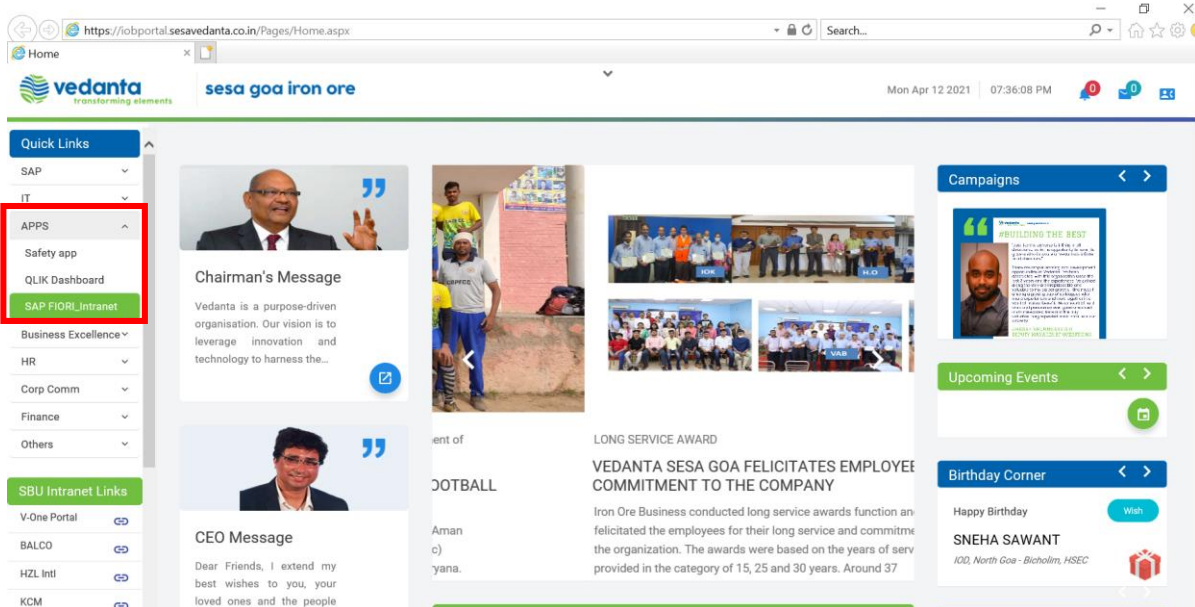


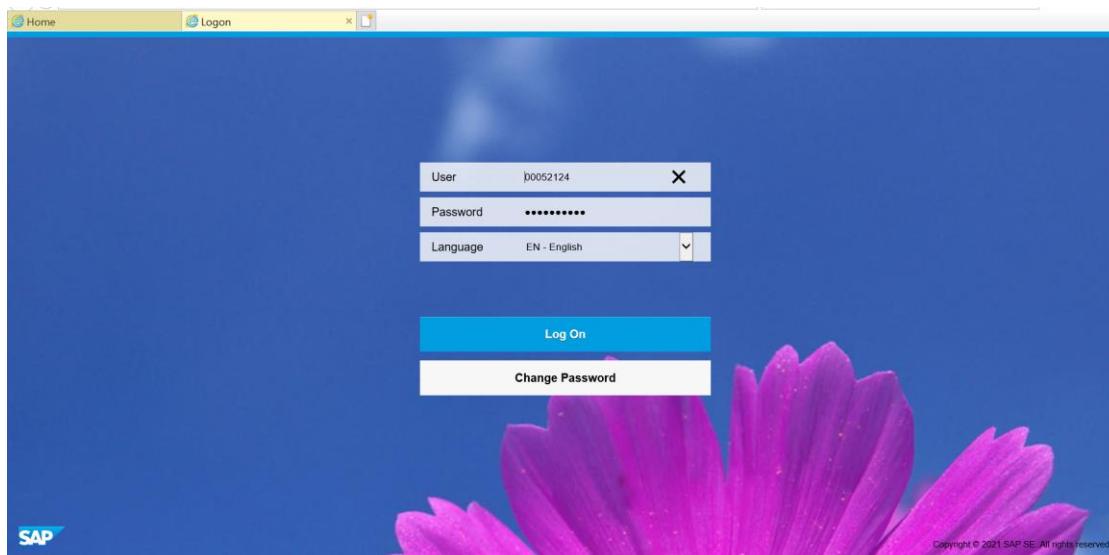
Leave Workflow- for One day and half day

Following are the steps involved in application of Leave for one day and half day.

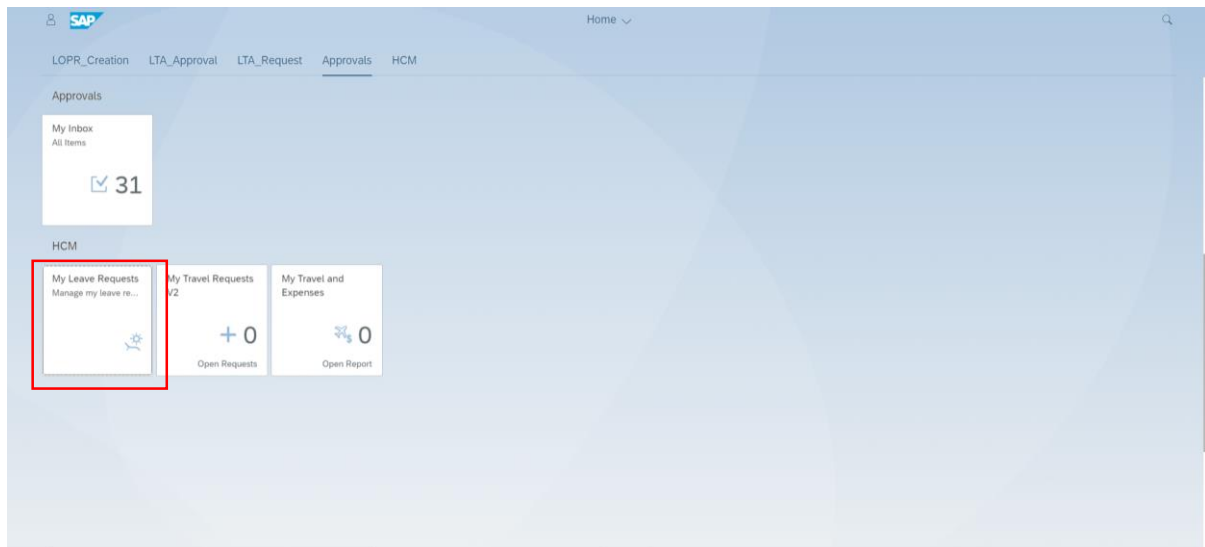
Step 1- Go to Intranet portal on your home page, click on **Quick Links->Apps->SAP FIORI Intranet**.



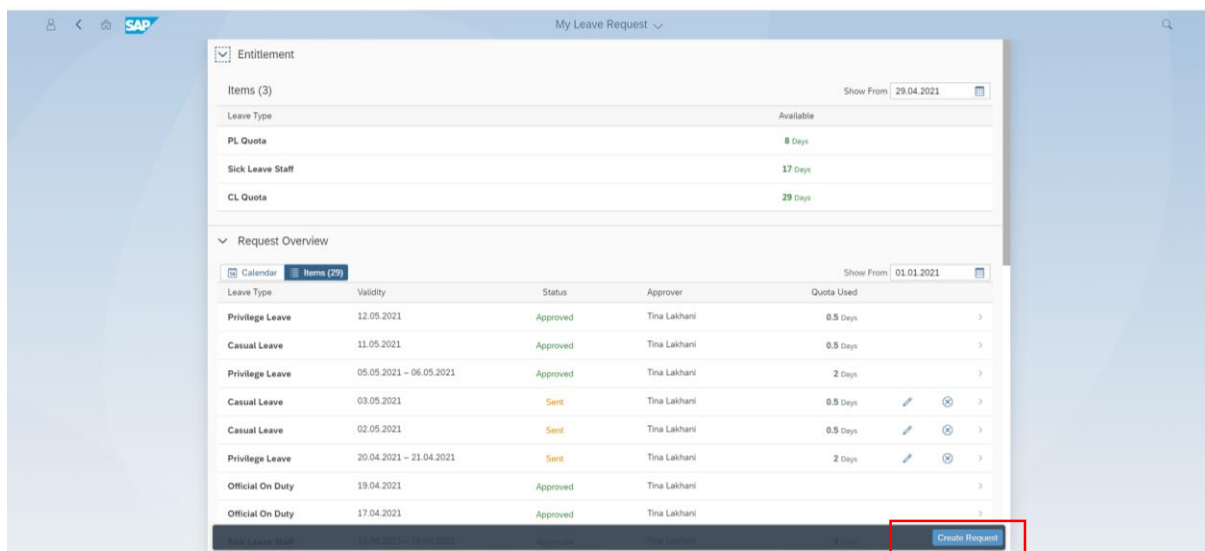
Step 2-After clicking on the tab, Login using your employee code and password/ automatic single sign on (SSO).



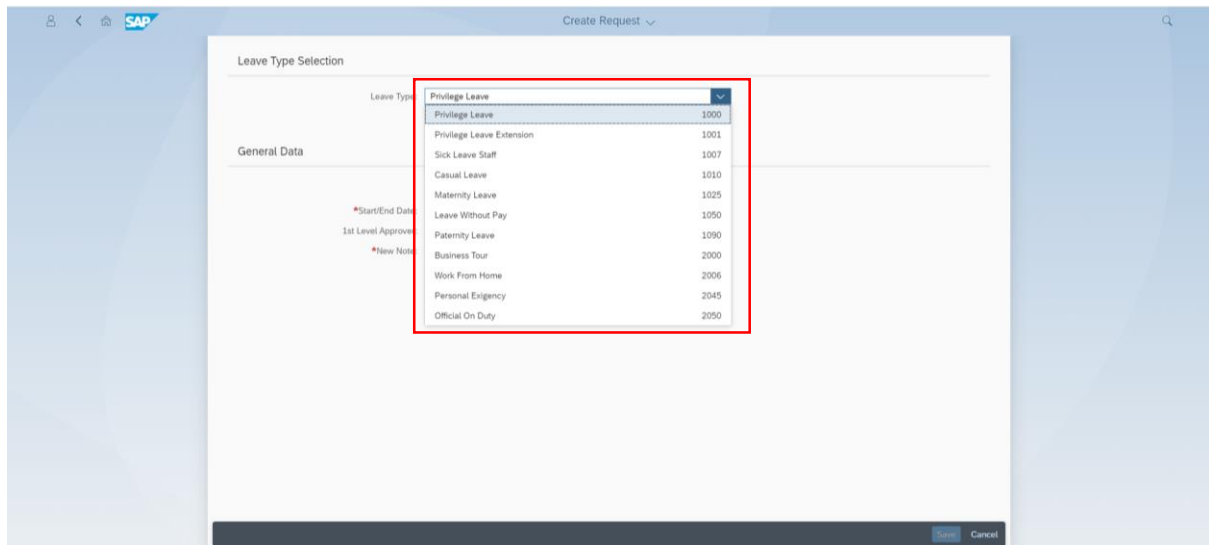
Step 3-Click on My Leave Request.



Step 4- Click on Create Request.



Step 5- Select the Leave type from the dropdown.



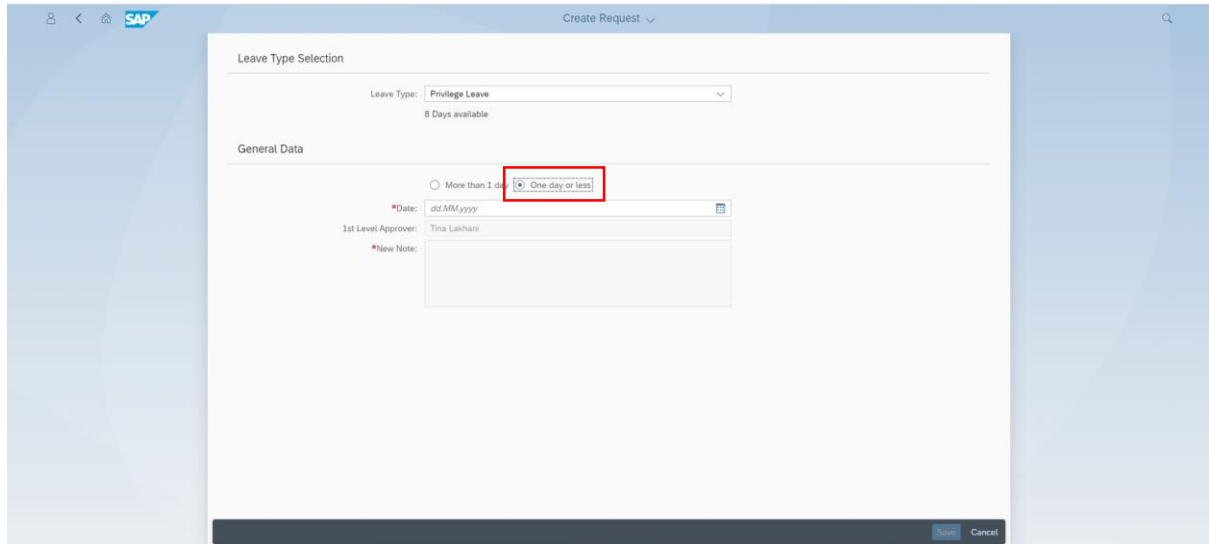
The screenshot shows the SAP 'Create Request' interface. A dropdown menu for 'Leave Type' is open, displaying a list of leave types and their corresponding codes. The list is enclosed in a red rectangular box. The 'Privilege Leave' option (code 1000) is highlighted at the top of the list.

| Leave Type | Code |
|---------------------------|------|
| Privilege Leave | 1000 |
| Privilege Leave Extension | 1001 |
| Sick Leave Staff | 1007 |
| Casual Leave | 1010 |
| Maternity Leave | 1025 |
| Leave Without Pay | 1050 |
| Paternity Leave | 1090 |
| Business Tour | 2000 |
| Work From Home | 2006 |
| Personal Exigency | 2045 |
| Official On Duty | 2050 |

Step 6:

6.1. for one day

Select the option one 1 day or less.



The screenshot shows the SAP 'Create Request' interface with the 'Leave Type' dropdown set to 'Privilege Leave'. The 'General Data' section is visible, showing the 'Date' field set to 'dd/MM/yyyy' and the '1st Level Approver' set to 'Tina Lakhani'. The 'One day or less' radio button is selected and highlighted with a red rectangular box.

Leave Type: Privilege Leave
8 Days available

General Data

☐ More than 1 day ☒ One day or less

*Date: dd/MM/yyyy

1st Level Approver: Tina Lakhani

*New Note:

A pop-up will appear on the screen, Select the option of Full Day and press OK.

The screenshot shows the 'Create Request' dialog in SAP. The 'Leave Type Selection' section has 'Privilege Leave' selected, with '8 Days available' shown below it. The 'General Data' section contains three radio buttons: 'Full Day' (selected and highlighted with a red box), 'First Half', and 'Second Half'. To the right of these buttons is an 'Ok' button, also highlighted with a red box. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

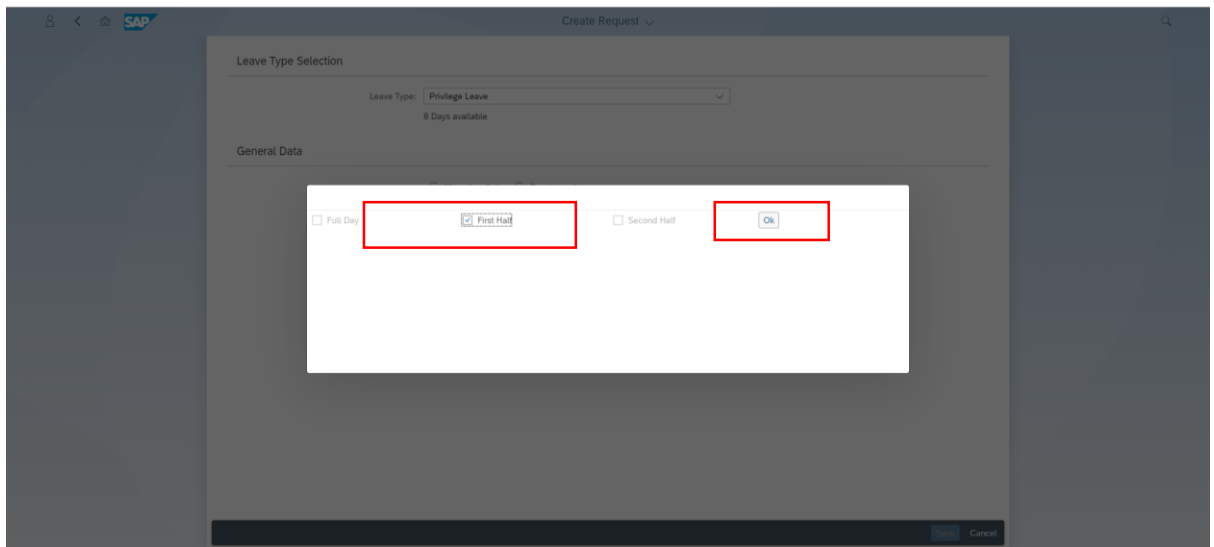
6.2. for Half day- first half and second half:

Select the option one 1 day or less.

The screenshot shows the 'Create Request' dialog in SAP. The 'Leave Type Selection' section has 'Privilege Leave' selected, with '8 Days available' shown below it. The 'General Data' section contains two radio buttons: 'More than 1 day' and 'One day or less' (selected and highlighted with a red box). Below these buttons are fields for '*Date:' (showing 'dd/MM/yyyy'), '1st Level Approver:' (showing 'Tina Lalkani'), and '*New Note:' (with a text area). At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

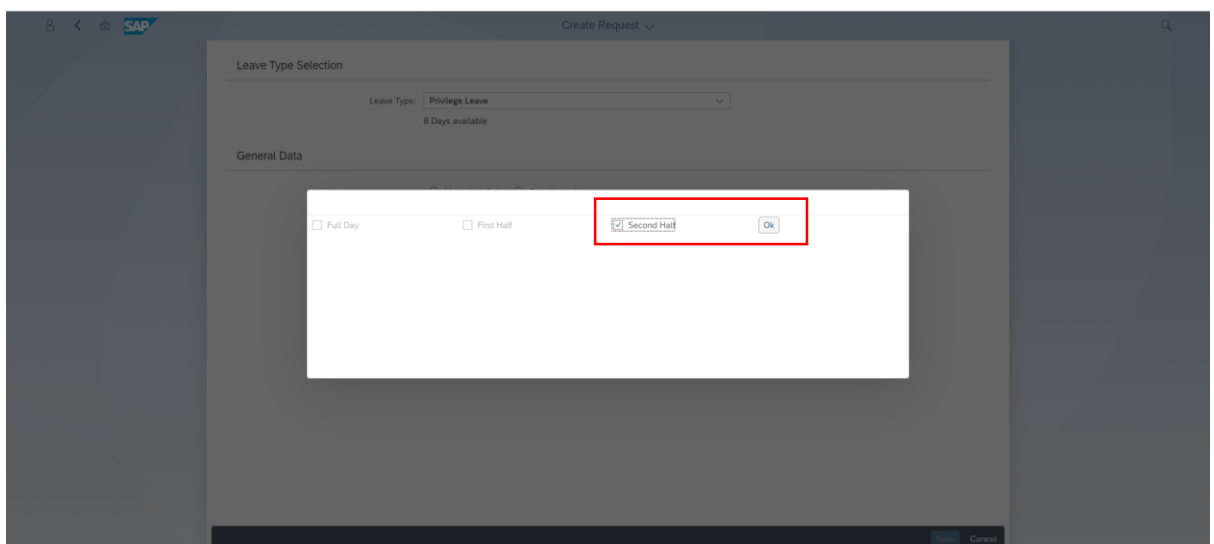
A pop-up will appear on the screen, Select the option as desired below and press OK:

- **First half**- for availing leave for the first half of the shift.



The screenshot shows the 'Create Request' dialog in SAP. The 'Leave Type Selection' section has 'Privilege Leave' selected, with '8 Days available' shown below it. The 'General Data' section contains three radio button options: 'Full Day', 'First Half', and 'Second Half'. The 'First Half' option is selected and highlighted with a red rectangle. To the right of these options is an 'OK' button, also highlighted with a red rectangle. At the bottom right of the dialog, there are 'Save' and 'Cancel' buttons.

- **Second Half**- for availing leave for the second half of the shift.



The screenshot shows the 'Create Request' dialog in SAP, similar to the previous one. In the 'General Data' section, the 'Second Half' radio button is now selected and highlighted with a red rectangle. The 'OK' button to its right is also highlighted with a red rectangle. The 'Full Day' and 'First Half' options are unselected. The 'Save' and 'Cancel' buttons are visible at the bottom right.

Step 7- Select the date by clicking on the calendar option and select the date.

The screenshot shows the 'Create Request' form in SAP. The 'Leave Type Selection' section has 'Privilege Leave' selected, with '8 Days available' shown below. The 'General Data' section has radio buttons for 'More than 1 day' and 'One day or less', with 'One day or less' selected. A red box highlights the date selection area, which includes a calendar for April 2021. The date '29' is selected. The '1st Level Approver' field is empty, and the '*New Note' field is also empty. The 'Save' button is visible at the bottom right.

Step 8- Mention the reason for leave in the New Note Box and click on the save button to submit the request.

The screenshot shows the 'Create Request' form in SAP. The 'Leave Type Selection' section has 'Privilege Leave' selected, with '8 Days available' shown below. The 'General Data' section has radio buttons for 'More than 1 day' and 'One day or less', with 'One day or less' selected. The '*Date' field is now populated with '29.03.2021', and '0.5 Day will be consumed' is shown below it. The '1st Level Approver' field is now populated with 'Tina Lakshani'. A red box highlights the '*New Note' field, which contains the text 'sick'. The 'Save' button is highlighted with a red box at the bottom right.

THANK YOU