The new employee portal| Fiori as an extension

It all starts on March 17, 2025!

What is it all about?

Fiori is an extension of the new employee portal with additional functions. You can view selected time management data at any time and manage it yourself with immediate effect. In compliance with data protection regulations, of course. Fiori will be gradually introduced in the branches. You will be informed of the exact date.

What do I need this for?

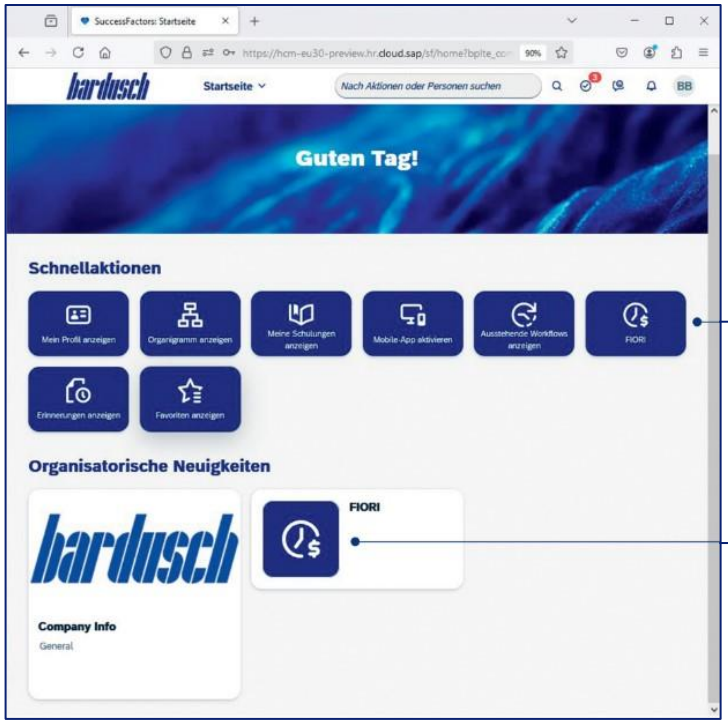
For example, you can use Fiori to:

- Download payslips
- Add missing times
- Enter absences (illness or vacation)

How does it work?

Log in to SAP SuccessFactors with your access data. On the start page of the employee portal, click on the Fiori tile to go to the desired page. You can log in from any device - smartphone, laptop or tablet.

How to get to Fiori:

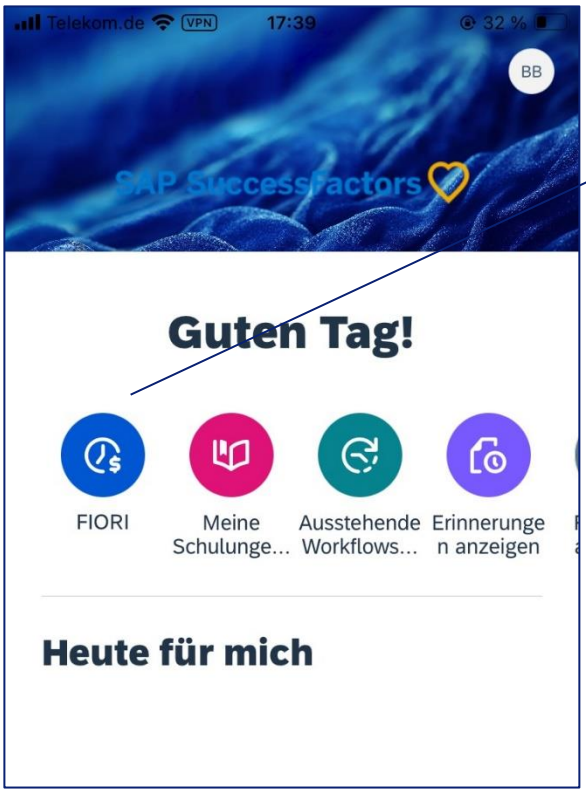


Vacation requests, Payroll accounting and time recording

Click on the **"Fiori" tile** to view or download important documents, add missing working hours or record absences.
maintain.

Registration - Option 1: via APP

If you are already using the SuccessFactors Mobile app, you can simply open the app and click on the "Fiori" tile. A new window will open in the browser and you can use Fiori.



Click on the **"Fiori" tile**.

If you are not yet using the app, download the **SAP SuccessFactors Mobile** app from the App Store or Play Store.

Select **Aktivierung mit QR-Code**. Now scan the QR code on your login letter. *(You will receive the letter at your workplace in a few days.)* Now all you have to do is enter your login details and change your password. You now have access to the system.

Registration - Option 2: via BROWSER

To access Fiori, first enter the SAP SuccessFactors URL in the browser window:

https://url.bardusch.com/successfactors

Log in with your user name and your self-assigned password. Now click on the **"Fiori" tile**. A new window will open and you can start using Fiori.