

# **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 [Flexible Time Off Policy](#) on the PBS site for more details about the policy.

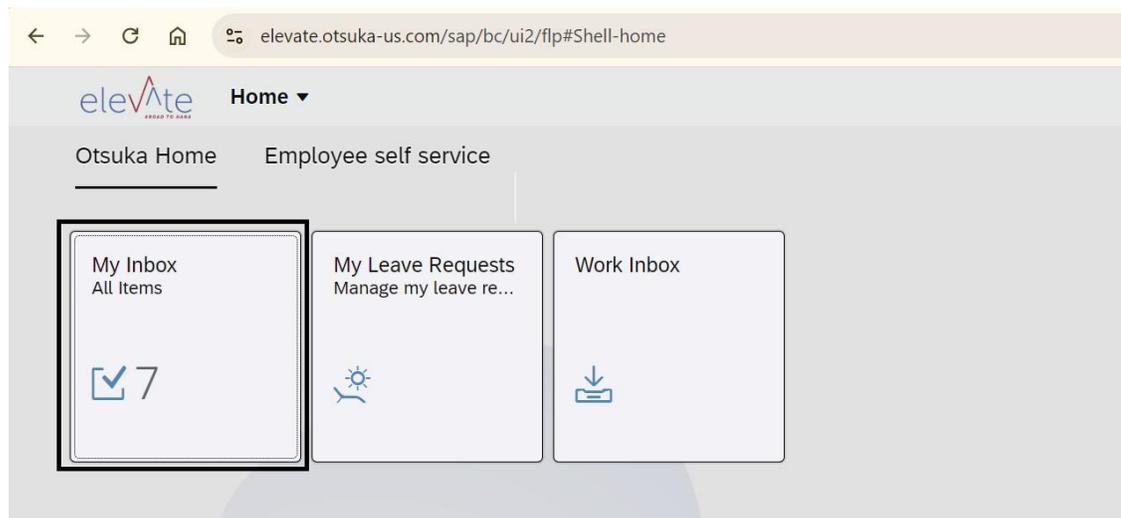
## Logging into the SAP FTO

Click Here -> [SAP FTO](#) Or

Launch from SAP FTO Link in Vine.

Users will be logged into the SAP system with single sign on.

## My Inbox App



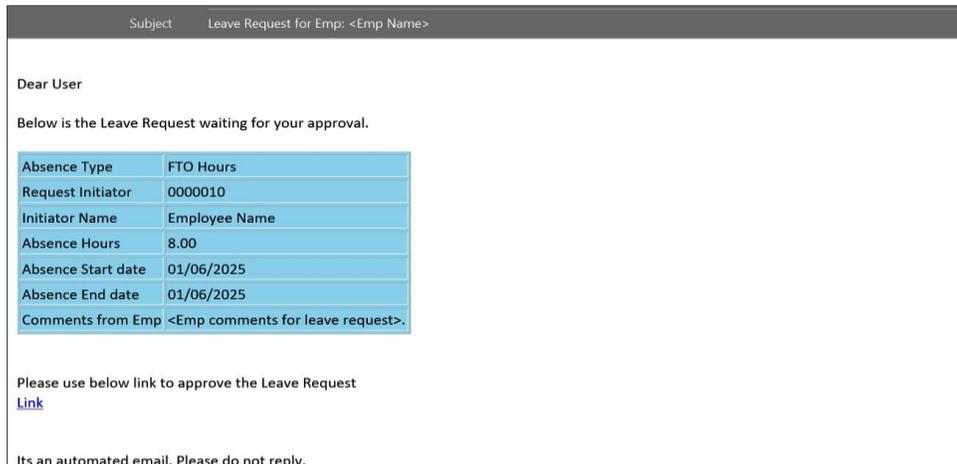
Click on “My Inbox” under Otsuka Home

This will show all the leave requests pending for approval

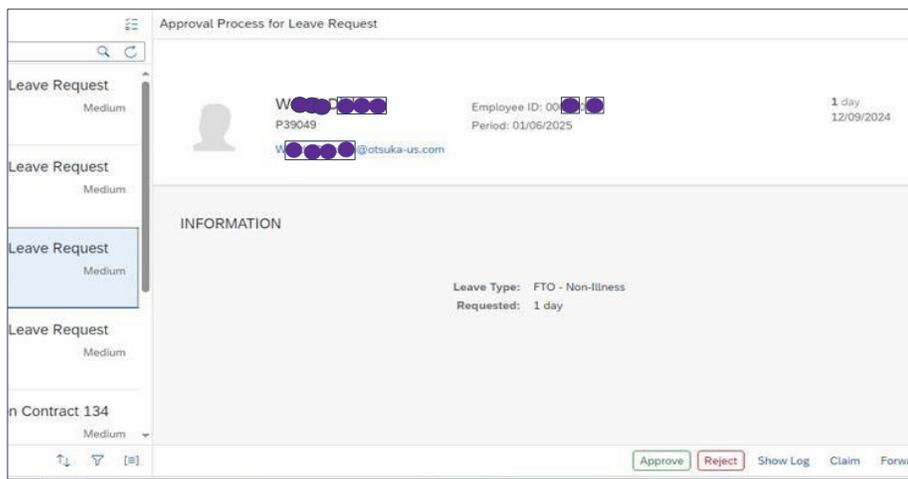
# Leave Request Notification

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

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



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”



# Employee Absence Report

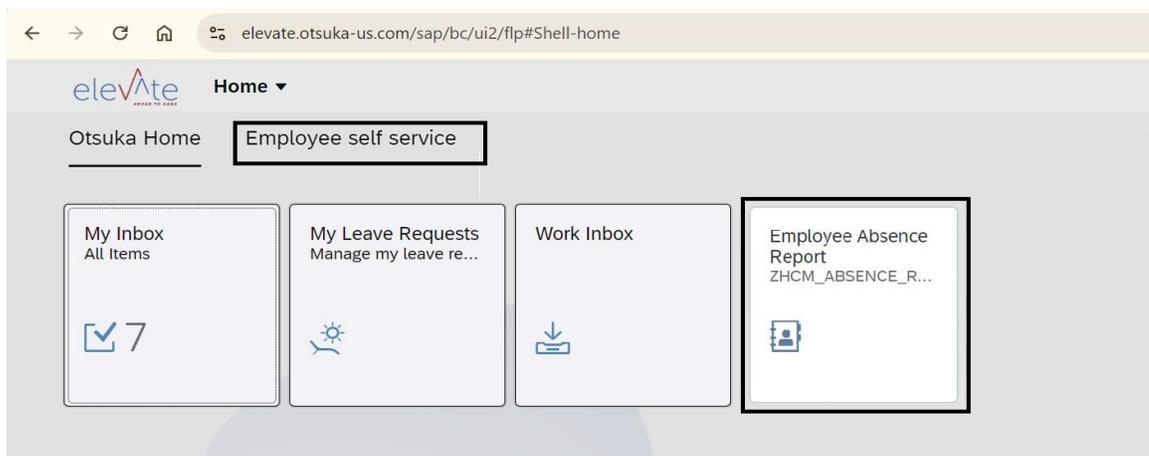
Log into SAP FTO system and select “Employee Self Service”

Select [Employee Absence Report](#)

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



Click on Employee Self Service Tab



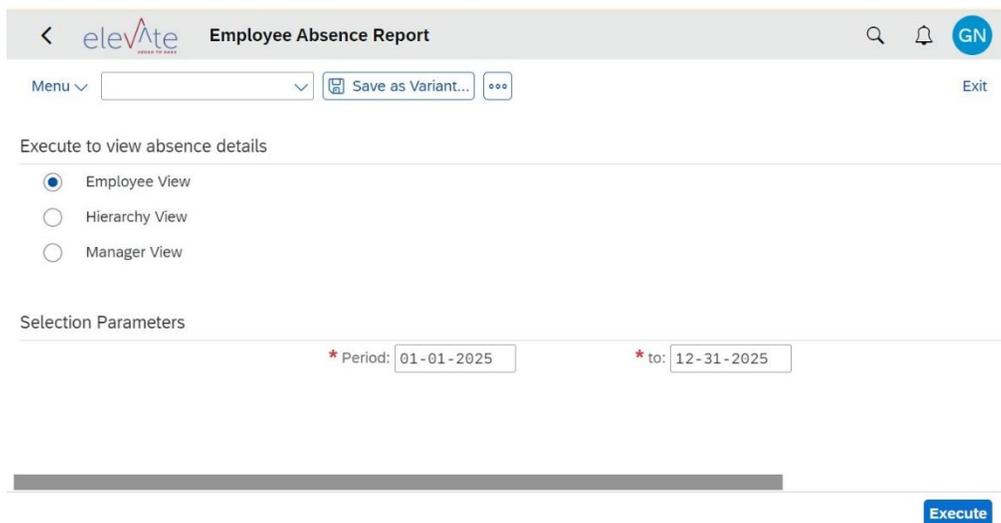
Select “Employee Absence Report”

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

# Manager FTO Guide

Select one of the following options:

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



Employee Absence Report

Menu ▾ Save as Variant... ⋮ Exit

Execute to view absence details

Employee View  
 Hierarchy View  
 Manager View

Selection Parameters

\* Period: 01-01-2025 \* to: 12-31-2025

Execute

**Absence Data**  
Validity Period: 01.01.2025 to 31.12.2025

Employee Name	Personnel No.	Company Code	Manager Name	Personnel No.	Absence Type	Planned Absence In Hours	Planned Absence In Days	Used Absence In Hours	Used Absen
[Redacted]	37038	A100	[Redacted]	38056	Volunteer Ti...	8.00	1.00	0.00	0.00
[Redacted]	37038	A100	[Redacted]	38056	FTO - Non-ill...	8.00	1.00	0.00	0.00
[Redacted]	37038	A100	[Redacted]	38056	FTO - Illness	8.00	1.00	0.00	0.00
[Redacted]	37038	A100	[Redacted]	38056	Volunteer Ti...	8.00	1.00	0.00	0.00
[Redacted]	37039	A100	[Redacted]	38056	FTO - Non-ill...	8.00	1.00	0.00	0.00
[Redacted]	37039	A100	[Redacted]	38056	FTO - Illness	8.00	1.00	0.00	0.00
[Redacted]	37038	A100	[Redacted]	38056	Volunteer Ti...	8.00	1.00	0.00	0.00
[Redacted]	37038	A100	[Redacted]	38056	FTO - Non-ill...	8.00	1.00	0.00	0.00
[Redacted]	37038	A100	[Redacted]	38056	FTO - Illness	8.00	1.00	0.00	0.00
[Redacted]	37037	A100	[Redacted]	38056	Volunteer Ti...	8.00	1.00	0.00	0.00
[Redacted]	37037	A100	[Redacted]	38056	FTO - Non-ill...	8.00	1.00	0.00	0.00
[Redacted]	38057	A100	[Redacted]	38056	FTO - Illness	8.00	1.00	0.00	0.00