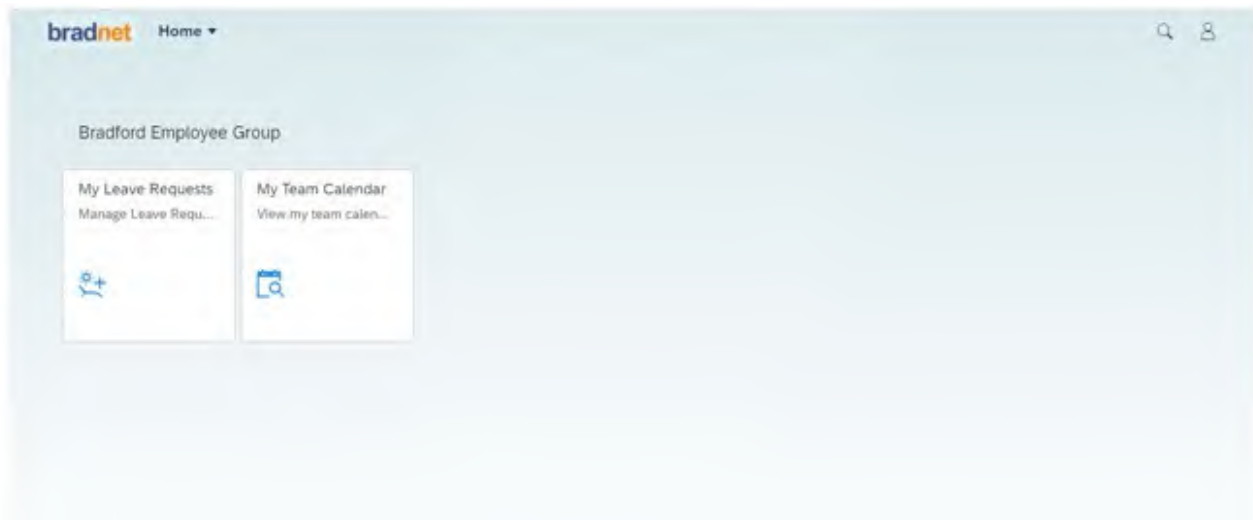


SAP FIORI – Requesting Leave

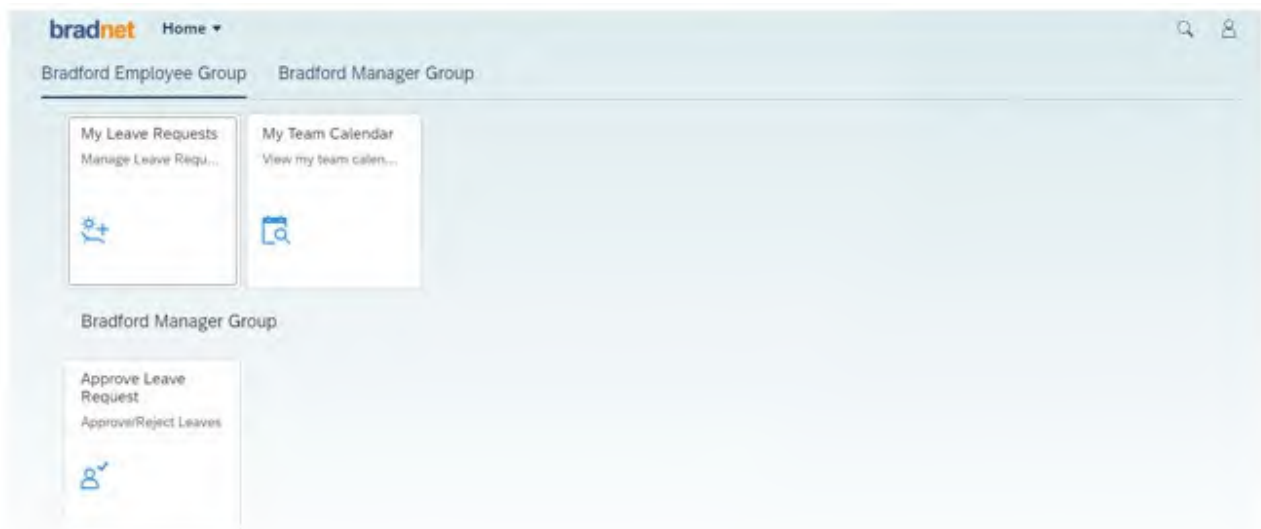
The link to SAP FIORI is: <https://mysap.bradford.gov.uk/>

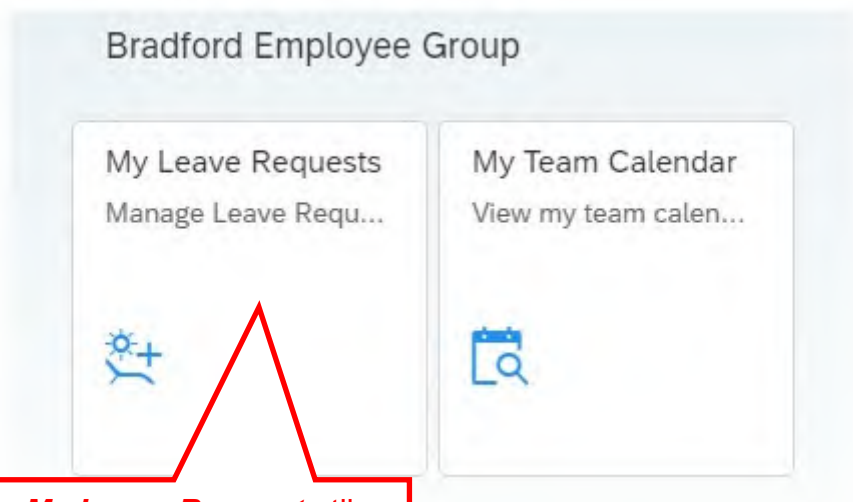
Once you have logged in you will be taken to the main screen. If you are an ESS user you will see the screen shot 1, if you have MSS you will see screen shot 2.

Screen Shot 1

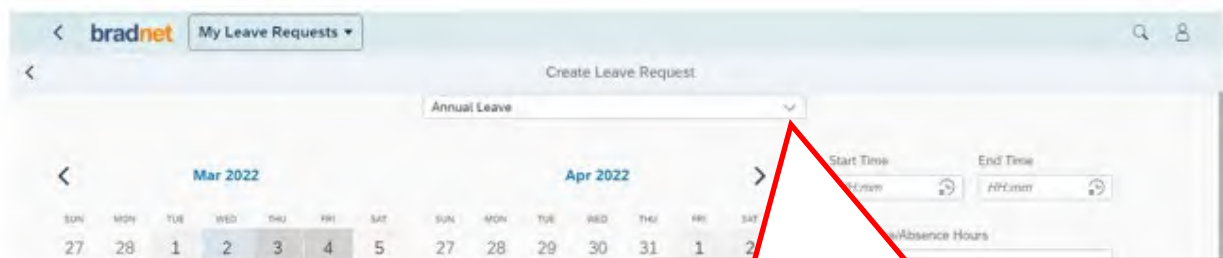


Screen Shot 2

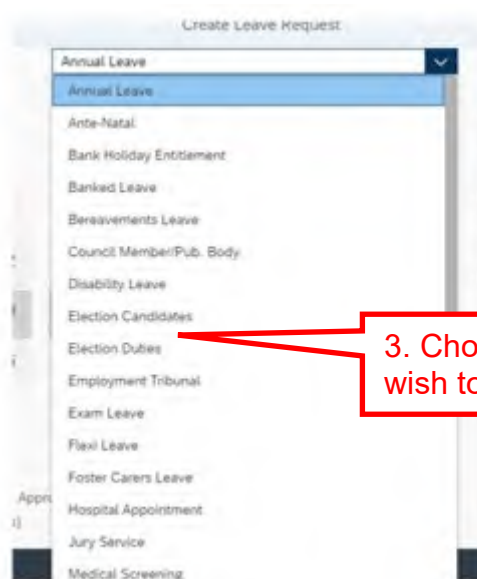




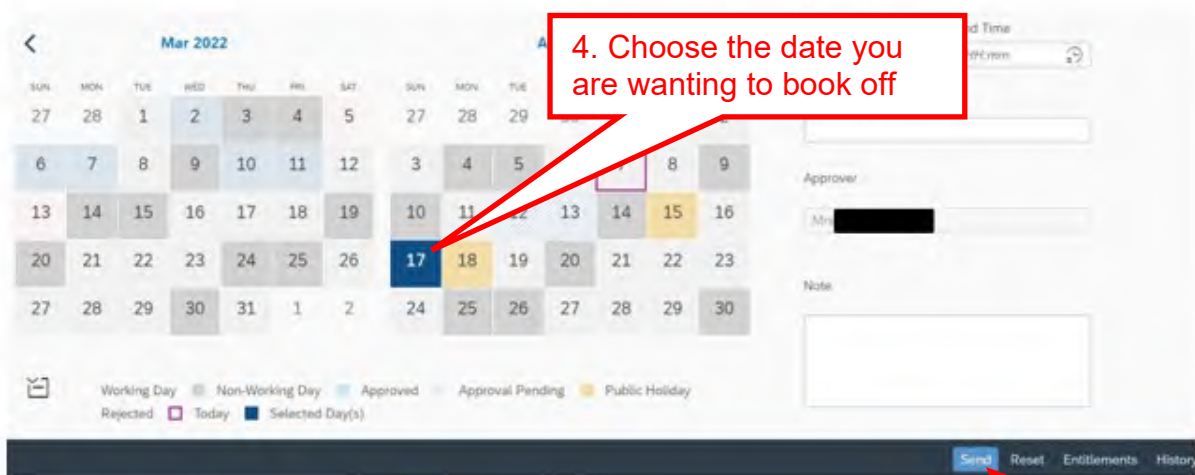
1. Click on **My Leave Requests** tile



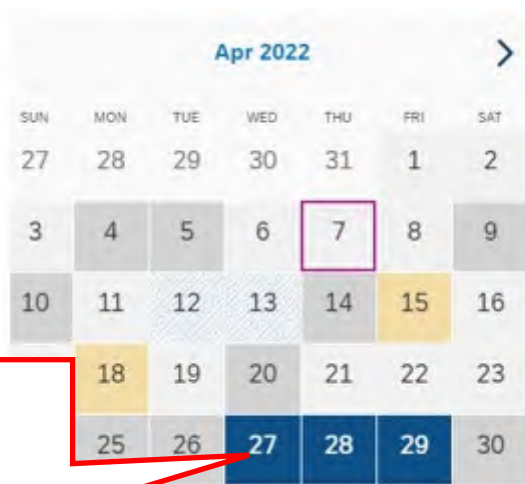
2. Click on the arrow and this will give you a list of the different types of leave



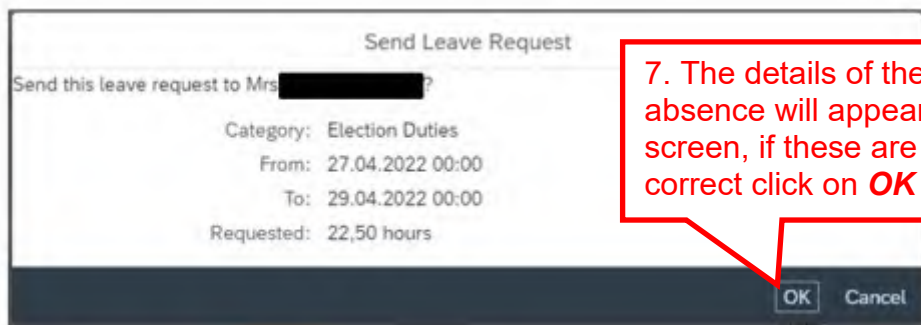
3. Choose the type of leave you wish to request



6. Click on **Send**

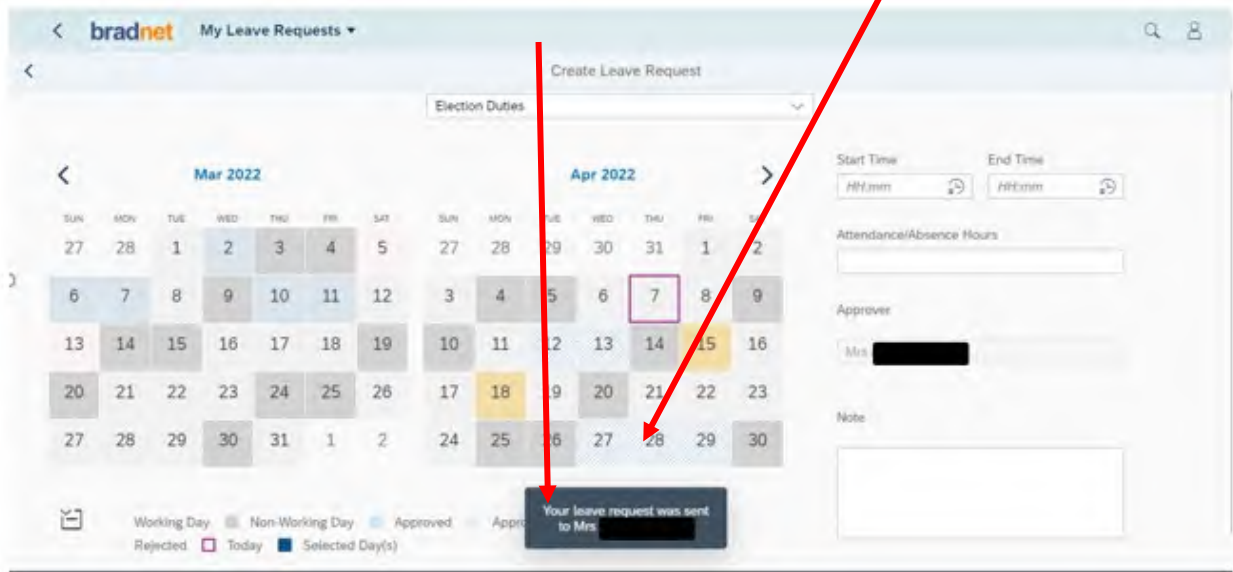


5. If you are wanting more than one day, click on the first day and then the last day

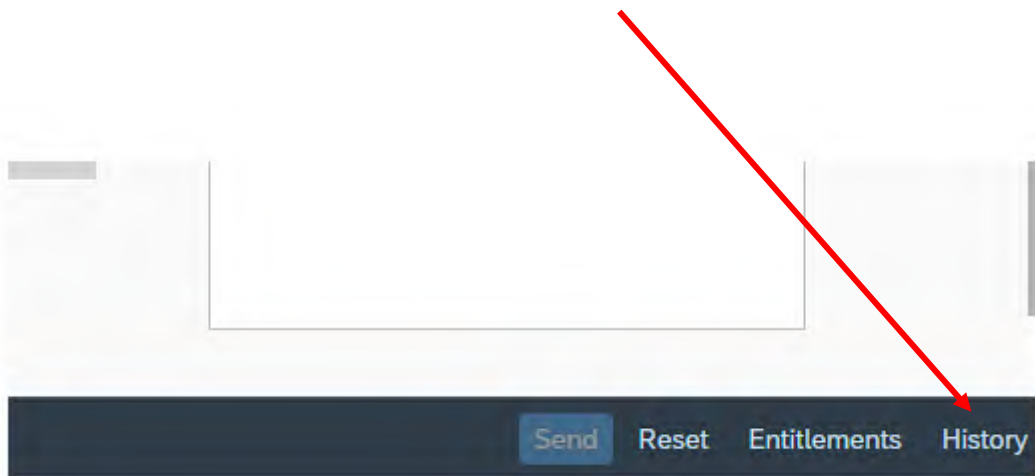


7. The details of the absence will appear on screen, if these are correct click on **OK**

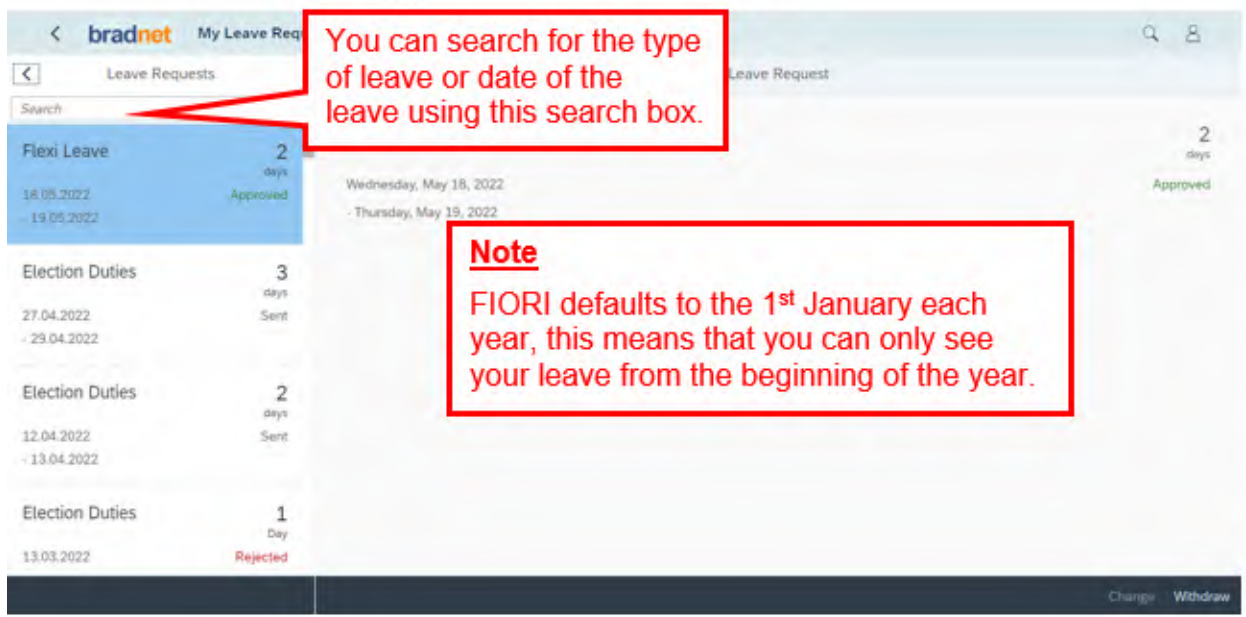
A message will appear at the bottom of the screen that the request has been sent, and the day(s) you have requested will be highlighted by light blue diagonal lines.



You can check your leave requests by clicking on **History**



The screen below will now appear...



Checking your Leave Entitlements

.iday

Send

Reset

Entitlements

History

You can check your Leave Entitlements by clicking **Entitlements**

Category	Available		
Annual Leave Valid Until 31.03.2023	3,36 Hours	178,73 Hours	182,09 Hours
Annual Leave Valid Until 31.03.2023	182,09 Hours	0 Hours	182,09 Hours
Bank Holiday Entitlement Valid Until 31.03.2023	100 Hours	0 Hours	100 Hours

This line shows what leave you have left from the previous year's entitlement.

This line shows what leave you have left for this leave year.

You can create a short cut to the Entitlements screen by clicking on the **Share** icon (while on the Entitlements screen).


Click on **Save as Tile**

Save as Tile

You can rename the shortcut and give it a subtitle if you wish.

Save as Tile

Preview:



* Title:
Entitlements

Subtitle:

Description:

Group:
My Home

OK Cancel

Click on **OK**

bradnet My Leave Requests

Home

Category Availab

Annual Leave 3,36 Hou

Annual Leave

All My Apps

Click on the **My Leave Requests** and choose **Home**

bradnet Home

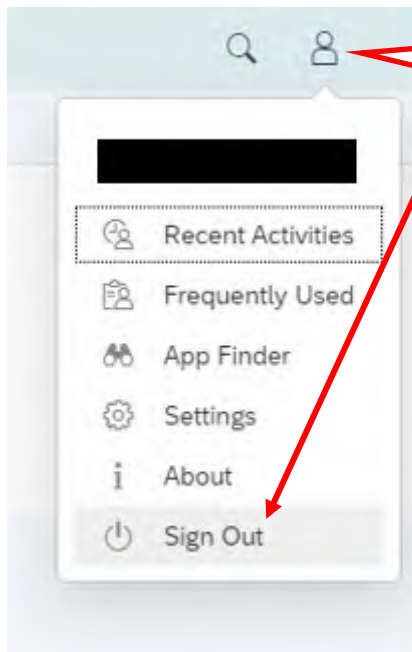
My Home Bradford Employee Group



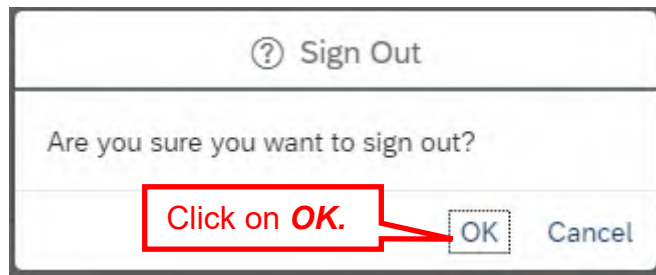
Entitlements

Bradford Employee Group

The tile now appears on the front screen



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



Click on **OK**.

END OF DOCUMENT