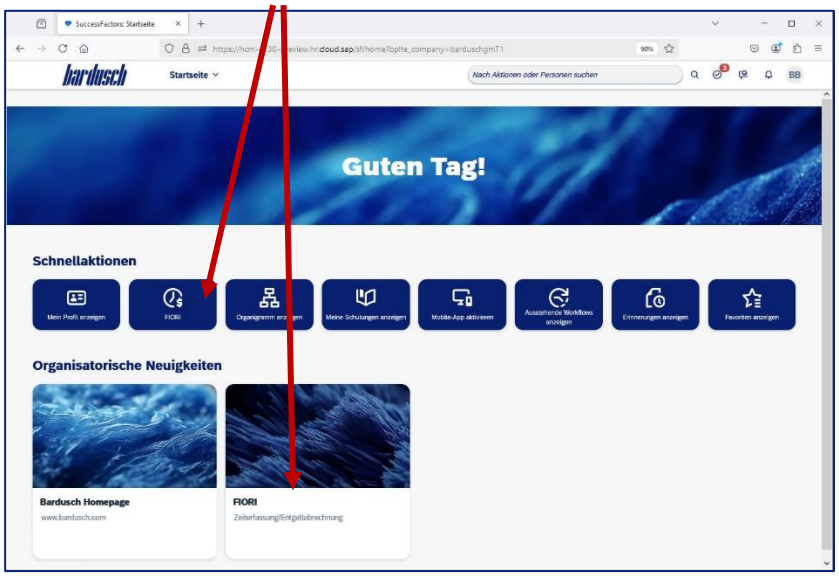
Fiori | Login

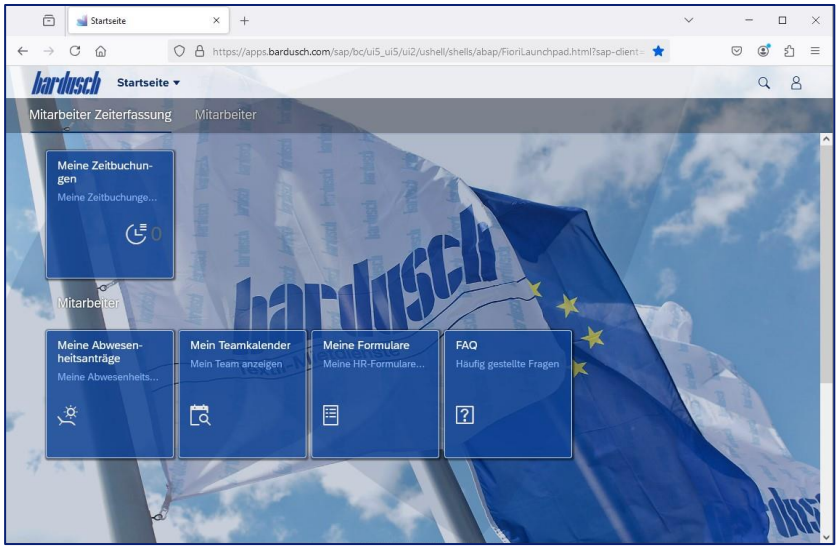
Instructions for employees

1. Open the employee portal SAP SuccessFactors.

2. Click on the tile Fiori.



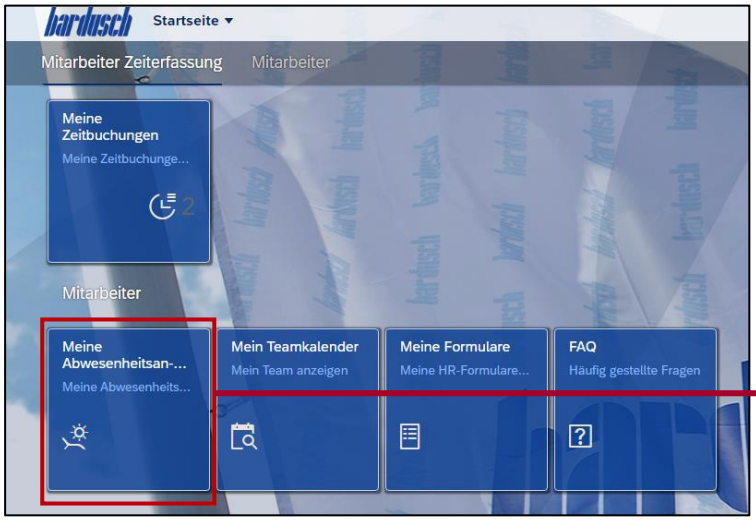
3. Fiori now opens in a new browser window.



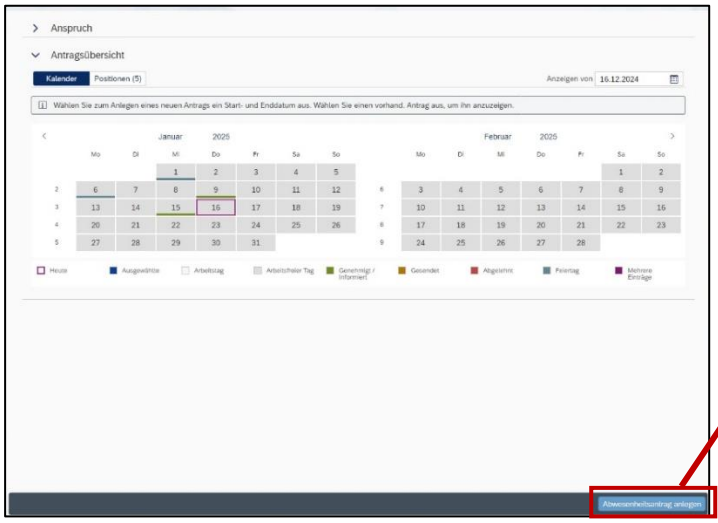
The procedure is identical in the SuccessFactors mobile app.

Fiori | Requesting absences

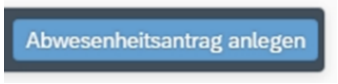
Instructions for employees



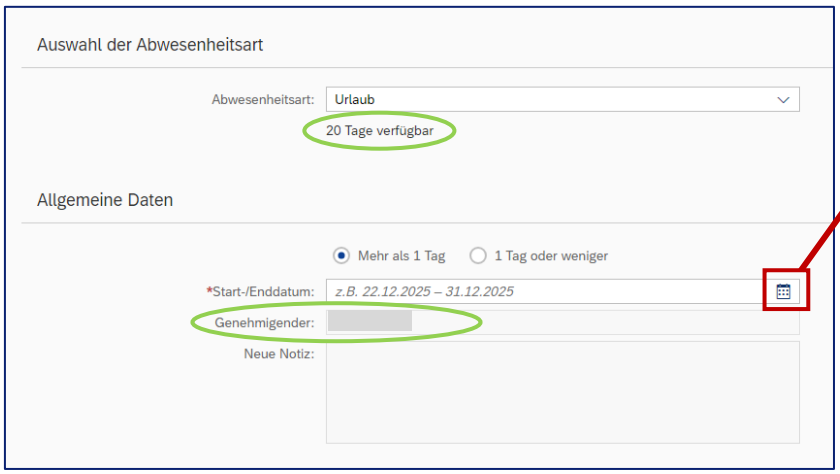
Click on the tile.



Click on the button.



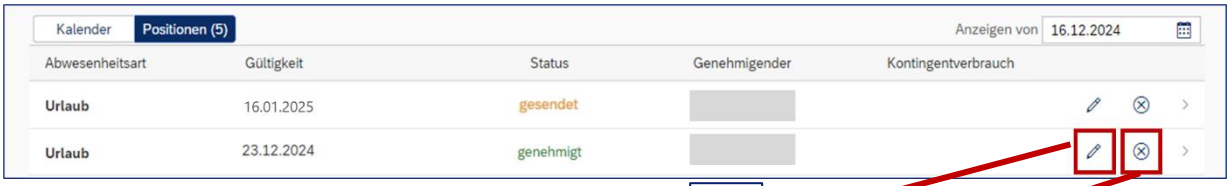
Select reason for absence, e.g. vacation.



Select the start and end date of the absence.

Click on Sichern at bottom right.

You will return to the overview.



Edit request

Delete/cancel request

Important note:

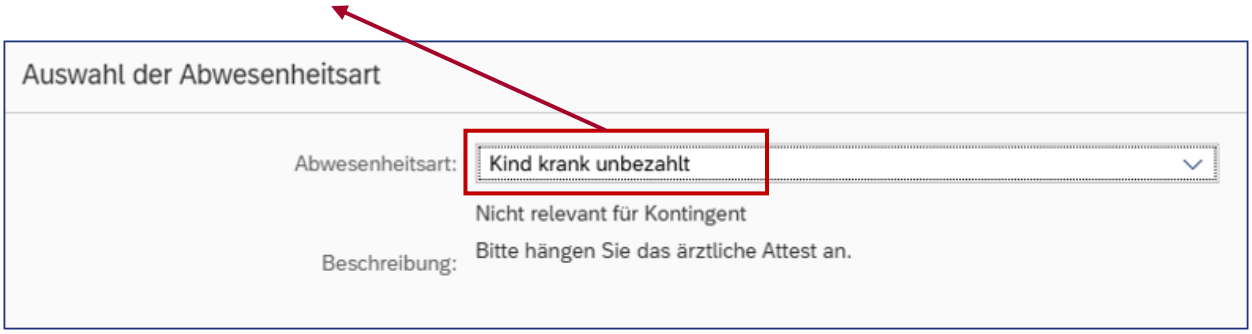
If you want to replace an already approved attendance/absence with another, you must first delete the original attendance/absence (e.g. if you are sick while on vacation).

Fiori | Absences – Uploading evidence

Instructions for employees

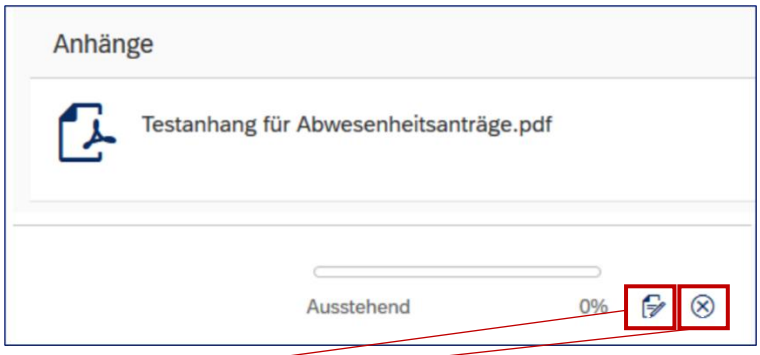
To upload **evidence** (e.g. “child sick unpaid”):

Select “Kind krank unbezahlt” in the absence type.



Then click on the “**plus” symbol in the “Attachments” area.**

Click on at the bottom right to upload the document.



You can **rename** or **delete** the document via these characters.

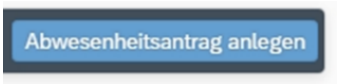
If you have renamed the document, click on “rename” to save the new name.

Fiori | Illness with certificate

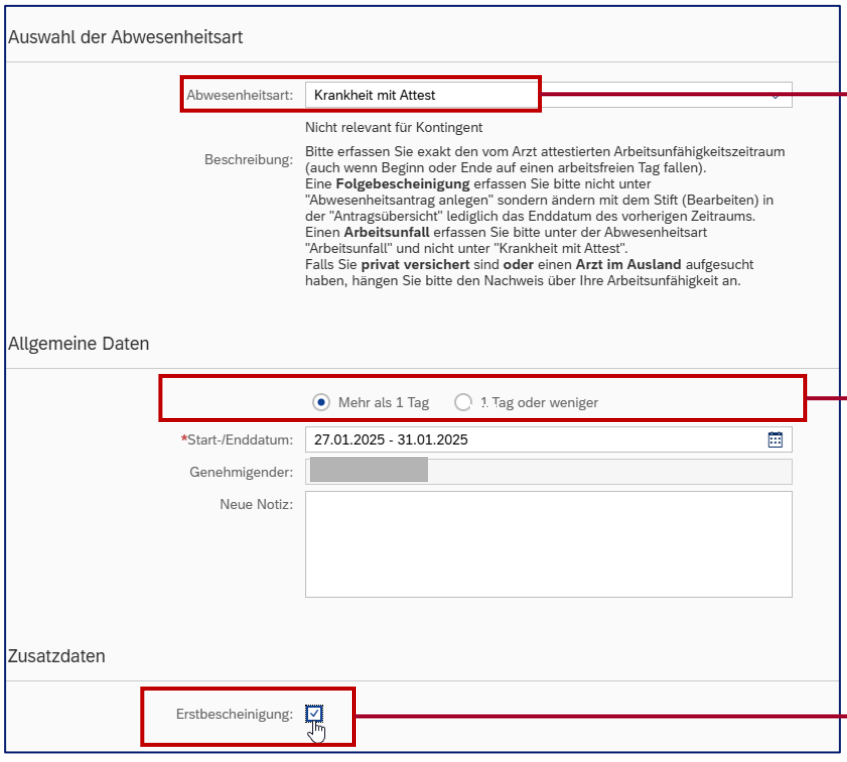
Instructions for employees

Click on the tile "Meine Abwesenheitsanträge".

Click on the button at the bottom right.



Initial certification:



Under Absence type, select "Krankheit mit Attest".

Enter the start and end date of your absence (identical to sick leave).

Check the box "**Erstbescheinigung**".

Click on "Save" at the bottom right to submit the initial certificate.

Important note:

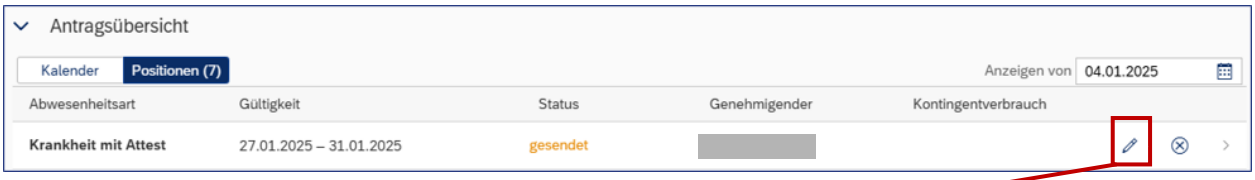
In most cases, you **do not** need to upload **proof** of illness, as this can be obtained from your health insurance provider.

However, proof is required in the following cases:

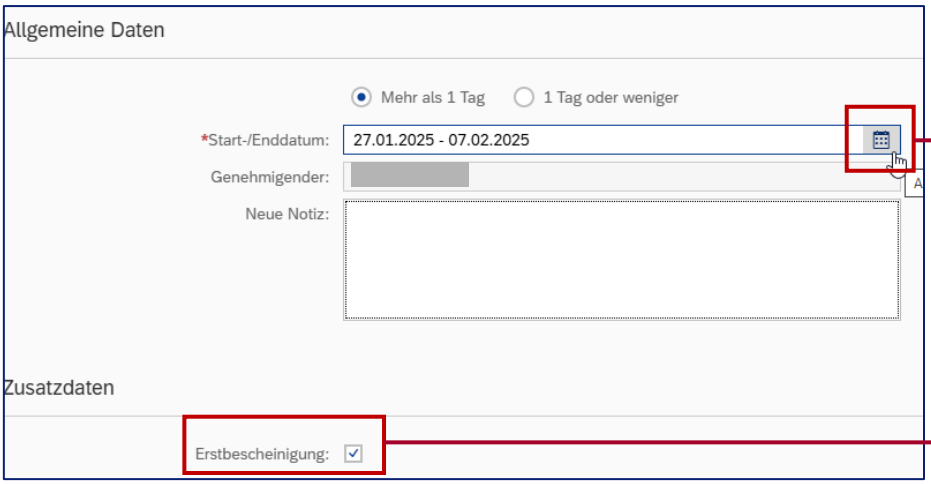
- If you are privately insured or have consulted a private doctor.
- If you have consulted a doctor abroad.

Follow-up certificate:

In the application overview, you will see your absence with the initial certificate under "Positionen".



To submit a follow-up certificate, click on the "pencil" symbol.



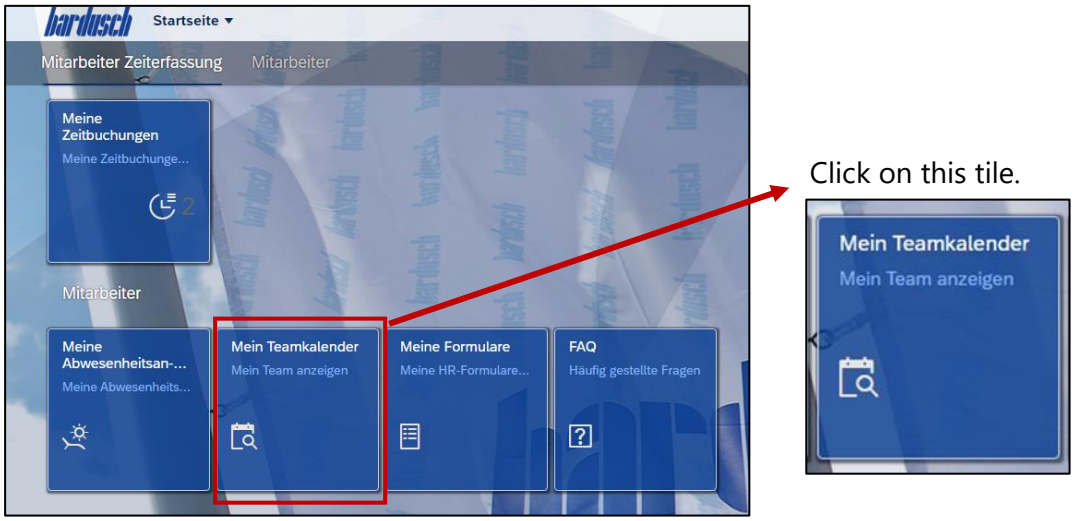
Change the **end date of** your absence here.

The box "Erstbescheinigung" **must remain checked**.

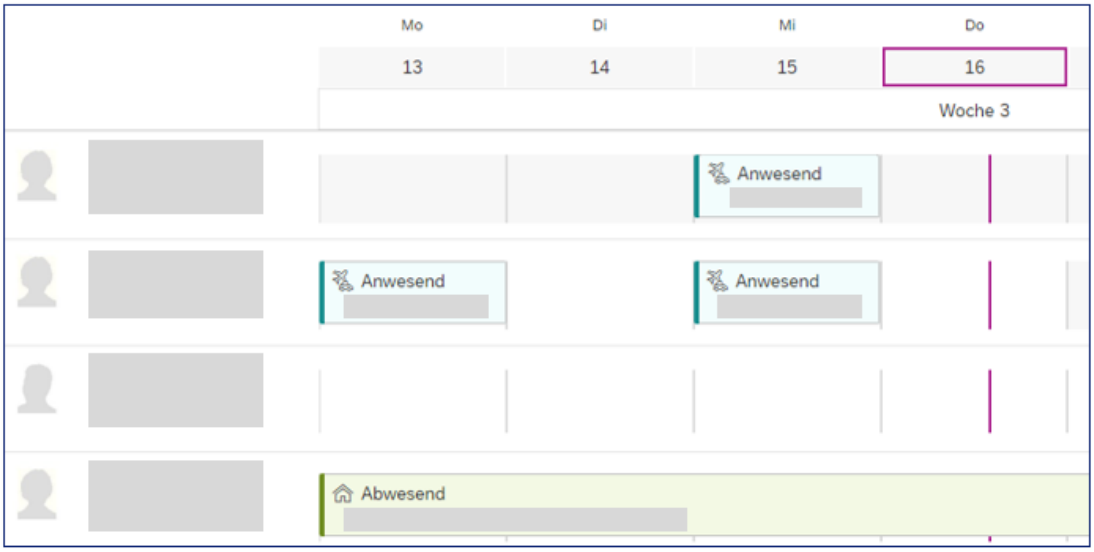
Click on "Save" at the bottom right to submit the follow-up certificate. →

Fiori | Team calendar

Instructions for employees



You can see the attendances and absences of your colleagues in the team calendar.



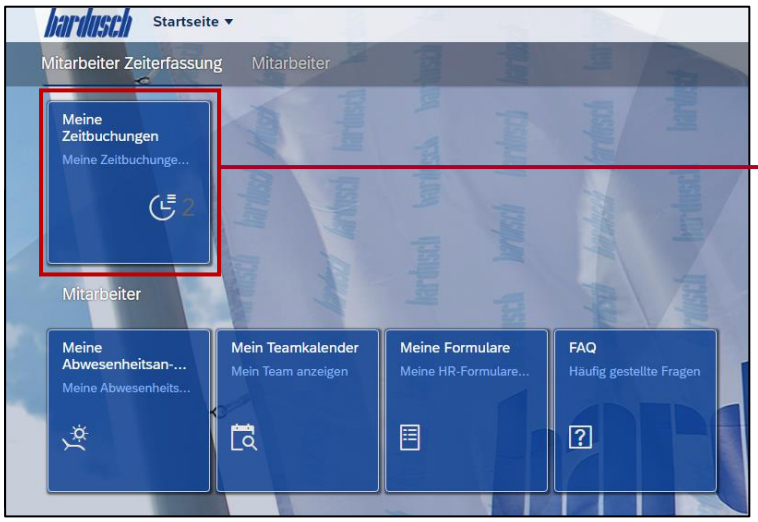
Abwesend = vacation, illness, paid leave
Anwesend = business trip, mobile working

Daily bookings via the time tracking terminal are **not displayed** here.

Fiori | Add time bookings

Instructions for employees

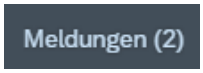
Display error messages (if you have forgotten to stamp)**:**

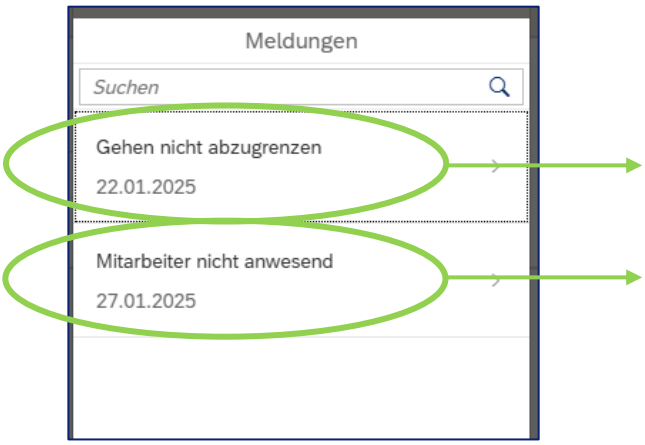


Click on "Meine Zeitbuchungen".

Number of open error messages

Click on "Meldungen" at the bottom right.





Only one booking is missing (coming ***or*** going)

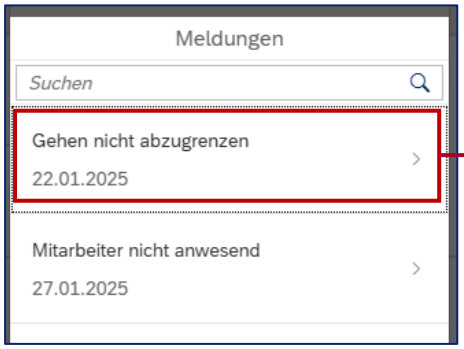
Only one booking is missing (coming ***and*** going)

Important note:

Fiori is **not a substitute** for booking at the time recording terminals! **When you come into the company, book your coming and going as usual with your chip at the time recording terminal.**

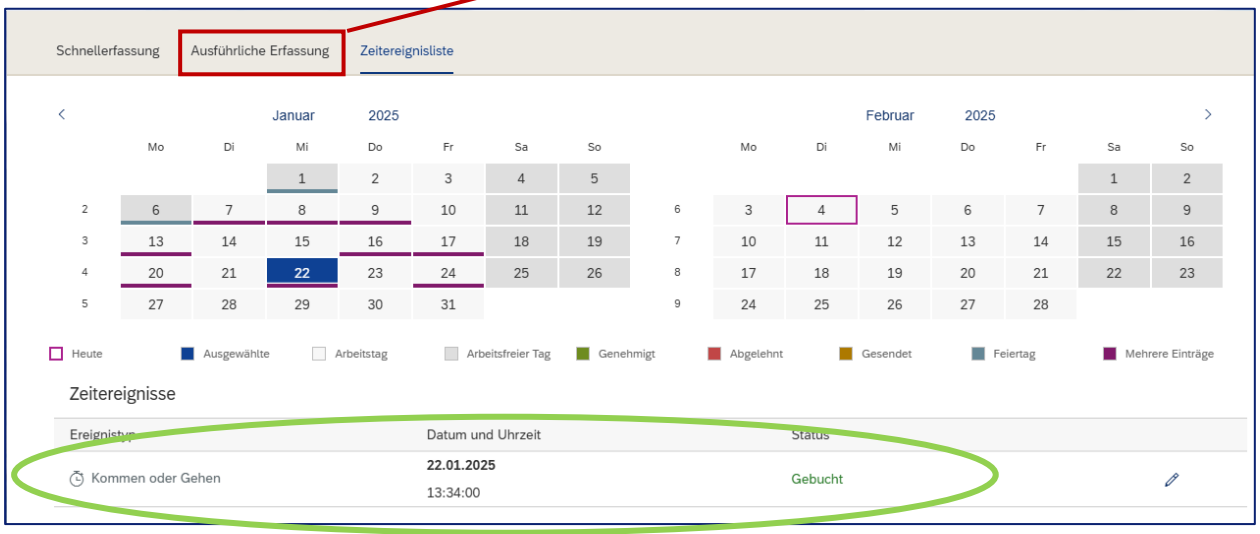
You can only add missing time entries in Fiori, but not change them.

Add time bookings:

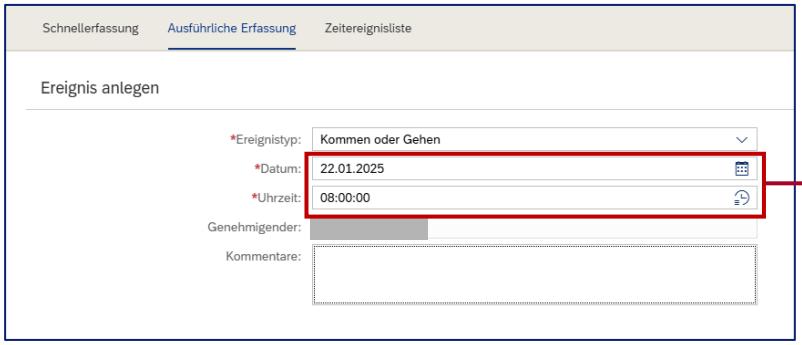


Click on the message.

Click on this button.



Existing booking of the selected date



Select date and missing time.

Click on at the bottom right.

Important note:

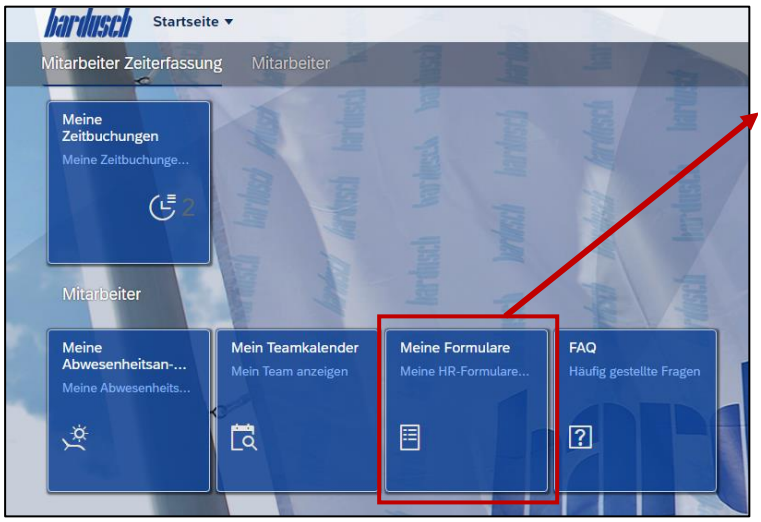
Your manager must approve the time you have entered. Only then will it be shown as booked in the system and the error message will disappear.

Fiori | Manage forms

Instructions for employees

You can find your time sheets, payslips, income tax certificates and DEÜV notifications here. Your documents are available for **24 months**.

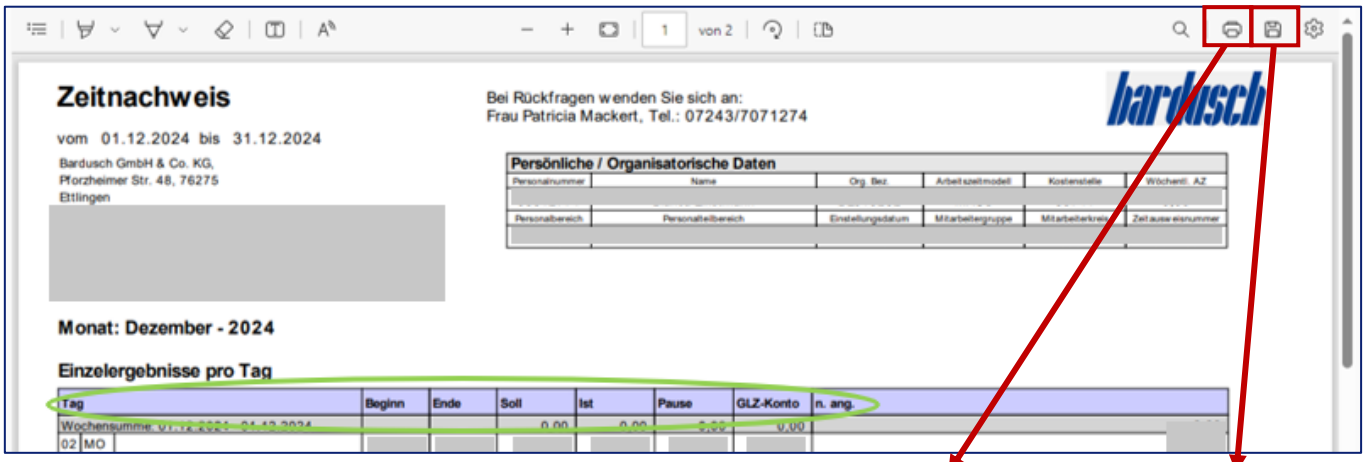
Please save or print your forms in good time!



Click on this tile.

Click to open.

Enlarge view.



Print document.

Save document.

Important note:

This procedure applies to all documents. You can also save and print your payslips, income tax certificates and DEÜV notifications in this way.