

Substitute Management for Approvers (Supervisors and Budget Managers)

SAP Fiori Travel Management



Contact



Questions about the travel management software: Category and Support Management Team (733) Svitlana Ejne: +49 40 42838-7173 Schabnam Yilmaz: +49 40 42838-8299 travelmanagement@uni-hamburg.de

Questions about business trips and settlement: Travel Management Team (731) reisen.uhh@uni-hamburg.de



View explained: Homepage

SAP Home 🔻		
Travel Approval		
My Inbox All Items	"My Inbox"	
⊻2		



View explained: My Inbox

		,		Open the overview		
My Inbox +	All Tasks (2)	Workflow travel request	Gigi Genehmigung	"Manage My Substitutes" Accept substitute		
	Approve travel request 0041000274 Workflow-System Medium Approve travel request 0041000288 Workflow-System Medium	Approve travel request 0041000274	[®] Recent Activities [®] Frequently Used [®] App Finder [®] Settings ¹ About [®] Manage My Substitutes [®] Settings For			
		Approval business trip 0041000274 of Ronny Reise (40000402) Begin business trip: 02.02.2025 End business trip: 02.02.2025 Reason business trip: Test Destination business trip: Berlin To edit please click on the button 'Open Task'.	Support Information Sign Out	Substitute management options: Managing a planned substitution (e.g., during a vacation): for defined periods with a start and end date		
	f ₂ ∇ (=)	Show Log Claim Forward Suspend Open Task	C	Managing an unplanned substitution (e.g., in case of illness):		
1144				takes effect at activation,		

Open the menu by clicking the profile icon

remains in effect until

4

revoked

Universität Hamburg

View explained: Manage My Substitutes



Universität Hamburg

Substitute management—creating a planned substitution

	- · · ·					— I.
	Gunther	×q	Gunther Genehmigung Kasse.Hamburg	2	Gunther Genehmigung Kasse.Hamburg	
d Data		v	All Task Groups	>	Task Group	
lu Date			Functional	>	All Task Groups	C
2.02.2025			Disciplinary	>		Ζ.
	-		All		From Today	
					< February 2025 >	
					Sun Mon Tue Wed Thu Fri Sat	
					5 26 27 28 29 30 31 1	
					6 2 3 4 5 6 7 8	2
					7 9 10 11 12 13 14 15	3.
					9 23 24 25 26 27 28 1	
					- 20 24 20 20 27 20 2	
						4.
		Cancel		Cancel	Save Can	cel
Add New Substitute Delete						
101						

i the "Manage My ubstitutes" view, click on Add New Substitute."

- The "Manage My Substitutes" window opens. Search for the relevant person by name and select by clicking.
- The "Choose Task Group" window opens. Select the substitute's task.
- The "Choose Substitution Period" window opens. Select the planned substitution period and click "Save."

Substitute management—activating an unplanned substitution

<u>Planned</u> substitutions (set up by entering a time period) do not need to be actively accepted by the substitute.

<u>Unplanned</u> substitution must be actively accepted by the substitute:

On the home page, in your personal menu, click on "Substitute For."



The dialog box "Substitute For" opens. For the person you are covering, set the toggle switch to active and click "Done."



