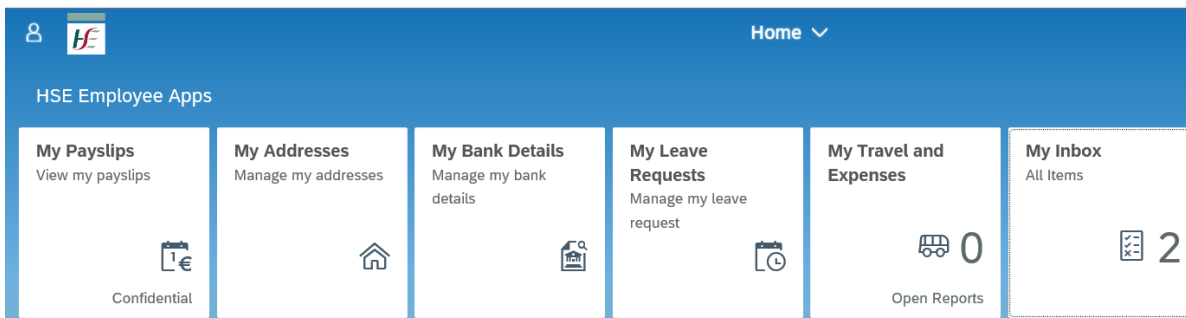





My Inbox (Employee Only)

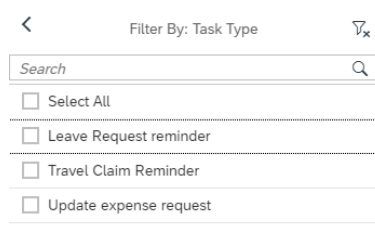
1. Log into SAP Fiori using Username/Password.
2. Select the My Inbox Tile.



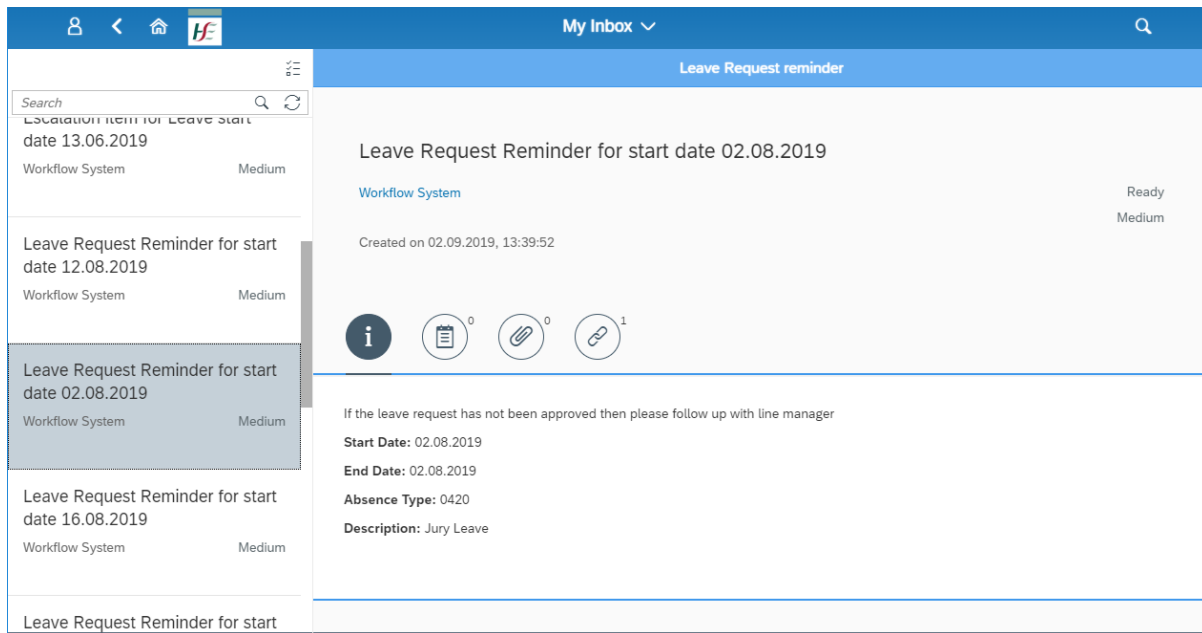
3. Your inbox will receive 3 types of messages;
 1. Leave Request Reminder for start date xx.xx.xxxx
 2. Travel Claim Reminder for start date xx.xx.xxxx
 3. Correct trip no. XXXXXXXXXXXX

Note:- These reminders are automatically removed when the leave/travel have been approved/rejected by the manager. The correct trip no. is automatically removed once you have amended and submitted the relevant trip no.

It is possible to filter each request type by clicking on the filter icon – on the left hand side of the Inbox at the bottom. 

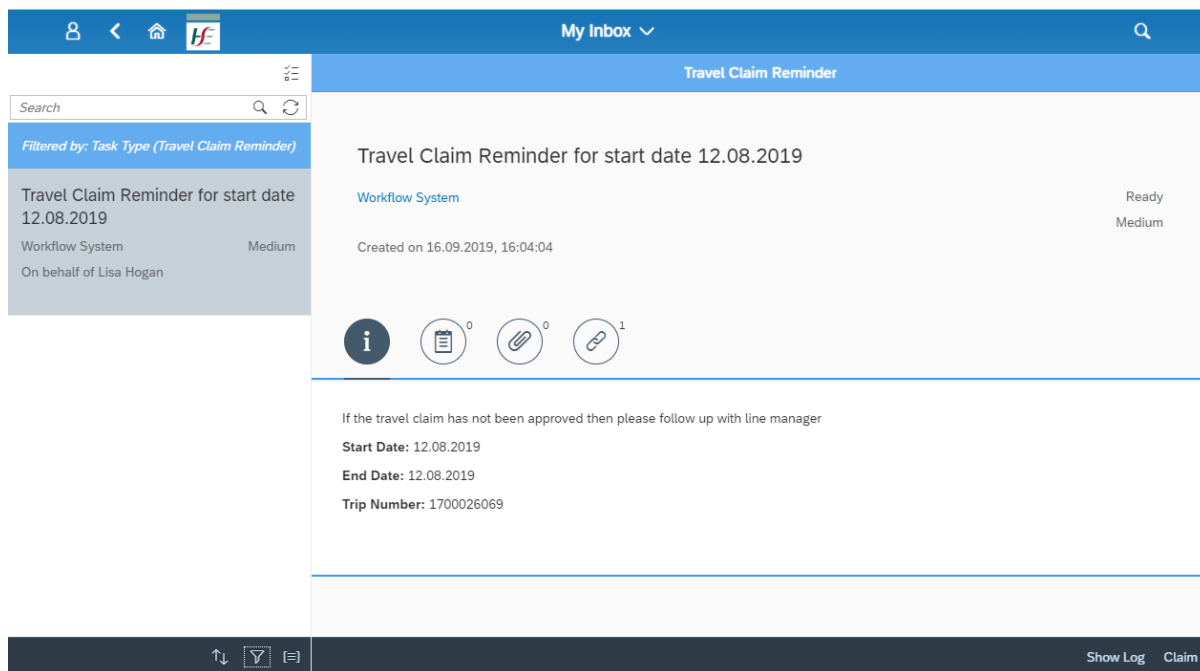


1. Leave Request Reminder for start date xx.xx.xxxx



In the situation where a manager has not approved/rejected a leave request 10 days before the start date of the payroll period in which the leave falls then a reminder is sent to your My Inbox tile. This highlights the requirement to follow up on same.

2. Travel Claim Reminder for start date xx.xx.xxxx



This highlights the requirement to follow up with manager for approval.

3. Correct trip no. XXXXXXXXXXXX

In the situation where a manager has rejected a travel claim then a message will be sent to your My Inbox tile, to



view the reason for rejection select the notepad icon

A screenshot of a web application's 'My Inbox' interface. The header is blue with 'My Inbox' and a search icon. Below the header, there's a search bar and a list of items on the left. The main content area shows a selected item: 'Correct trip no. 1700026048' from 'Workflow System', with a status of 'Ready' and 'Medium'. Below the title, it says 'Created on 09.09.2019, 21:20:17'. There are four icons: an information icon, a notepad icon (highlighted with a blue border and a '1' badge), a paperclip icon (with a '0' badge), and another paperclip icon (with a '1' badge). Below the icons, a message from 'Jenna O'Callaghan' is visible: 'Parking on 2/9/19 amount doesn't match receipt' dated '09.09.2019, 21:20:13'. At the bottom, there are navigation icons and 'Show Log' and 'Claim' buttons.

Please go into the relevant trip no. XXXXXXXXXX, update your claim and re-submit to Manager for approval.