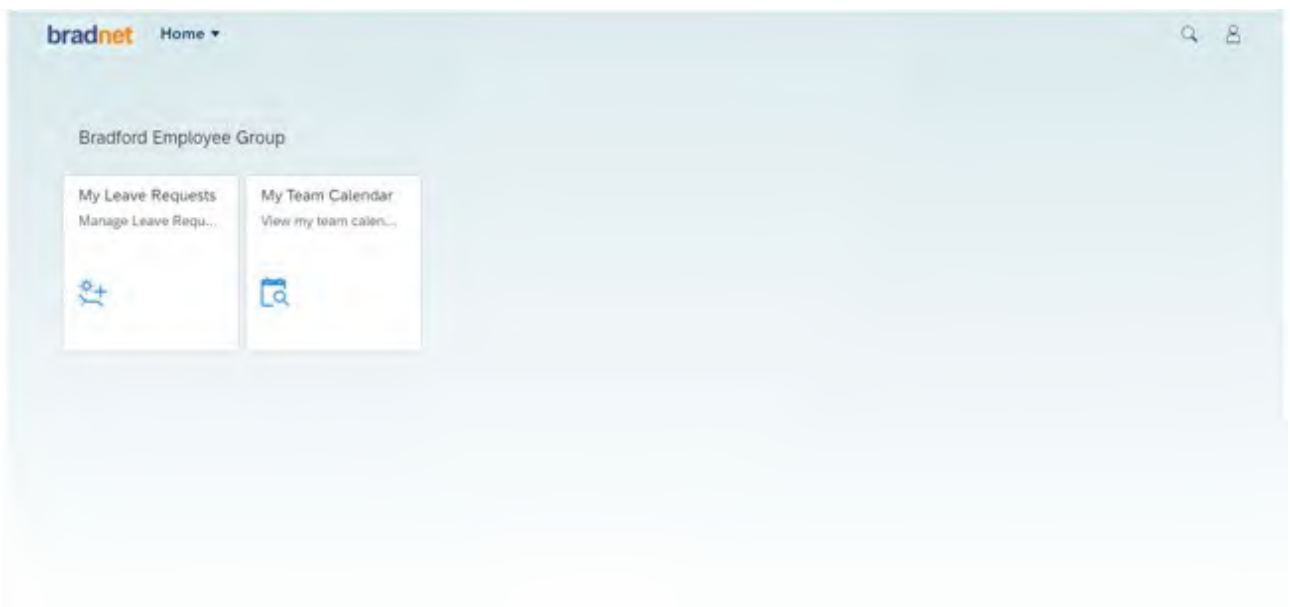


SAP FIORI – Editing or Deleting Leave

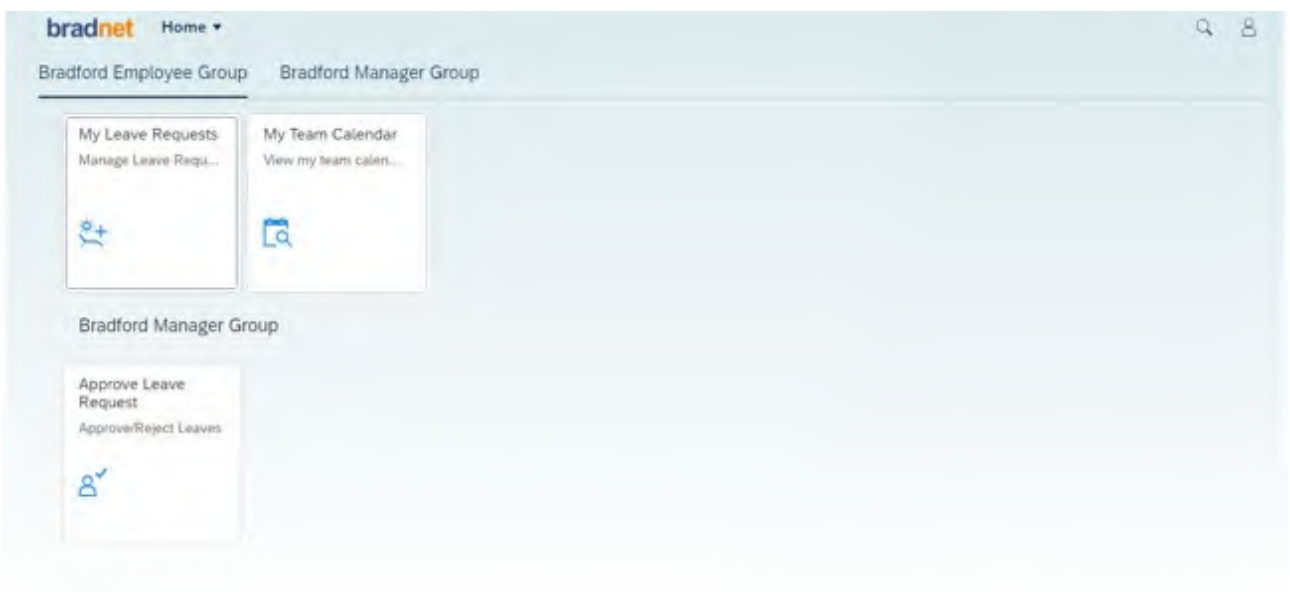
The link to SAP FIORI is: <https://mysap.bradford.gov.uk/>

Once you have logged in you will be taken to the main screen. If you are an ESS user you will see the screen shot 1, if you have MSS you will see screen shot 2.

Screen Shot 1



Screen Shot 2



Bradford Employee Group

My Leave Requests

Manage Leave Requ...



My Team Calendar

View my team calen...



1. Click on **My Leave Requests** tile

Apr 2022

SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

ved Approval Pending Public Holiday

Start Time End Time

Attendance/Absence Hours

Approver

Note

Send Reset Entitlements History

2. Click on **History**

Screen below will now appear...

You can search for the type of leave or date of the leave using this search box.

Note
FIORI defaults to the 1st January each year, as such this means that you can only see your leave from the beginning of the

3. Choose the leave you wish to edit or delete

Change Withdraw

4. Click on **Change** or **Withdraw**

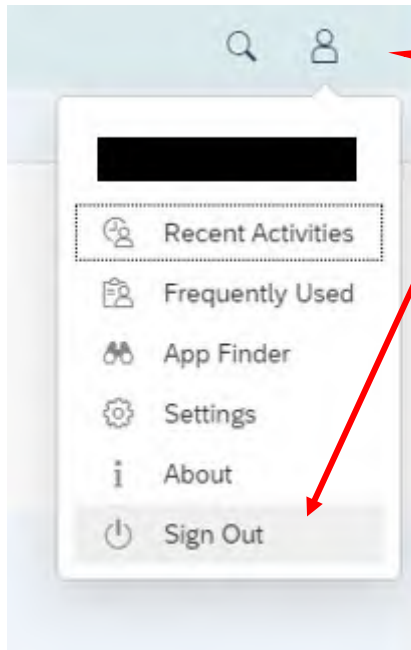
Change Withdraw

4a. If you choose to change the date then you will be taken back to the calendar. Change the date and click on **Send**

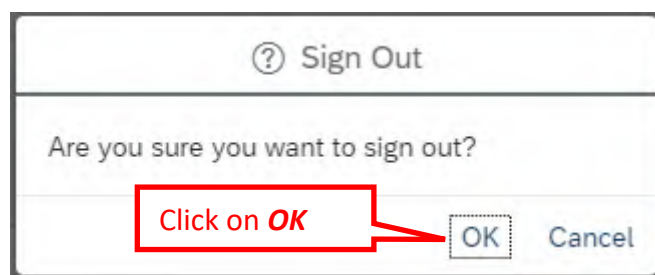
Send Reset Entitlements History



4b. If you choose to withdraw then the **Withdraw Leave Request** box will pop up, check the details then click on **OK**



To Log Out click on person icon and choose **Sign Out**.



END OF DOCUMENT