Approval Workflow for FFCRA-COVID-19 Leave Requests

This guide is intended to assist supervisors, department heads, Deans and AVPs in approving leave request forms for FFCRA-COVID-19 in SAP.
To log into the system:

- go to: **SAP Portal**

- The remote work requests are found in the “Approvals” Group in My Inbox. Click on “**My Inbox**” to review items.
In the Inbox on the left panel, see tasks to approve for FFCRA Family Leave or FFCRA Sick Leave. The right panel has instructions to click the “Open Task” button to approve the leave.

Click “Open Task” at the bottom of the page.
Review the request including the date range and the attachments.

The attachments should contain documentation that meet the IRS specifications to qualify for the leave. To view click the “Display Attachments” button. Double click on the document to view.
This popup box may appear, if it does, click the “OK” button and the supporting document will be displayed. In addition, you can click the “Don’t show this dialog again” box to avoid the pop up in future approvals.

After reviewing the request and supporting documentation, either approve or reject the request. If denying the request for leave, the reason for denial must be entered in the “Comments” box.

The process is complete; return to My Inbox to review and approve/deny other pending items.
This completes the steps in this user guide.