

FTO/VTO QUICK REFERENCE GUIDE

Manager (Non-field)



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Introduction

This document provides managers instructions on how to:

- Approve FTO/VTO requests.
- Run a report to review employees FTO/VTO utilization to date.

Please see the <u>Flexible Time Off Policy</u> on the PBS site for more details about the policy.

Logging into the SAP FTO

Click Here -> <u>SAP FTO</u> Or Launch from SAP FTO Link in Vine. Users will be logged into the SAP system with single sign on.

My Inbox App



Click on "My Inbox" under Otsuka Home

This will show all the leave requests pending for approval



Leave Request Notification

When employees submit FTO/VTO leave requests, the employee's manager will receive an email from: **SAPHRADM**@OTSUKA-US.COM

With Subject: Leave Request for Emp: <Employee Name>

Subje	ct Leave Request for Emp: <emp nar<="" th=""></emp>
Dear User Below is the Leave Rec	quest waiting for your approval.
Absence Type	FTO Hours
Request Initiator	0000010
Initiator Name	Employee Name
Absence Hours	8.00
Absence Start date	01/06/2025
Absence End date	01/06/2025
Comments from Emp	<emp comments="" for="" leave="" request="">.</emp>
Please use below link t <u>Link</u>	to approve the Leave Request
Its an automated emai	il. Please do not reply.

- 1. Select the link in the email body to go to SAP FTO or access SAP FTO using steps in SAP FTO and go to the "My Inbox"
- 2. Pending "Leave Requests" will be displayed
- 3. Select the request and choose "approve/reject"

50 111	Approval Process for Leave Request
Leave Request	W Employee ID: 00 1 day P39049 Period: 01/05/2025 12/09/2024
Leave Request Medium	V. Cotsuka-us.com
Leave Request Medium	INFORMATION Leave Type: FTO - Non-Illness Requested: 1 day
Leave Request Medium	
n Contract 134 Medium 👻	
î, 7 (=)	Approve Reject Show Log Claim Forward



Employee Absence Report

Log into SAP FTO system and select "Employee Self Service"

Select Employee Absence Report

Alternatively, you can follow the steps in the Logging into SAP FTO to log into SAP.

4	→ C A elevate.otsuka-us.com/sap/bc/ui2/flp#Shell-home			
	elevite Home			
	Otsuka Home Emp	oloyee self service		i
	My Inbox All Items	My Leave Requests	Work Inbox	
		manage my leave rem		
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Click on Employee Self Service Tab

Select "Employee Absence Report"

NOTE: Only 2025 absences will be visible in the report.



Manager FTO Guide

Select one of the following options:

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- Hierarchy View: displays FTO utilization data for managers • direct and indirect reports.
- Manager View: displays FTO utilization data for managers • direct reports only.

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Menu	~	✓ 🖫 Save as Var	iant)				Exit	
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	Employee View							
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Selectio	on Parameters							
		* Period: 01-0	01-2025		* to: 12-31-2025			
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Absence D	lata							
Validity Peri	iod: 01.01.2025 to 31.12.20	25						
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Ą	37 28	A100 G	36 66	Volunteer Ti	8.00	1.00	0.00	0.00
A.	31 8	A100 G	36	FTO - Non-Ill	8.00	1.00	0.00	0.00
Ą	3 8	A100 G	n 3 6	FTO - Illness	8.00	1.00	0.00	0.00
A.	3 9	A100 G	1 3 5	Volunteer Ti	8.00	1.00	0.00	0.00
Al	3 9	A100 G	1	FTO - Non-Ill	8.00	1.00	0.00	0.00

FTO - Illness 8.00

Volunteer Ti... 8.00

FTO - Non-Ill... 8.00

FTO - Illness 8.00

FTO - Non-Ill... 8.00

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