

# SAP Fiori

## Intuitive, user-friendly interface for SAP applications

SAP Fiori is a lean, user-friendly interface for SAP applications. Fiori apps are tailored to the user, intuitive in operation and offer a user experience modelled on personal user experiences. This makes your employees' daily work easier and improves efficiency. Costs can also be saved because training is not required and no in-depth SAP knowledge is necessary. SAP Fiori is also based on the latest technology and can therefore be displayed on a variety of devices and integrated into your preferred systems environment.

### SAP Fiori Launchpad - the central access point

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The Fiori Launchpad provides your employees with a central, web-based point of entry to your timekeeping records and employee data. The Launchpad can be individually adapted to users' needs. Thanks to role-based authorisations, employees receive a coherent presentation of the data that is relevant to them on all devices and can therefore work more efficiently.

### SAP Fiori: successful customer projects

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The following are examples of apps that we have implemented successfully for time management and employee administration for our customers:

- **My Team Calendar**  
My Team Calendar displays a weekly and monthly overview of all public holidays, the user's absences and those of colleagues. Managers can view those who report to them directly.
- **My Time Records**  
This is an easy way to record and correct working times and gain an overview of all stamps with their status in a calendar view (time event list). Recording is possible with or without line manager approval. The line manager can approve or refuse applications in the "My Inbox" app. Employees can see all the error messages from the time account, such as missed coming or going stamps.



### Highlights

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- Role-based authorisations
- Consistent user experience and product
- Coherent, intuitive and efficient
- Adaptable and customisable
- Mobile, device-independent access
- No SAP interface required
- Overview of time and personal data for employees and managers

- **My Leave Requests**

Attendance and absence requests can be created and submitted here. Managers can approve or reject these in the My Inbox app. Employees can store documents, such as doctors' certificates, in the application. These are filed in the employee's personnel master data after the absence has been approved.

- **My Payslips**

Employees can display or print their payment records. They therefore always have an overview of their payroll accounting.

- **My Time Statements**

The time statement can be displayed and stored here as in PDF format. The time statements provide employees with an overview of the hours they have worked, holiday and overtime balances and any pay-related allowances.

- **My Forms**

The new "My Forms" app lets you integrate different forms, such as time statement forms, payment records and payslips.

- **My Overtime Requests**

This new app allows employees to obtain approval for the additional time they have worked. Managers can approve or reject these in the My Inbox app.

- **My Inbox**

Managers approve their employees' requests here and can also reject them with a comment.

- **My Reports**

Standard and customer-specific reports can be integrated into the "My Reports" app. Selections, filters, Excel downloads and search functions are also an option.

- **My Team**

In the new "My Team" app, managers obtain an overview of their team and can download various pieces of organisational data, as well as information about ability, remuneration, etc.

- **My Profile**

This overview shows employees their personal data. Direct link to other apps.

- **My Personal Data**

This app enables employees to review and amend their personal data. The name can be changed after marriage, for example. The employee can inform HR of amendments made via e-mail, so that no changes are overlooked.

- **My Addresses**

All addresses (permanent residence, emergency address, etc.) can be displayed, stored, edited or deleted in this app.

- **My Bank Details**

The app helps employees to keep their bank information up to date for transferring wage payments, reimbursement of travel expenses and specific purposes.

- **My Family Members**

Information about the family members (e.g. partner or children) can be displayed and edited using this app. These amendments can also be sent to HR as information.

- **My Communication Details**

Communication details, such as telephone numbers or e-mail addresses,

can be displayed or edited here.

- **My Internal Data**

Additional information, such as vehicle registration number, building number and apartment number, can be updated using this app.

- **Link to websites or Webdynpro (e.g. Payroll Control Center)**

Links can be displayed as the Fiori app. When they open the app, employees are taken to the working time regulation from the Intranet, for example. Payroll Control Center apps can be linked for the Payroll team. The SAP Payroll Control Center makes it possible to do your payroll runs in a simplified, structured and stress-free manner.

Additional, general function settings:

- **Deputy option:** With this app, a manager can authorise other users to input, so that they can approve applications as their deputy.
- **On behalf:** This function allows managers to carry out different services on behalf of an employee who reports to them. For example, an absence request can be created in "on behalf of" mode.