

MyHolidays

MyHolidays is a proposition of application in order to allow employees to visualize their days off and the leave requests related to them. It is also used as an entry-point in order to allow employee to cancel his leave request or be redirect to another application allowing him to create a new leave request.

Stakeholder requirements

John is an internal employee of a big company. He is able to create leave request in order to plan his holidays. Every year, he has around 31 days that he can take whenever he wants.

In order to take a day off, John has to create a leave request. After it is created, the leave request can be approved or reject by John's manager. Once it is approved, John can take his day-off when it was planned in his leave request. Or, at every moment before the date of his day-off, John is also able to cancel his leave request.

The problem faced by John is that he is not able to keep a clear view of his leave request and their status. John wants to directly know the following information in order to manage his days-off:

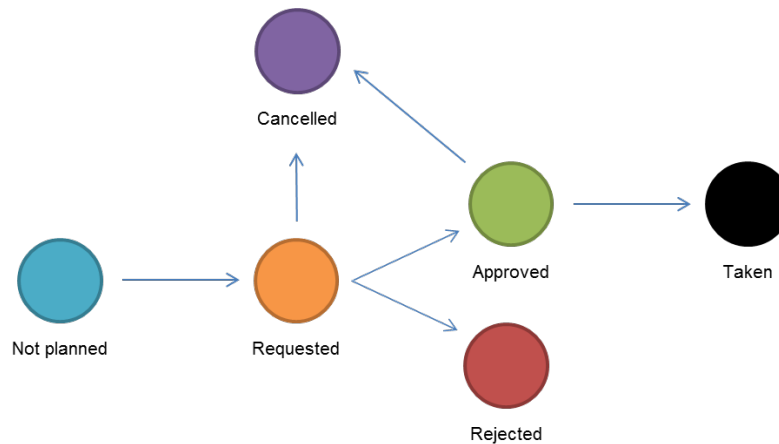
- The total number of days-off
- The number of opened leave requests
- The number of approved leave requests
- The number of rejected leave requests
- The number of leave requests that he has cancelled
- The number of days-off that he has already taken this year
- The number of days-off that are still not planned

For every leave request, John also wants to be able to quickly see its last status and the last comment attached to it. If needed, he wants to be able to display the details of a leave request (the historical, the comments, etc.). In the detailed view of a leave request, John wants to be able to edit his leave request (if it has not been approved or reject), add comments and cancel it if needed.

The last request from John is that he wants to be able to visualize the distribution of his leave requests and taken days-off during the year or for a specific month.

Proposition

Starting with the requested days-off statuses, we can identify the following flow for them:

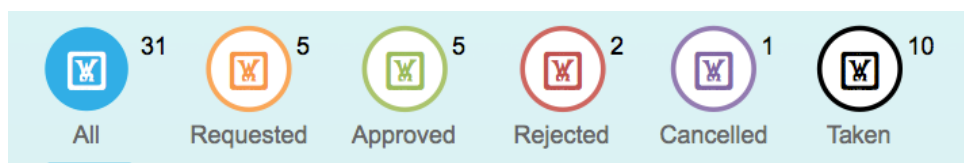


In order to increase the visualization, each status is color coded and this color code will be used in the proposed application. As we can see in the flow, each day-off can be requested with a leave request, then be approved or rejected by the manager or cancelled by the employee. Once it is approved, the employee can cancel it if it is not passed otherwise; the day-off must be in the “taken” status.

These statuses are also a good base for John to be able filter his leave requests or to know how many days-off is in a selected status. According to this idea, my proposed application will give quick access to display all the information or to filter it based on the following statuses:

- Requested
- Approved
- Rejected
- Cancelled
- Taken

The most important information for an employee in order to correctly plan his days-off is to know the numbers that are not planned yet. Following this idea, this information will be displayed just under the “quick access filter”. The number of not planned days off is the difference of the total number of days off with the sum of the requested, approved and taken days off.



In the body of the screen, the employee will have two display options:

- List
- Calendar

And for each one he will be able to display it for the current year or restricted to a selected month.



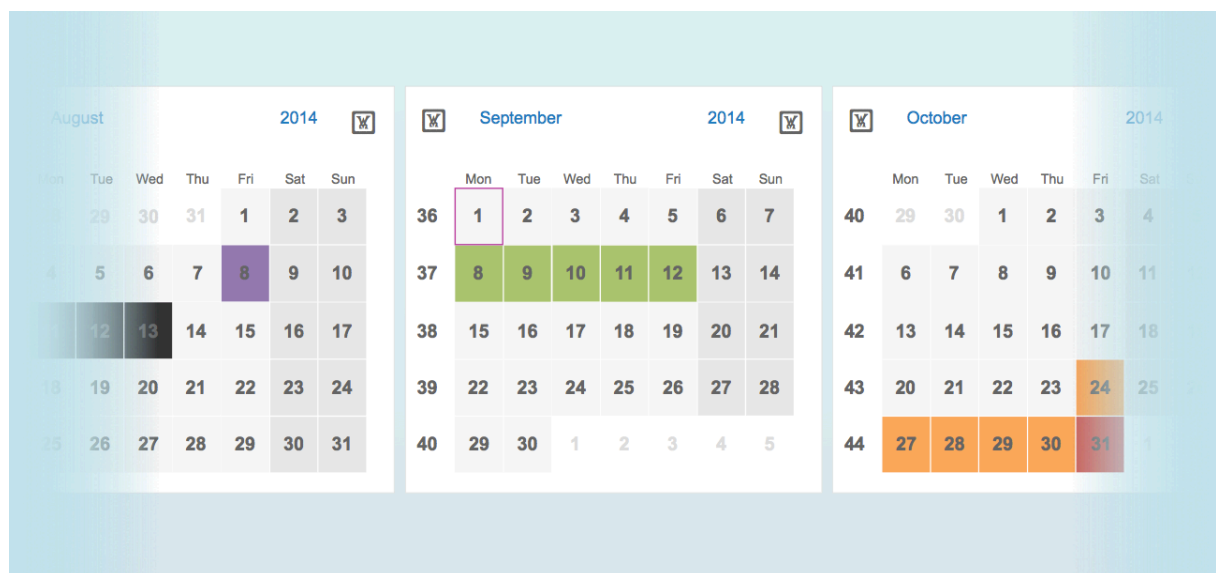
The list view will display all the leave requests accordingly to the selection made by the employee as it is illustrated below:

Not planned (11)					
Status	Starting	Ending	Days	Comments	
Taken	02-Jan-2014	03-Jan-2014	2		>
Taken	06-Jan-2014	10-Jan-2014	5		>
Cancelled	08-Aug-2014	08-Aug-2014	1	Must be present at work (upgrade planned).	>
Taken	11-Aug-2014	13-Aug-2014	3		>
Approved	08-Sep-2014	12-Sep-2014	5	Your manager has approved your request.	>
Requested	24-Oct-2014	30-Oct-2014	5	Waiting your manager's approbation.	>
Rejected	31-Oct-2014	03-Nov-2014	2	Your manager has rejected your request because: ...	>

As it can be observed, in the table, the color code is used in the column "status" in order to ease the readability without overloading the displayed information.

With the arrow at the end of each row representing a leave request, the employee will be able to access a detailed view of this leave request with the historical, the comments, etc.

The calendar view will display all the leave requests accordingly to the selection made by the employee as it is illustrated below:



In this view, for each month, the days are highlighted accordingly to the color code representing their statuses if they are days off.

Last part of my proposition is to have a button in the right side of the footer redirecting to another application allowing creating new leave request.

Possible extensions

In this case, I have made some choice in order to ease the comprehension and simplify the complexity of the proposed application. But I think that those will not affect the clarity of the final version of the application in a real life case.

For example, my illustration is only based on full days-off. In order to allow half days-off, the calendar view must be adapted in order to allow highlighting only the half of a day. For example, days can be subdivided vertically, the top part would represent the morning and the bottom part would represent the afternoon. Following this idea, my proposed application can also be adapted to company that are working with shifts.

I also haven't take into account the recovery days but as for the previous example, this information can be added easily. For example, it can be displayed like the days-off that are not planned, next to them.

Conclusion

I think that MyHolidays will meet perfectly the requirement from John has he is able to quickly access all the requested information as it is illustrated below.

The screenshot shows the 'MyHolidays' application interface. At the top, there is a navigation bar with the SAP logo and a user profile. Below this, a summary bar displays the following counts: All (31), Requested (5), Approved (5), Rejected (2), Cancelled (1), and Taken (10). The main content area is titled 'Not planned (11)' and contains a table of holiday requests. The table has columns for Status, Starting, Ending, Days, and Comments. Below the table, there are navigation tabs for 'Calendar', 'List', 'Year', and 'Month', along with a 'Create new request' button.

Status	Starting	Ending	Days	Comments
Taken	02-Jan-2014	03-Jan-2014	2	
Taken	06-Jan-2014	10-Jan-2014	5	
Cancelled	08-Aug-2014	08-Aug-2014	1	Must be present at work (upgrade planned).
Taken	11-Aug-2014	13-Aug-2014	3	
Approved	08-Sep-2014	12-Sep-2014	5	Your manager has approved your request.
Requested	24-Oct-2014	30-Oct-2014	5	Waiting your manager's approbation.
Rejected	31-Oct-2014	03-Nov-2014	2	Your manager has rejected your request because: ...

The screenshot displays the SAP Fiori 'My Holidays' application. At the top, the SAP logo and a user profile icon are visible. The main header shows 'My Holidays' and the date '01-Sep-2014'. Below this, a navigation bar contains six status filters: 'All' (31), 'Requested' (5), 'Approved' (5), 'Rejected' (2), 'Cancelled' (1), and 'Taken' (10). Below this, a section titled 'Not planned (11)' is shown. The main content area features three calendar views for August, September, and October 2014. The September calendar has several days highlighted in green (8-12) and one day (1) highlighted in purple. The October calendar has several days highlighted in orange (27-30) and one day (31) highlighted in red. At the bottom, there is a navigation bar with 'Calendar', 'List', 'Year', and 'Month' tabs, and a 'Create new request' button.

From a more personal point of view, I wish that we have this kind of application in my company in order to don't have to take a calendar and make crosses in it to know if my days-off are all planned at the end of the year. Or waste time in order to know the status of my leave request.