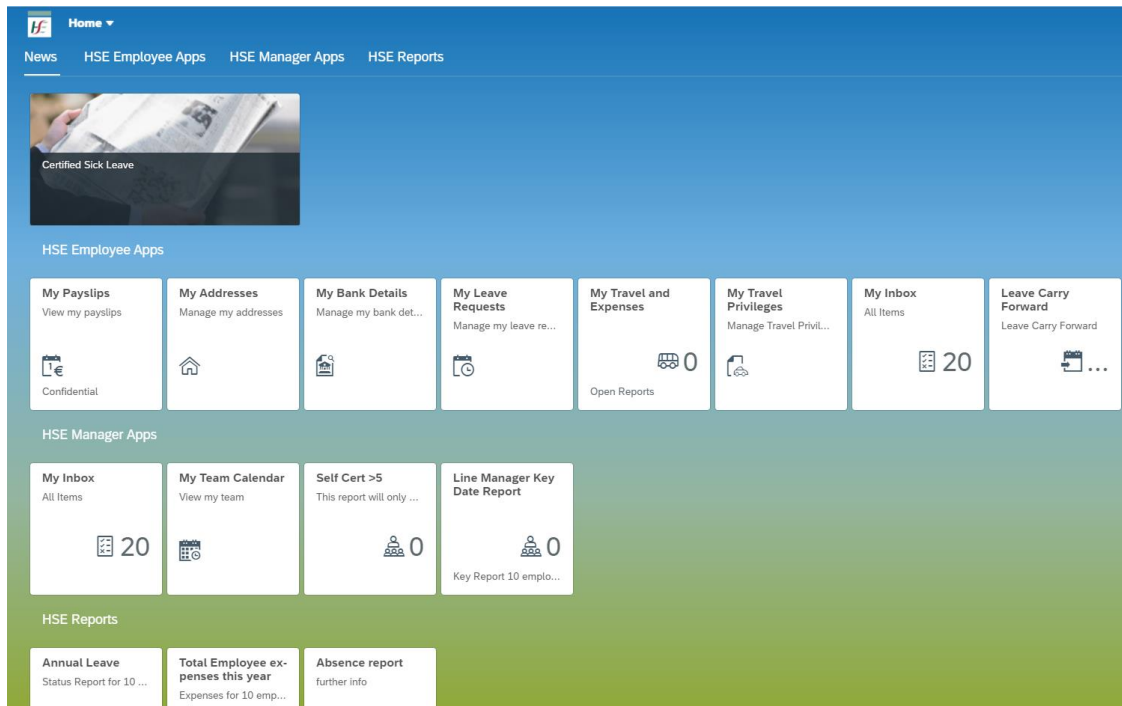





## My Inbox – Manager – Processing Leave Requests

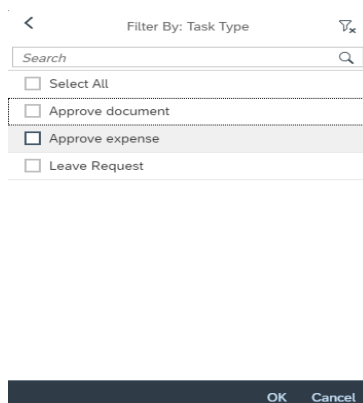
1. Log into SAP Fiori using Username/Password.
2. Click the “My Inbox” tile.



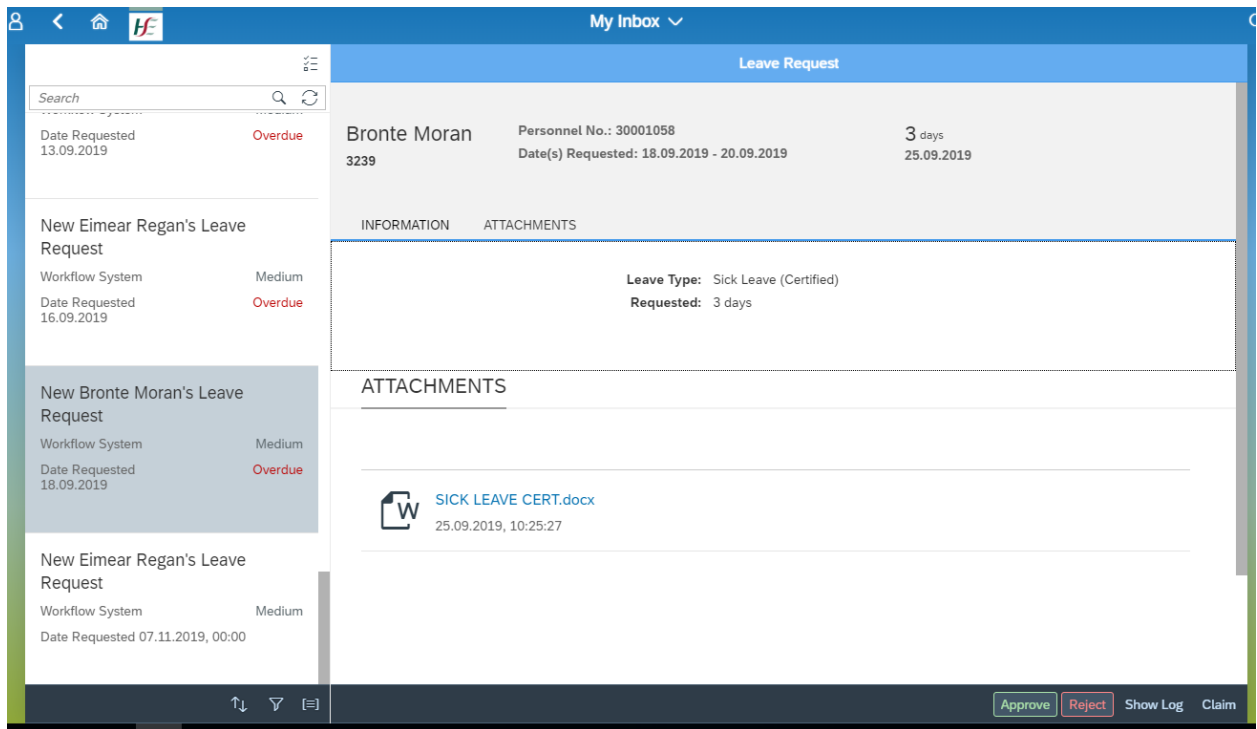
**Note: My Inbox appears twice under HSE Employee Apps and HSE Manager Apps, both tiles contain the same information**

3. The Inbox opens and displays 3 types of messages for Manager review;
  - Submitted Leave Requests
  - Submitted Travel claim Requests
  - Submitted Travel Documentation

Note: -Click on the filter icon – on the left hand side of the Inbox at the bottom.  Select Leave Requests and click on OK to view the requested leave.



4. There are 3 categories of leave requests (see below);
  - a. New Leave Requests
  - b. Amended Leave Requests (previously approved but subsequently amended by the employee)
  - c. Deletion Requests (previously approved but subsequently deleted by the employee)
  
5. To view a specific leave type select it from the Summary, this opens the main view to the right of the screen – if there are attachments to be viewed click on the file name in blue – e.g. Sick Leave Certificate will open for viewing prior to approval/rejection



6. To Approve the request select the “Approve” button at end of screen – the following pop up box presents;

**Submit Decision**

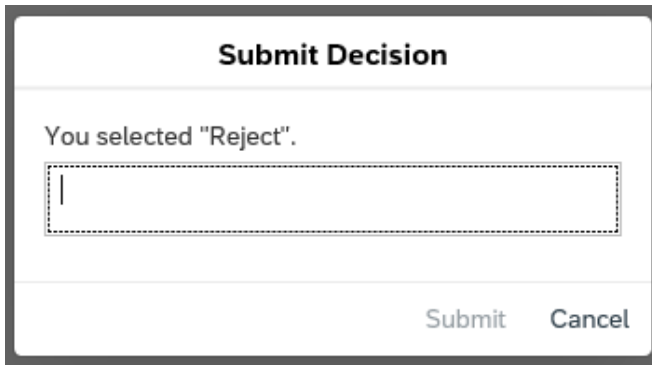
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You selected "Approve".

Submit    Cancel

*You may enter reason for decision if you wish but it is not required for Approvals.*

7. To Reject the request select the "Reject" button at end of the screen – the following pop up box presents;

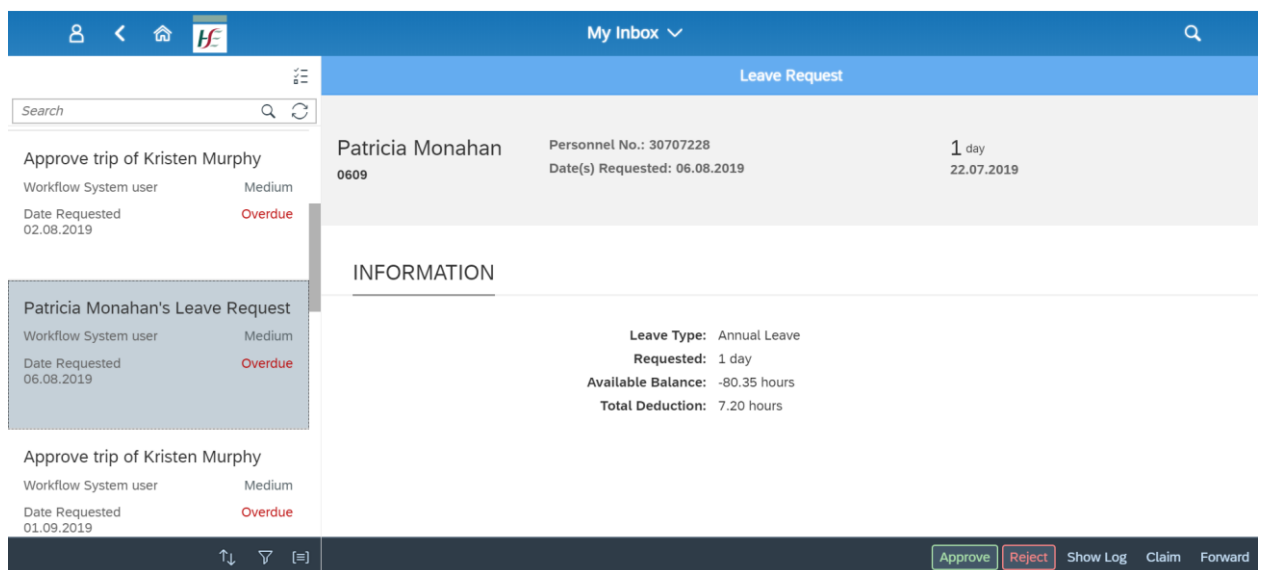


**Reason for decision must be populated to inform the employee of the reason for rejection of the leave request**

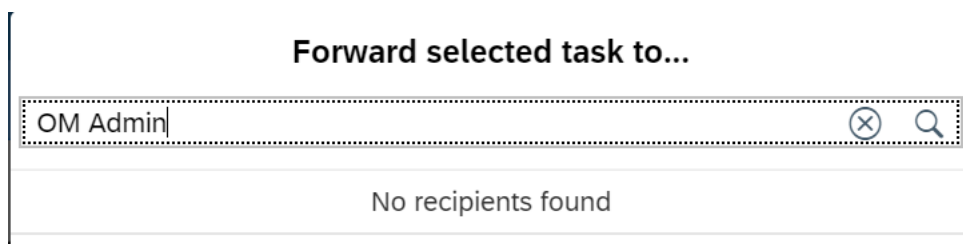
- 8. This request then leaves the inbox and the status is updated in the employees' My Leave Requests.
- 9. Continue this process until all leave requests have been reviewed/approved/rejected.



**Items listed from Employee who do not report to you**

10. If a Manager finds leave/travel requests or documents that relate to an employee that does not report to them there is an option to forward the item to the OM Admin person in their specific area. The OM Administrator will move the requests for approval to relevant manager and will amend the relationship to the correct manager to ensure that this is rectified going forward.



Click on Forward and input OM Admin in the search and select accordingly.



11. To exit My Inbox choose the Back arrow  or Home Button .