Click&Hire. Approver profile

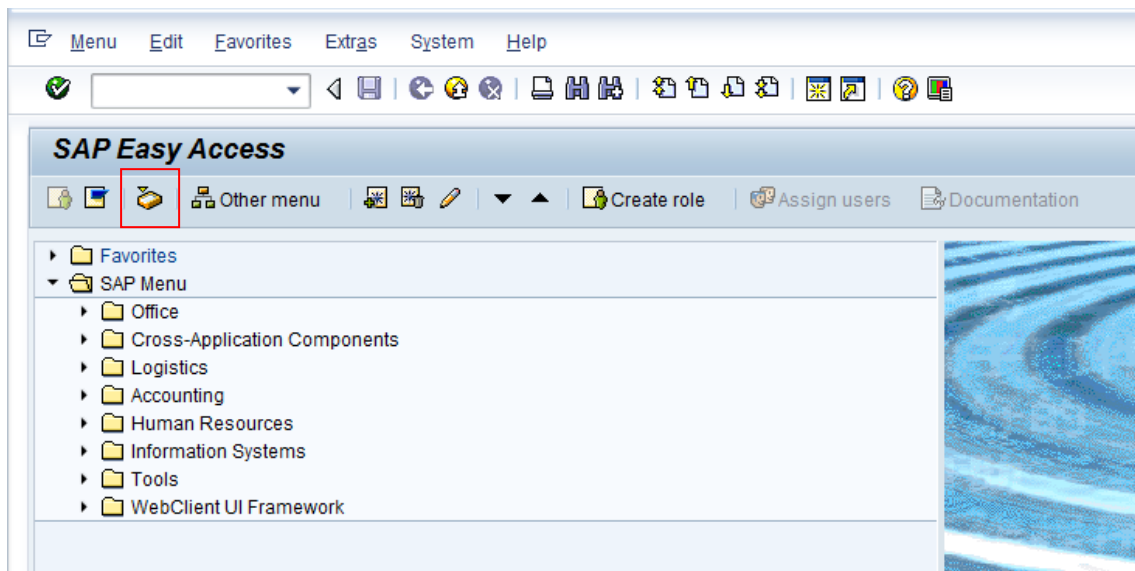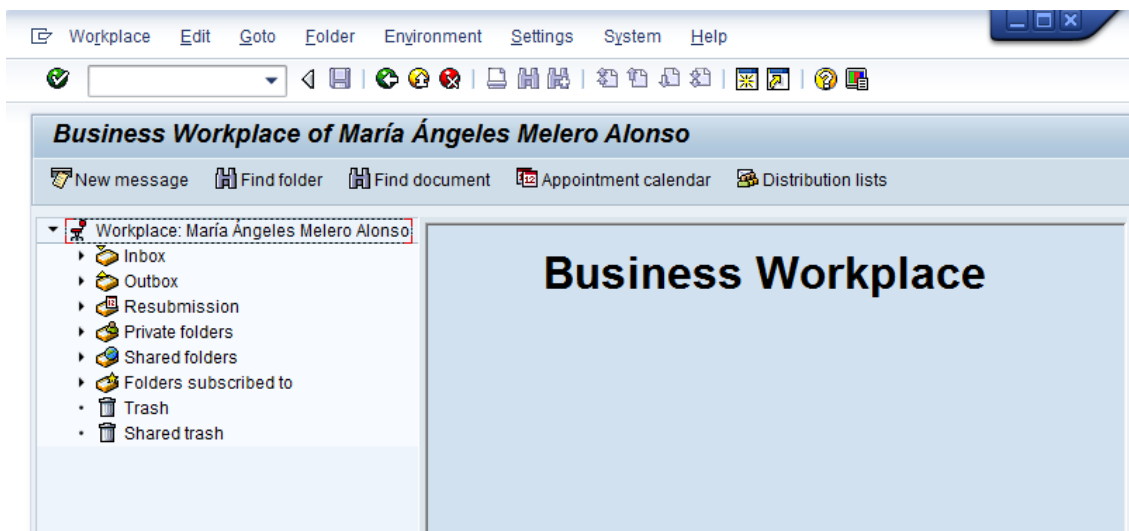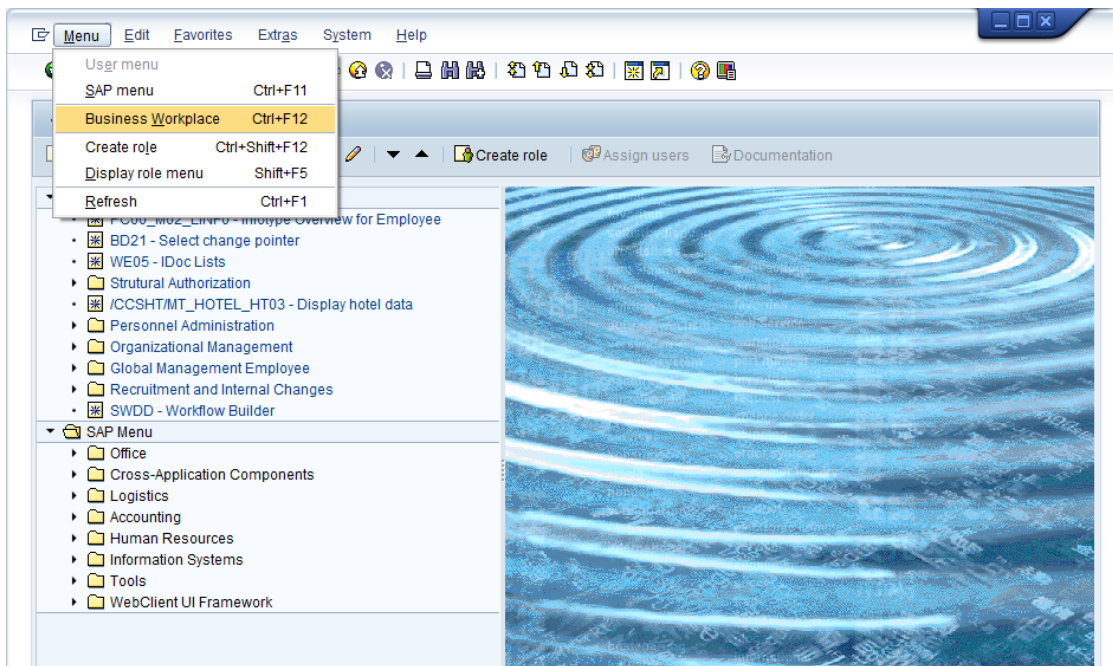## Summary

AP Business Workplace

The approvers could manage the requests through SAP Business Workplace.

This option displays the requests that have to be approved by the user.

To access to SAP Business Workplace, the user has to click on the button in the SAP main window.
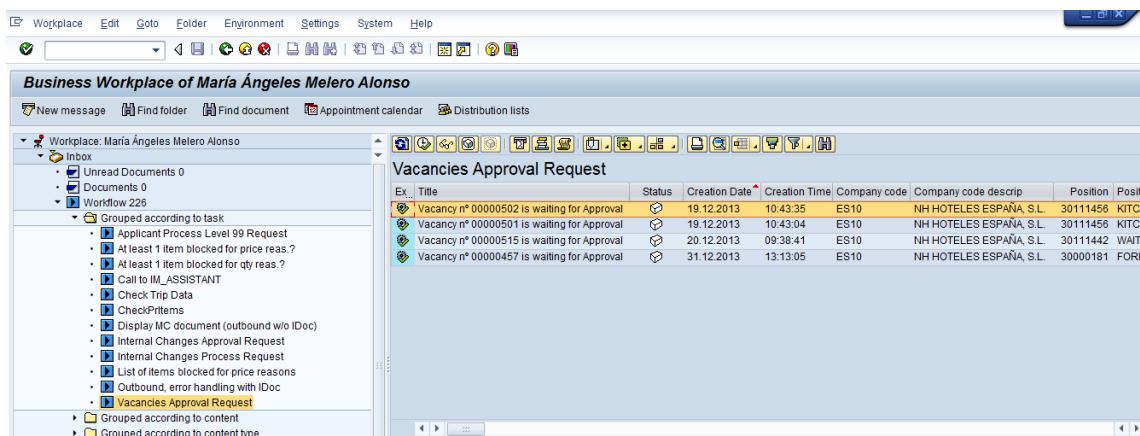

Or click on the following option: Menu / Business Workplace, in the SAP main window.

To access to the requests, the user has to click on the following option: Inbox / Workflow / Grouped according to task.
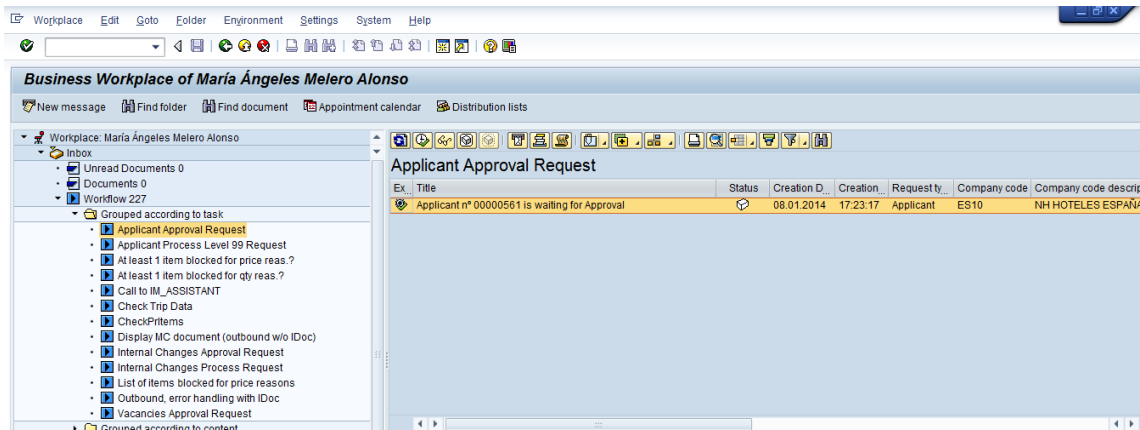
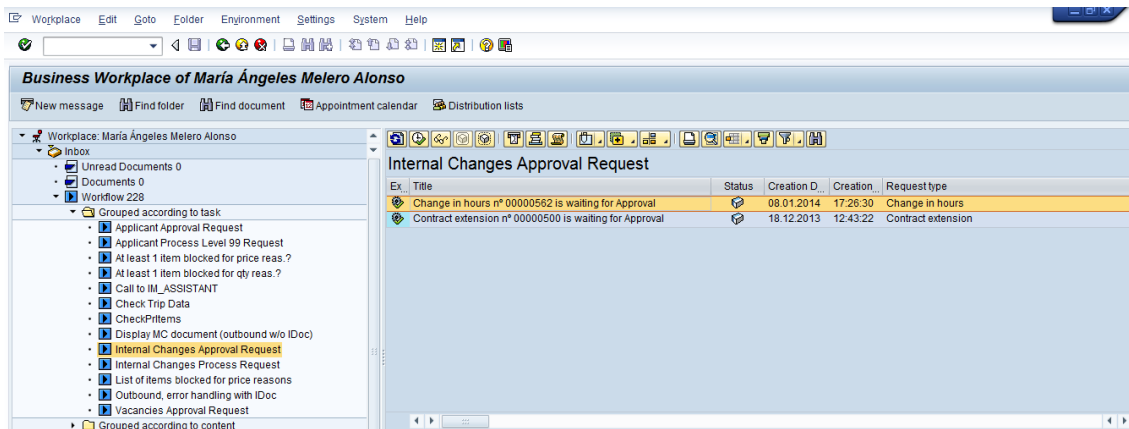To see the Vacancy requests: Vacancies Approval Request

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To see the Applicant requests: Applicant Approval Request
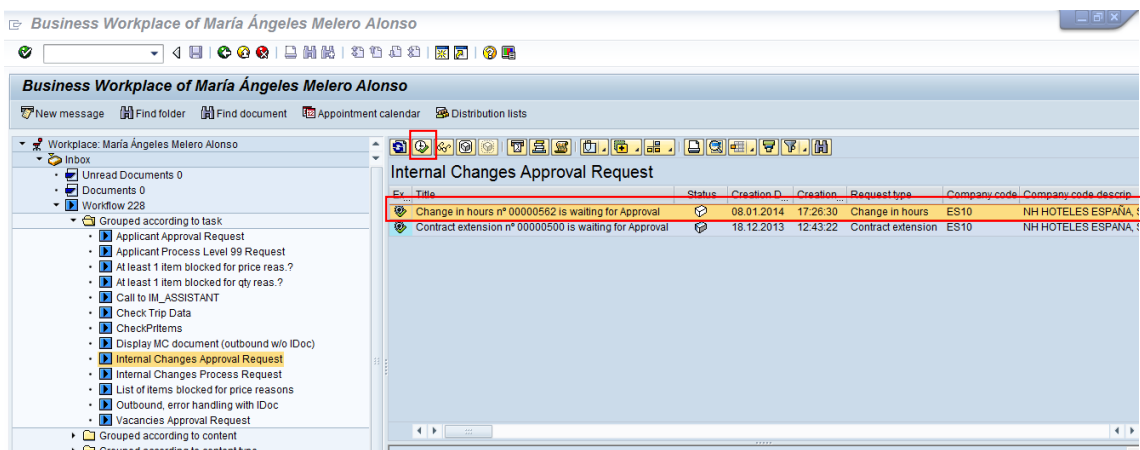

To see the Internal Changes requests: Internal Changes Approval Request

1.1. Process request

If the user selects the request and clicks on the ⊕ button, the user can process the request.

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Approve request number 00000562

✔ Approve ✖ Reject

Internal change	H	Change in hours		Created on	08.01.2014
Status	P	In progress			

Organizational assignment

Employee number	893	MARTINEZ MELERO, EVA
Proposal date	09.01.2014	
Company code	ES10	NH HOTELES ESPAÑA, S.L.
Personnel area	0018	ES_ABASCAL
Personnel subarea	H003	H-F&B/KITCHEN
Organizational unit	50100531	H-F&B/KITCHEN
Position	30101456	KITCHEN_HELP
Employee group	1	Fixed Contract
Employee subgroup	N1	Adjusted Gross Inc.

Planned working time

Weekly working hours	20,00	40,00

Contract elements

Contract End Date	

Comments:

```
-------------------------------------------------
User: María Ángeles Melero Alonso
Date: 08.01.2014   Time: 17:26:29     Action: Created

A este empleado quiero cambiarle las horas, porque me lo ha solicitado
-------------------------------------------------
```

The request displays the information completed and the comments added by the hotel director.

The approver could include new comments before approve/reject the request.

The approver approves the request selecting ✔ Approve button

The approver rejects the request selecting ✖ Reject button.

If the request could be approved by more than one user, the first approver that tries to process the request will lock the request for other approvers.

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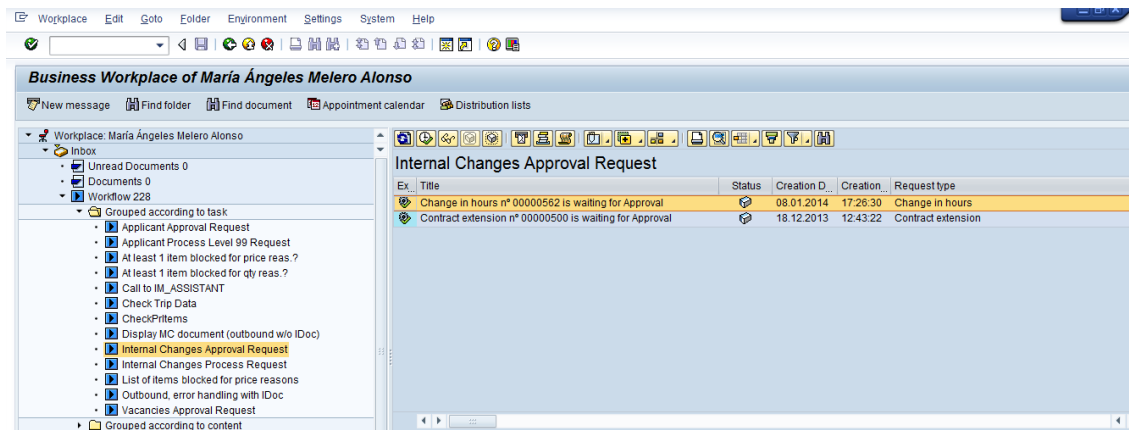
The first request has the status column like this . This symbol means that the request is locked by him/herself. The other approvers couldn't process this request now.

If the first user doesn't process the request and wants to unlock it, has to select the request and the button.
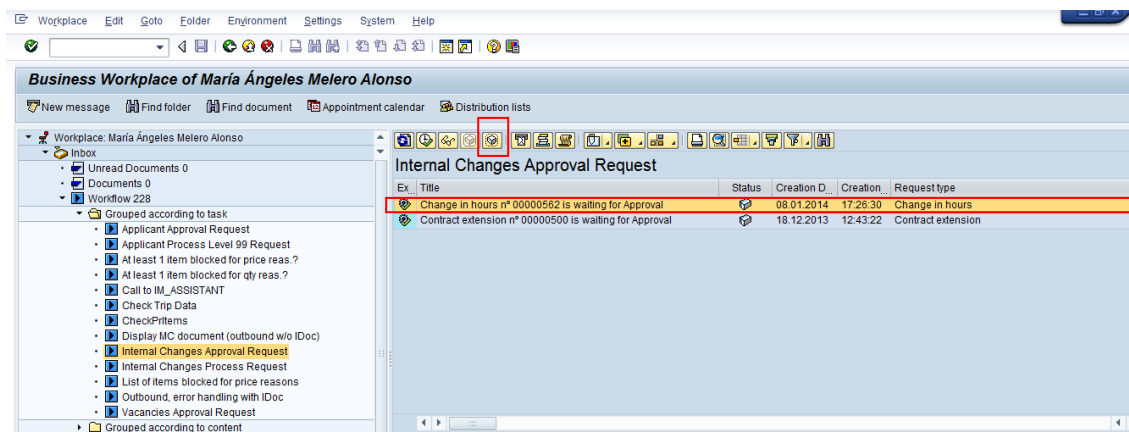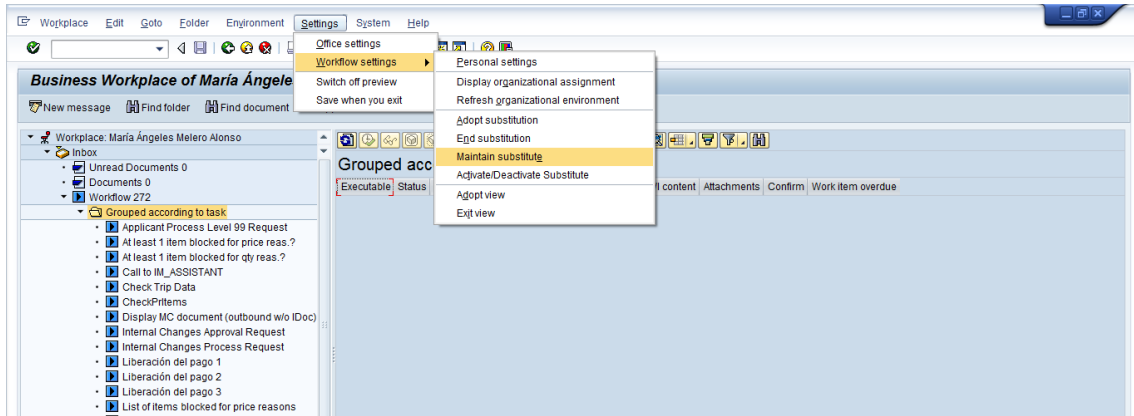

The request could be processed by all the approvers now.

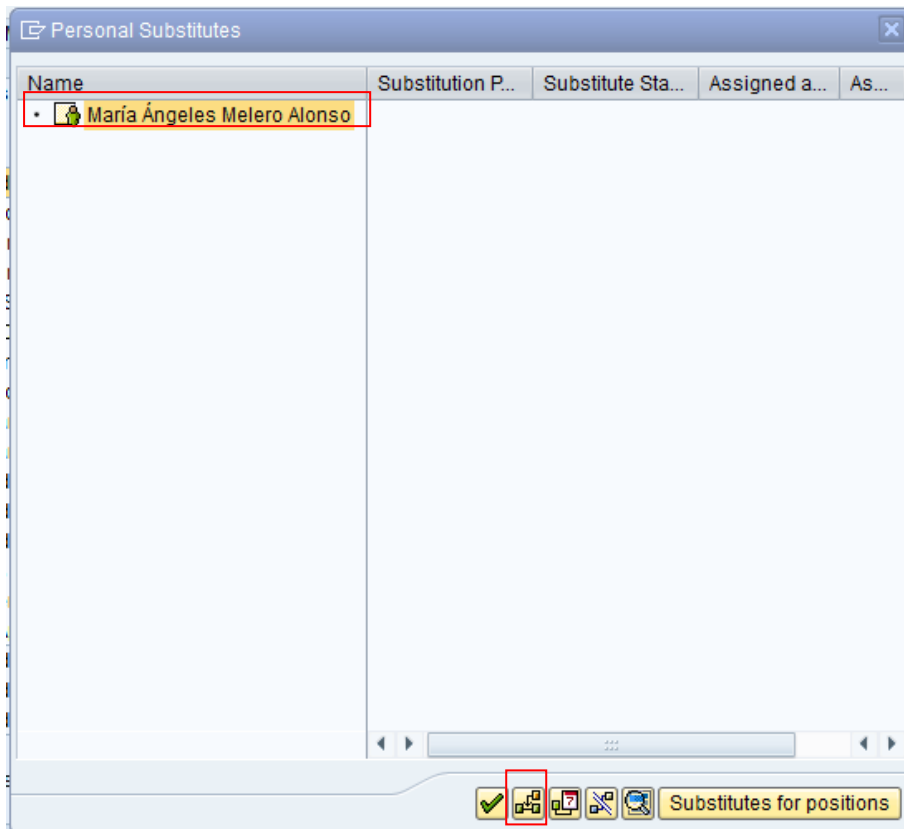Click&Hire: Approver Profile

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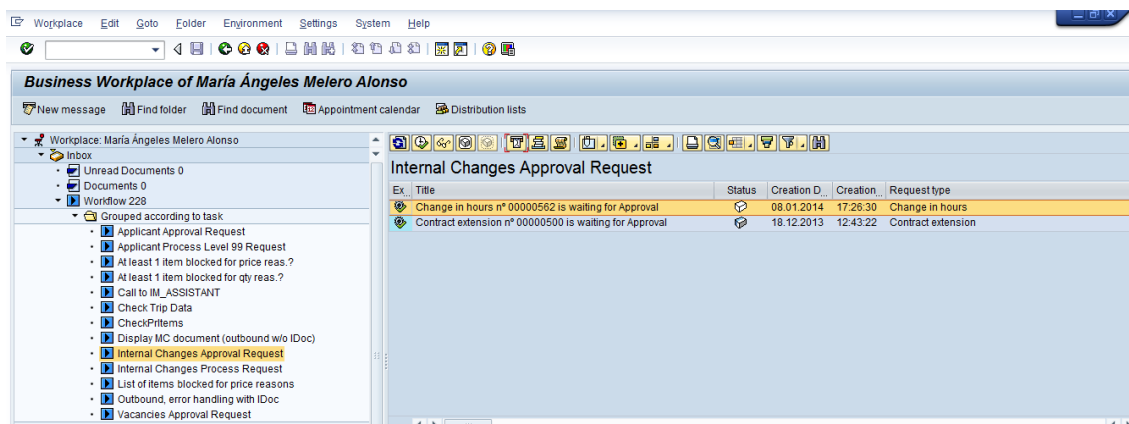
1.2. Create substitutes

The user could create substitutes to process his/her requests when he/she can't do it, for example, for vacancies or illness.

To create a substitute, follow the path: Settings / Workflow Settings / Maintain Substitute

Select the user name and the Create Substitute option.

Select the user from the list.

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User (1)

| Search Term | Users by Address Data |

Search Term   [⊠] *

✓ ⬦ ⊠

User (1)   1 Entry found

| Search Term | Users by Address Data |

PV	OT	Extended object ...	Object ab ...	Object name	Start date	End Date
01	US	V.MARTIN	Martin	Verónica Martin	01.01.1900	31.12.9999

Select the validity period of the substitution and select the Substitution active check.
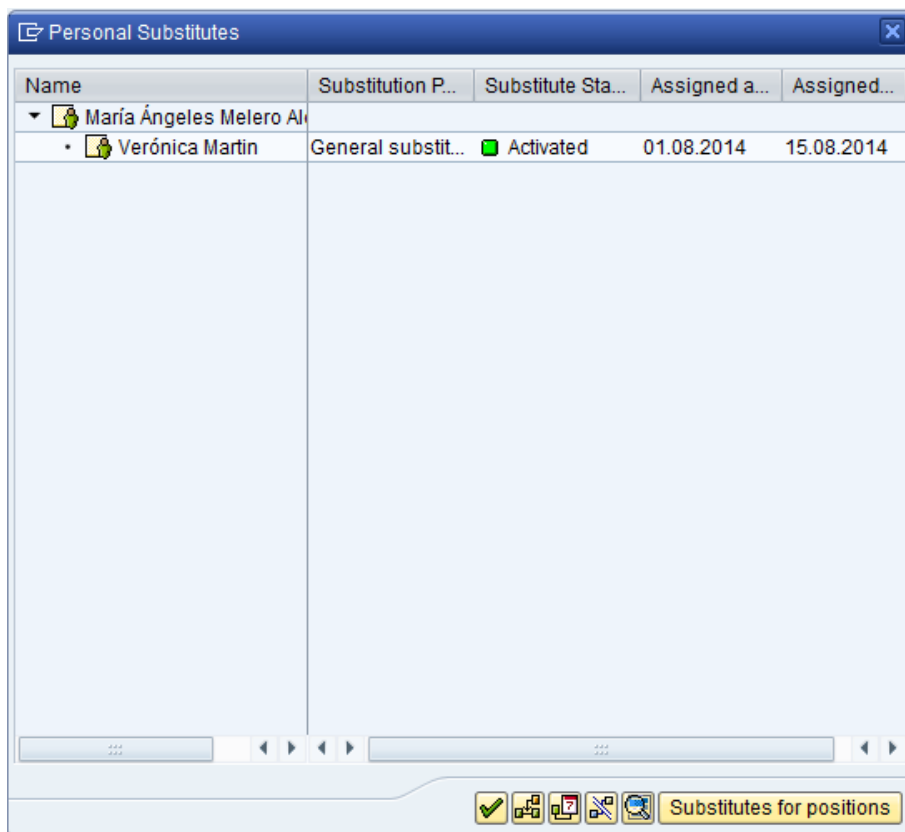
Detail Screen Substitution

Substitute for   María Ángeles Melero Alonso

Substitute   Verónica Martin

☑ Personal substitution

Substitution data

| Validity | 01.08.2014 | to | 15.08.2014 |
| Profile | | General substitution |

☑ Substitution active

To deactivate or activate the substitutions, select the path: Settings / Workflow Settings / Activate/Deactivate Substitute

To deactivate a substitute:

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To activate a substitute:

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