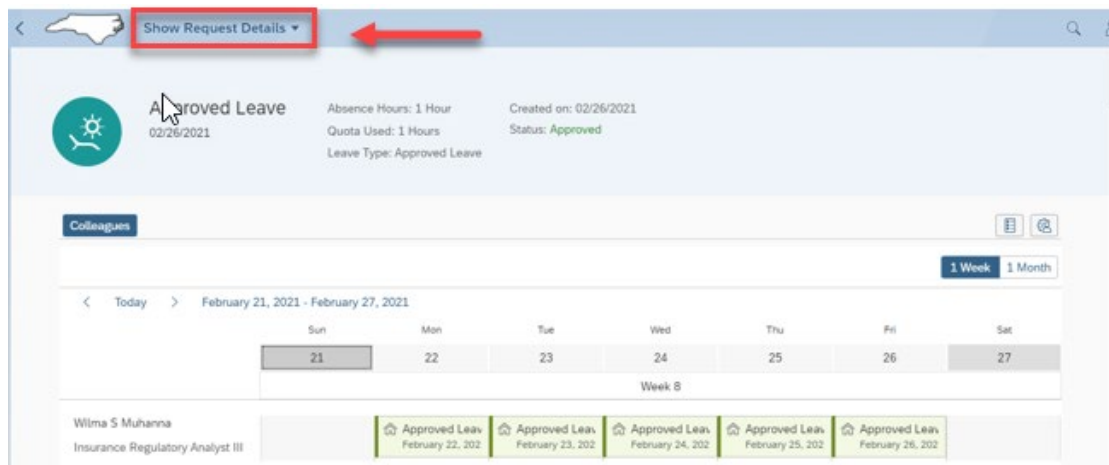
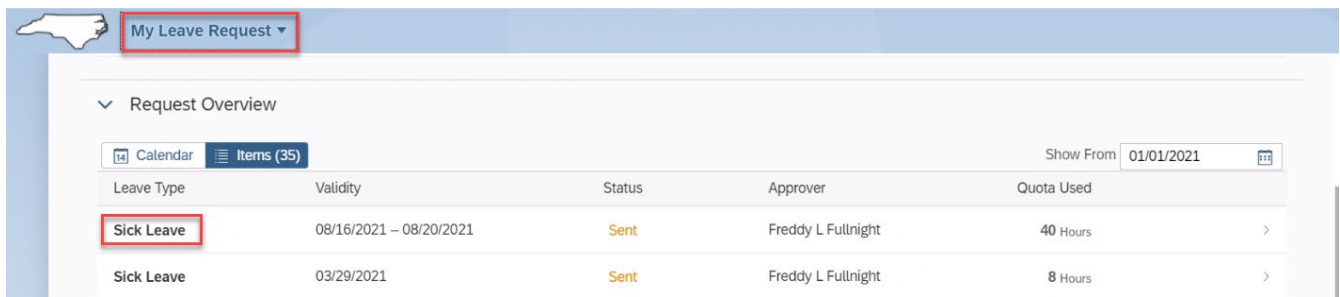
14. After viewing the details, click “Close” at the bottom of the window.



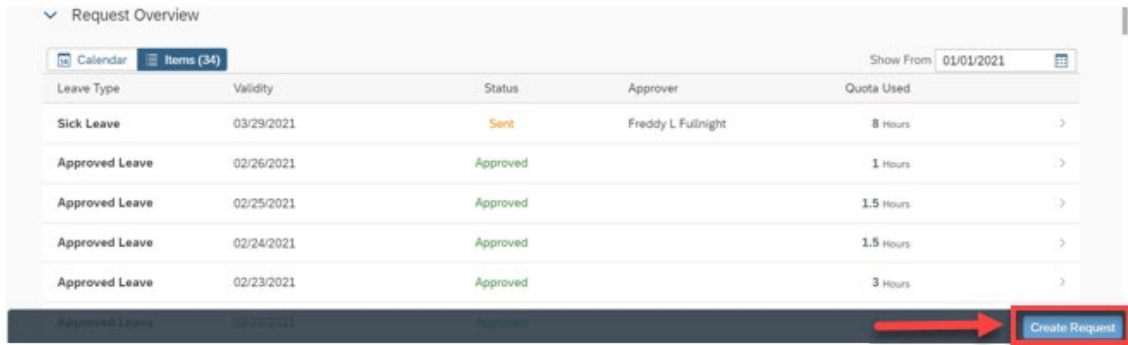
15. To view additional time periods, click the right and left arrows near the date.



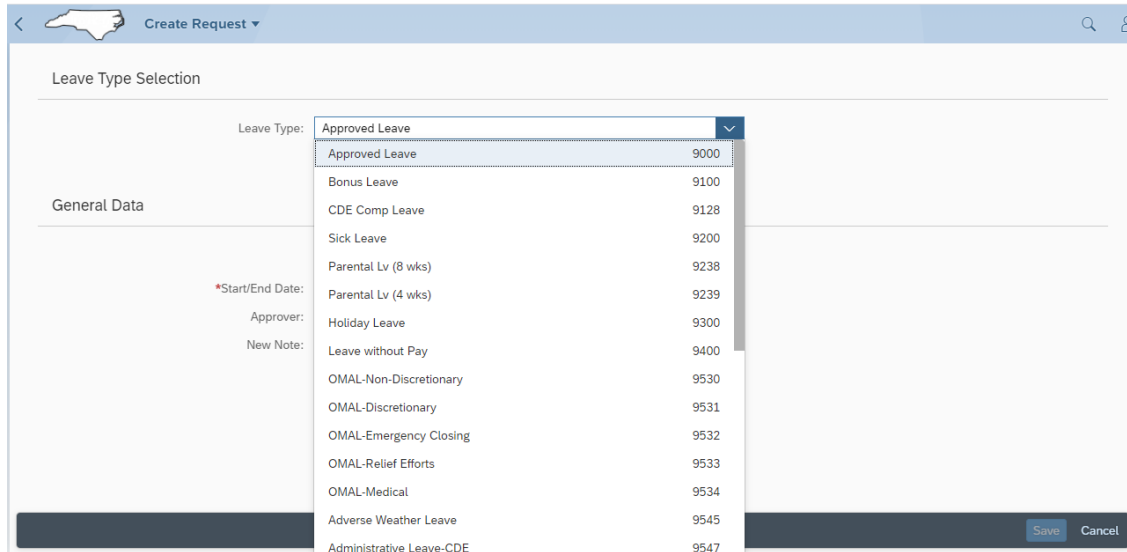
16. To navigate back to the previous screen, click “Show Request Details.” Then click “My Leave Request” from the drop-down.



17. Back on the main My Leave Request page, click **“Create Request”** to create a leave request.



18. From the create screen, select the **“Leave Type”** from the drop-down. Please note: The Leave Type, as shown on the initial Leave Request dashboard, details leave types independently. In this example, Approved Leave consolidates all approved leave quotas, or leave types, such as OT Comp, Holiday Comp, and Vacation. The total number of available hours reflects the consolidated total for all approved leave quotas or leave types.



19. For this example, we have selected **Sick Leave** for the Leave Type. Under Leave Type, note the available hours listed, which are pulled from the Entitlement balance.

The screenshot shows a web form titled "Leave Type Selection". A dropdown menu is set to "Sick Leave". Below the dropdown, the text "3,978.56 Hours available" is displayed and highlighted with a red box. A red arrow points from the left towards this box. Below this section is a "General Data" section with radio buttons for "More than 1 day" (selected) and "One day or less". There are also fields for "Start/End Date", "Approver" (Freddy L Fullnight), and "New Note".

20. Select **“More than 1 day”** if your request is for multiple days.

This screenshot is similar to the previous one, but the "More than 1 day" radio button in the "General Data" section is selected and highlighted with a red box. A red arrow points from the left towards this radio button. The "Leave Type" dropdown remains "Sick Leave" and "3,978.56 Hours available" is still shown.

21. Click the **Open Picker Icon** to select the Start and End Dates for the leave.

The screenshot shows the 'Leave Type Selection' form. The 'Leave Type' is set to 'Sick Leave' with 3,978.56 Hours available. Under 'General Data', the 'More than 1 day' option is selected. The '*Start/End Date:' field is empty, showing a placeholder 'MM/dd/yyyy - MM/dd/yyyy'. A calendar icon (the 'Open Picker Icon') is highlighted with a red box, and a red arrow points to it from the right. Below the date field, there are fields for 'Approver:' and 'New Note:'. A calendar pop-up is visible, showing August 2021 with the 10th highlighted.

22. The employee’s direct supervisor defaults as the Leave Request Approver.

The screenshot shows the 'Leave Type Selection' form with the date picker icon now disabled. The '*Start/End Date:' field is populated with '08/22/2021 - 08/23/2021' and shows '16 Hours will be consumed'. The 'Approver:' field is populated with 'Freddy L Fullnight' and is highlighted with a red background. The 'New Note:' field is empty. A mouse cursor is hovering over the 'Approver:' field.

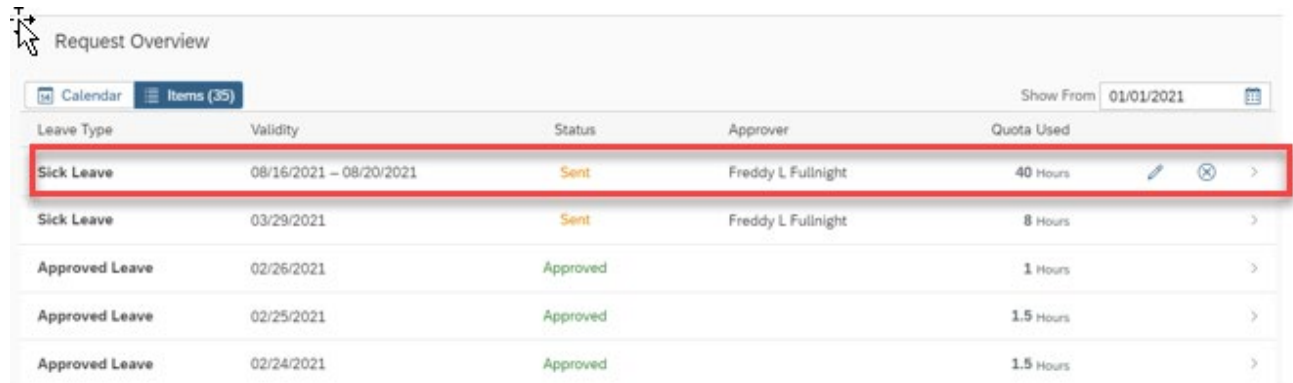
23. Under New Note, you can add an optional note about the leave request.

The screenshot shows a web form titled "Leave Type Selection". Under the "Leave Type" dropdown, "Sick Leave" is selected, with "3,978.56 Hours available" displayed below it. The "General Data" section includes radio buttons for "More than 1 day" (selected) and "One day or less". The "*Start/End Date:" field contains "08/15/2021 - 08/19/2021" and "40 Hours will be consumed" is shown below. The "Approver:" field is "Freddy L Fullnight". The "New Note:" field is a large empty text area, highlighted with a red border, and a red arrow points to it from the left.

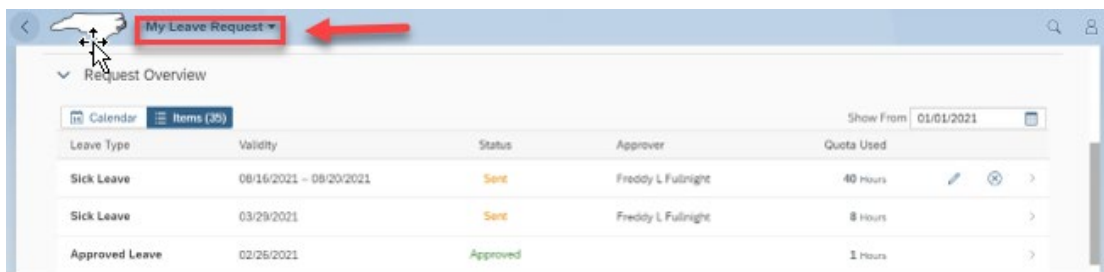
24. When all the sections are filled out, click **“Save”** in the bottom right corner.

This screenshot shows the same form as above, but with the "New Note:" field now empty. At the bottom right of the form, there is a dark bar containing two buttons: "Save" and "Cancel". The "Save" button is highlighted with a red box, and a red arrow points to it from the left.

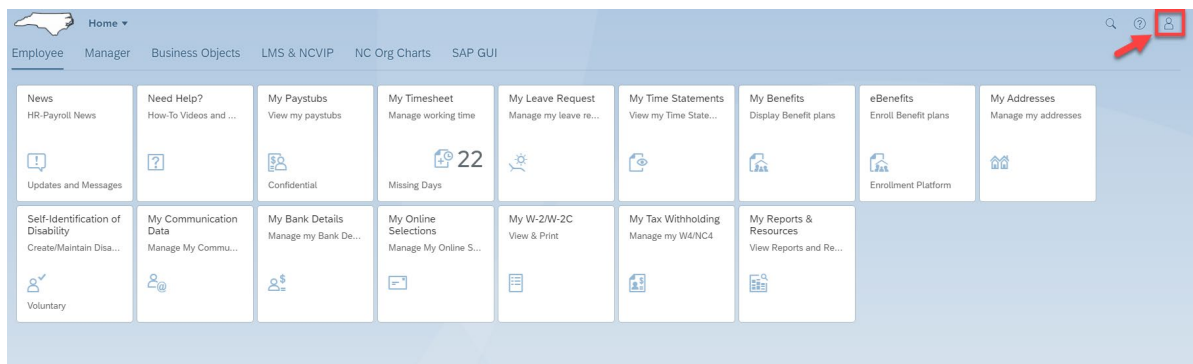
25. When the leave request is saved, it appears as a new entry under **Request Overview**. It is a leave request for a future date, and it can be edited or deleted. The edit and delete options are to the right.



26. Click **“My Leave Request”** to go to a previous screen.



27. Click Profile to **Sign out** and click **OK** when the “Are you sure you want to sign out?” dialogue box appears.



Change Record

- 8/18/21 – Initial creation – Mayuri Surati