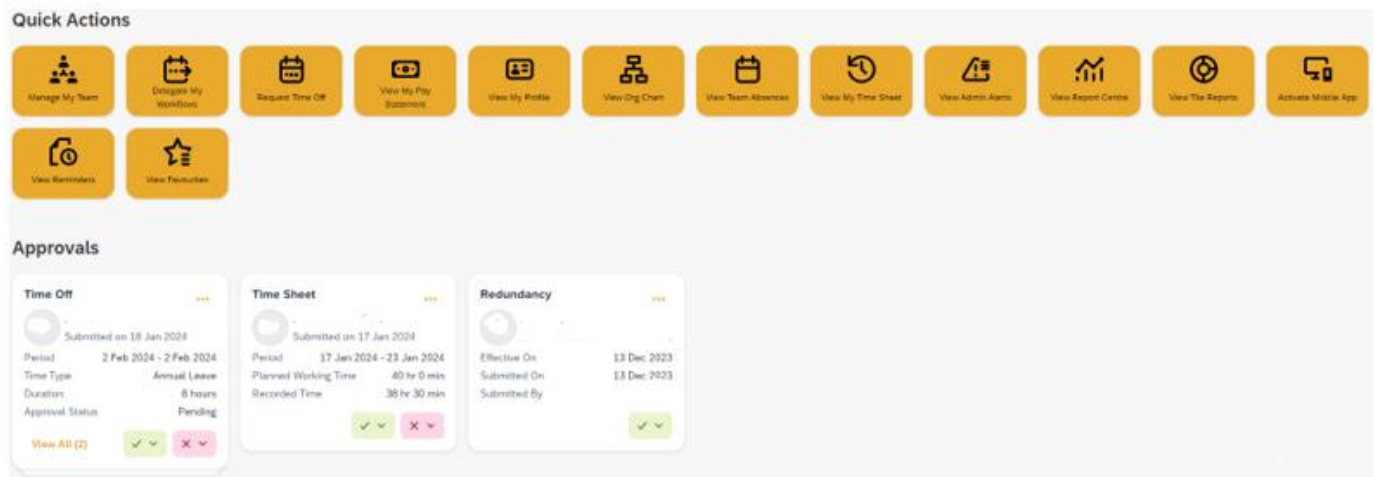




MYHUB – ACTION APPROVAL REQUESTS VIA DESKTOP

Open the SAP SuccessFactors (MyHub) Desktop app on your computer and log in to your account using your credentials.

Any workflow that has been initiated, for which you have been nominated as approver, will appear on your home page below your quick action tiles.



Action Using Simple Tabs

The tabs offer a simple method of approving or declining   the request / submission.

Should you wish to add comments to your action then click on the dropdown   and select

Approve with Comments

which will open a dialogue box into which you can key your comments.

Once complete click .

A screen message will briefly pop up indicating that your response is being processed.

Prefer To Take a Closer Look!

You can click on the workflow item, and it will open up to the “Workflow Details” which contains additional detail and options for action including:

- A history associated with the activity ie if it was initiated by someone on behalf of the report. Any comments that were added with the initial entry.
- Adding comments
- Approve, Delegate or Decline options.

Continued next page.



Time Off

- Additional details include:
 - the reports leave balance at the end of the requested leave and whether they have further absences planned.
 - The Team Absence Calendar and whether anyone else is absent during the requested period. Further detail re Team Absences can be obtained via the “View Team Absences” tile on your home page.

You can return to the home page by clicking on [Home Page](#) at the top left of the page.

