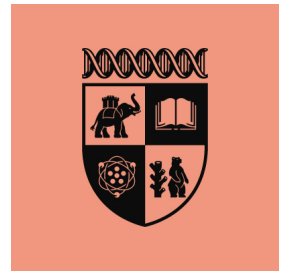



How to Request Maternity Leave in SuccessFactors

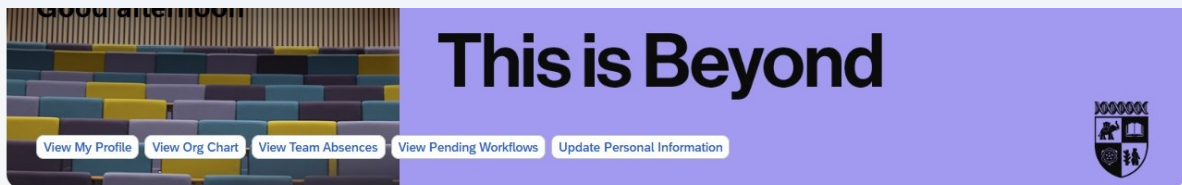


This guide provides clear instructions on navigating the SAP SuccessFactors portal to submit a maternity leave request, showing how to accurately select your leave dates, upload required documentation, and submit your application for processing.

 Please see the University of Warwick Maternity Pages [here](#).

Initial Request

1 Navigate to SuccessFactors



Organisational Updates View More

All (11)



Update your personal information

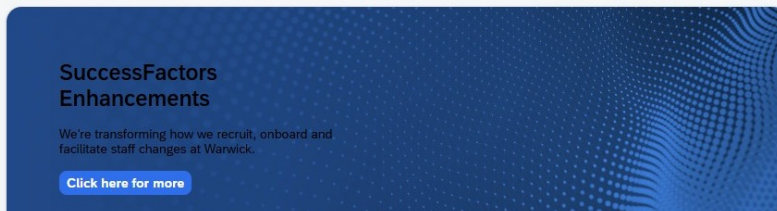


Report and Support



Payroll Cut-Off Dates

Explore More



2 Click "Request Time Off"

The screenshot shows the University of Warwick HR portal. At the top, there is a navigation bar with the 'T2' logo, a 'Home' dropdown, and a search bar labeled 'Search for actions or people'. Below the navigation bar, there are two main action buttons: 'Request Time Off' (circled in orange) and 'Reminders'. The main content area features a banner for 'UNIVERSITY OF WARWICK Good afternoon' with the text 'This is Beyond' and the university crest. Below the banner, there are several quick links: 'View My Profile', 'View Org Chart', 'View Team Absences', 'View Pending Workflows', and 'Update Personal Information'. Underneath, there is a section for 'Organisational Updates' with a 'View More' button and a list of update cards: 'Update your personal information', 'Report and Support', and 'Payroll Cut-Off Dates'.

Leave Duration and Details



'Maternity Leave Option A' relate to the following pattern of desired maternity/adoption pay:

- Ten weeks of normal full pay followed by;
- Twenty weeks of normal half pay plus statutory maternity pay (where this does not exceed normal full pay)
- Nine weeks of statutory maternity pay weekly amount reviewed annually by the government) followed by;
- Up to thirteen weeks of unpaid maternity leave.



Maternity Leave Option B' relate to the following pattern of desired maternity/adoption pay:

- Twenty weeks of normal full pay followed by;
- Nineteen weeks of statutory maternity pay (£148.68) followed by;
- Up to thirteen weeks of unpaid maternity leave.



In both cases, your eligibility for statutory and/or University maternity will be checked and confirmed by Payroll.

Maternity Leave - Statutory entitlement only' relate to the following pattern of desired maternity/adoption pay:

- Six weeks payment is 90% of your average weekly payment followed by;
- 33 weeks paid at statutory rate or 90% of average weekly earnings, whichever is lower.

3

Select "Maternity Leave Option A/B" from the Time Type dropdown.

T2 Home

UNIVERSITY OF WARWICK
Good afternoon

[View My Profile](#) [View Org Chart](#)

Request Time Off

Time Type* Available Balance: 87:00 hours

Start Date* 12 May 2026 End Date* 12 May 2026

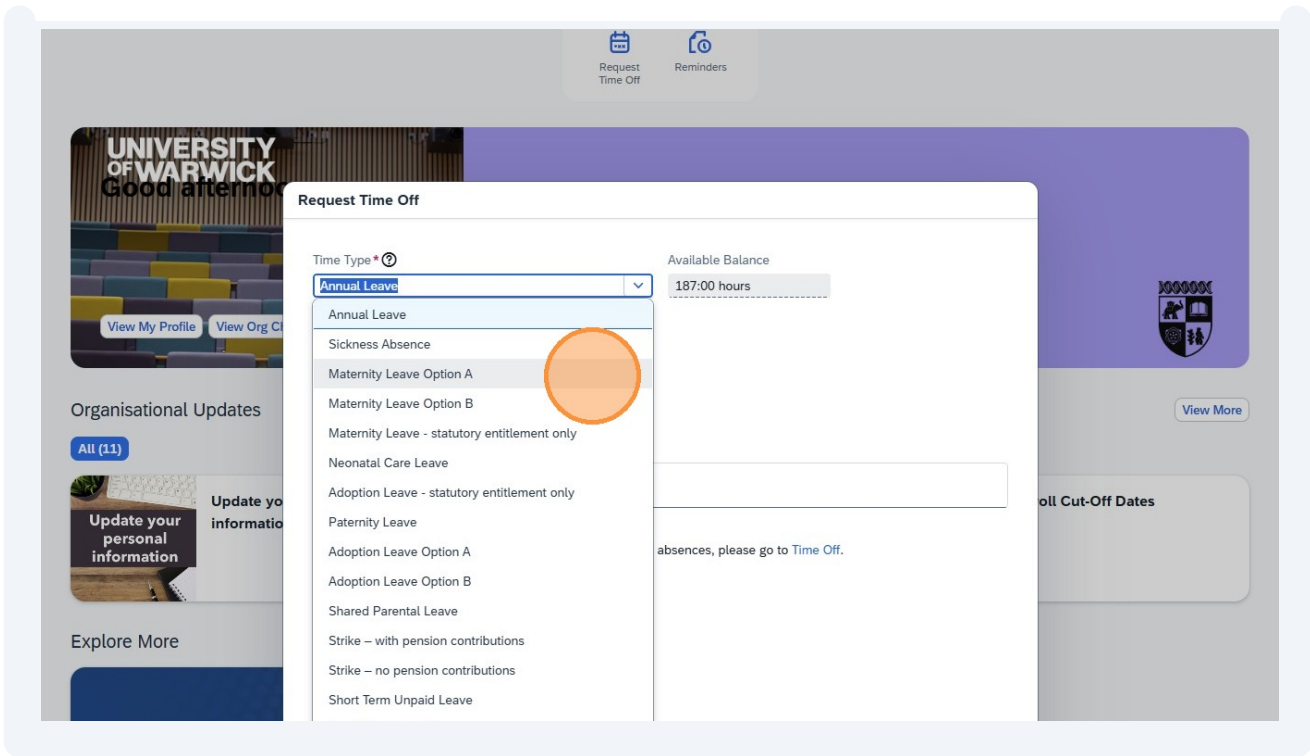
Requesting 7:30 Returning to Work On 13 May 2026

Comment

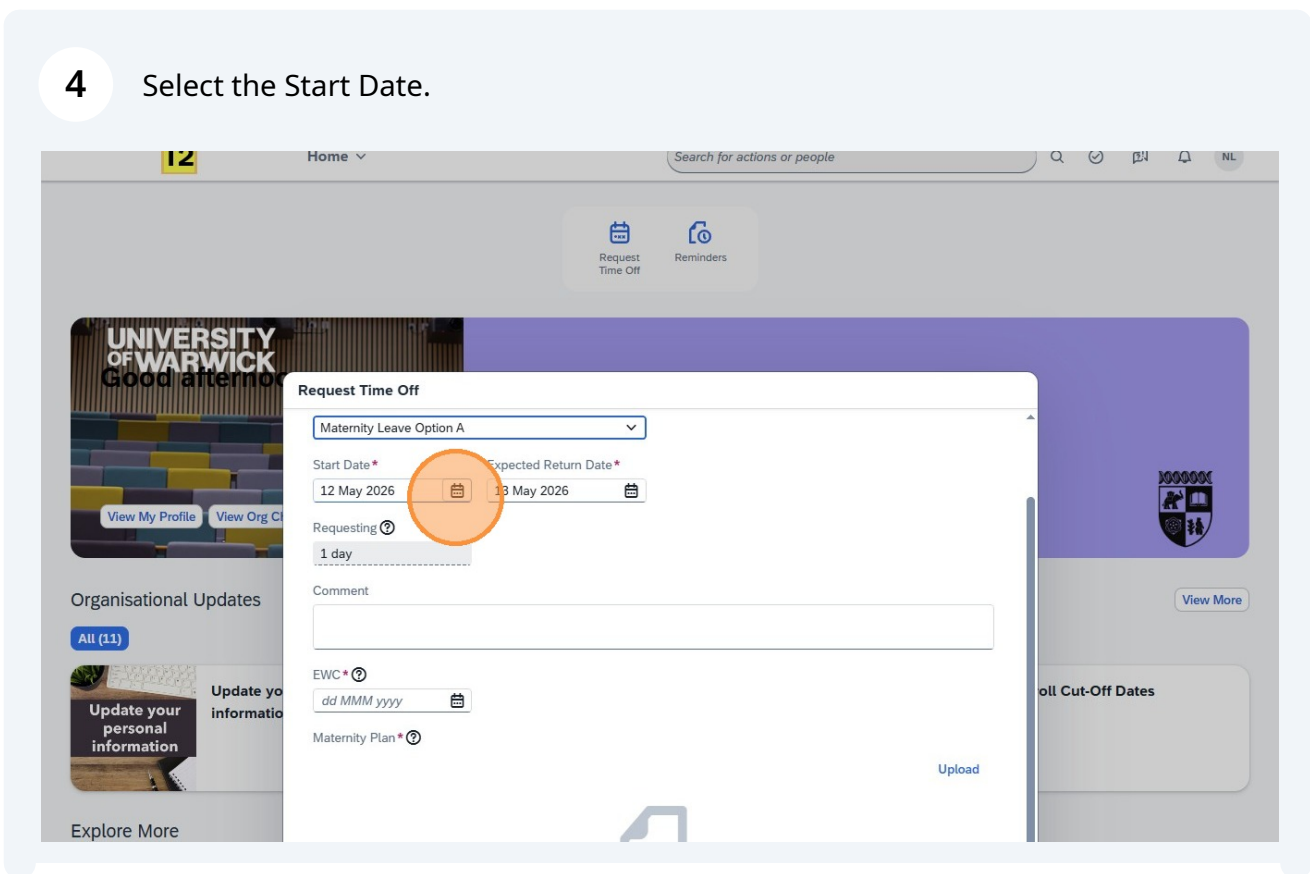
For more information about your time account balances and absences, please go to [Time Off](#).

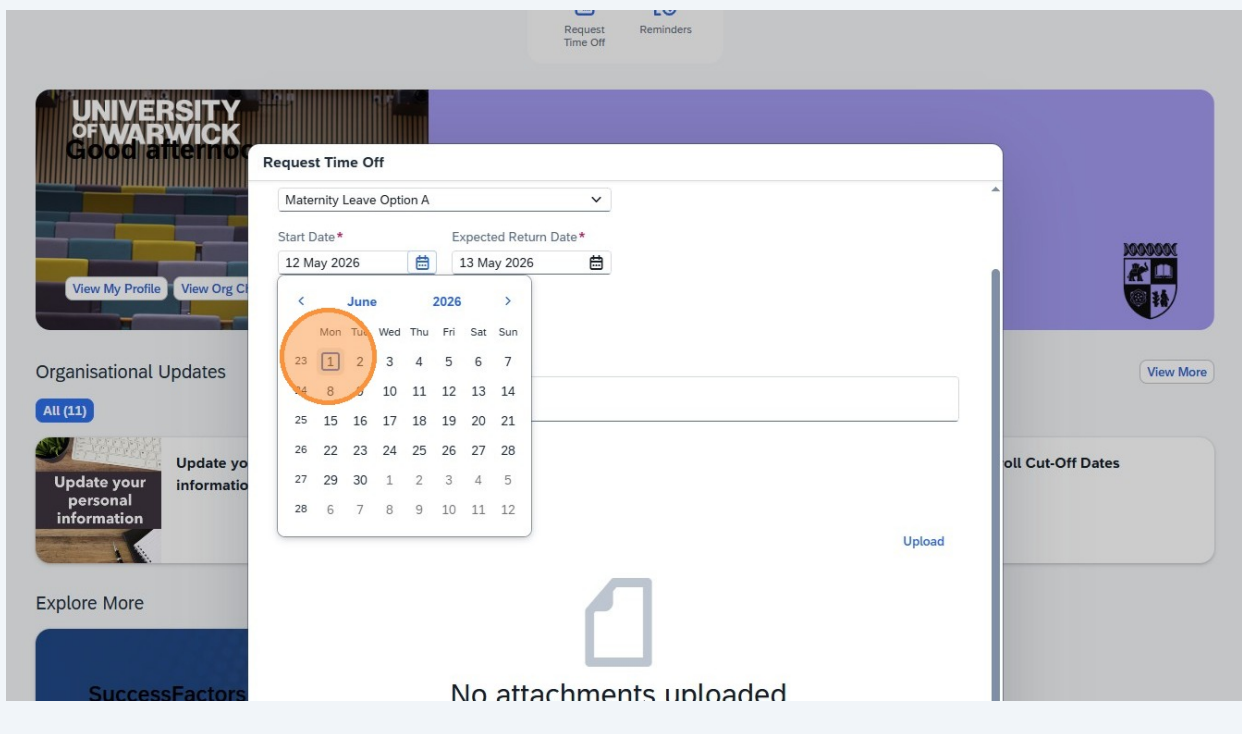
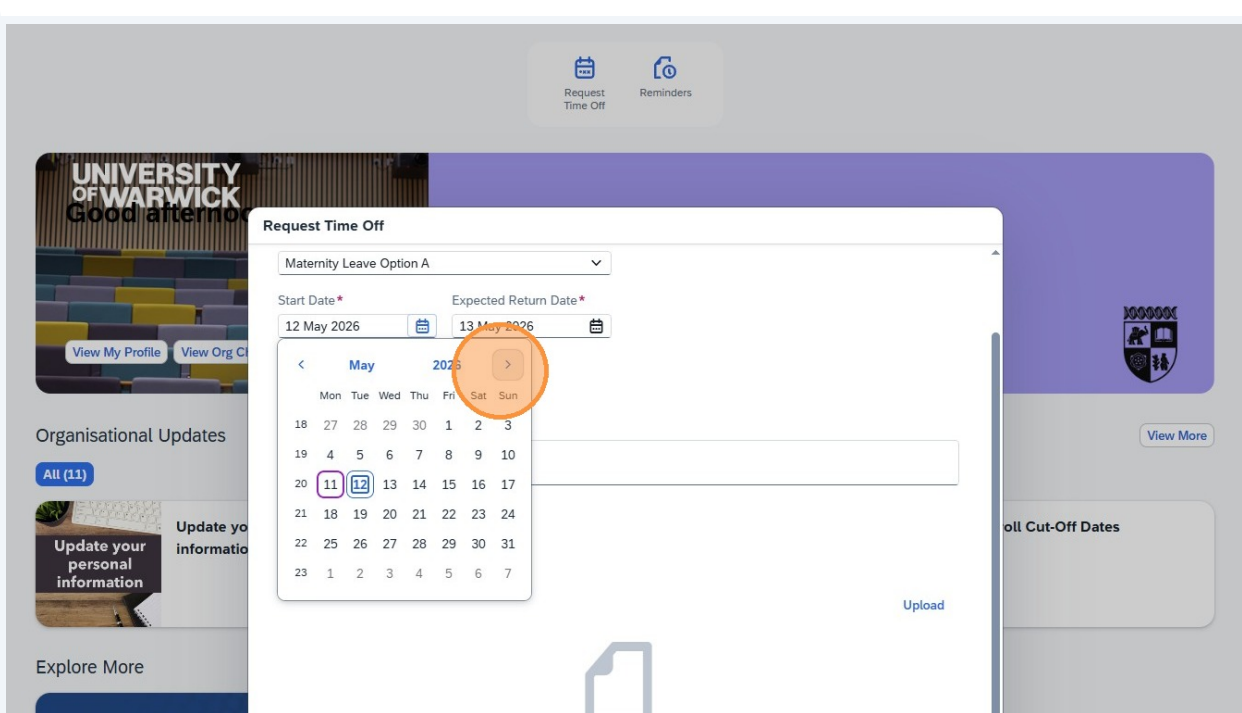
UNIVERSITY OF WARWICK
[View More](#)

Roll Cut-Off Dates



4 Select the Start Date.





5 Select the Expected Return Date.

Request Time Off

Time Type* Maternity Leave Option A

Start Date* 01 Jun 2026 Expected Return Date* 13 May 2026

Requesting 1 day

Comment

EWC* dd MMM yyyy

Maternity Plan*

Upload

Request Time Off

Time Type* Maternity Leave Option A

Start Date* 01 Jun 2026 Expected Return Date* 13 May 2026

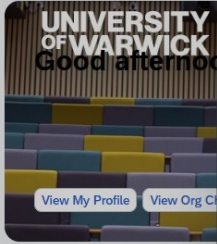
Requesting 1 day

Comment

EWC* dd MMM yyyy

Maternity Plan*

Upload



View My Profile View Org C

Organisational Updates

All (11)

Update your personal information

Update your personal information

Explore More

SuccessFactors Enhancements

Request Time Off

Time Type* Maternity Leave Option A

Start Date* 01 Jun 2026

Expected Return Date* 13 May 2026

Requesting 1 day

Comment

EWC* dd MMM yyyy

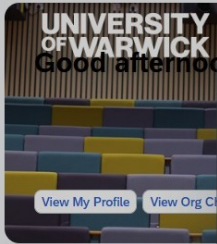
Maternity Plan*

Upload

Expected return date must be later than start date.

< December 2026 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
49	30	1	2	3	4	5
50	7	8	9	10	11	12
51	14	15	16	17	18	19
52	21	22	23	24	25	26
53	28	29	30	31	1	2
1	4	5	6	7	8	9
10						



View My Profile View Org C

Organisational Updates

All (11)

Update your personal information

Update your personal information

Explore More

SuccessFactors Enhancements

Request Time Off

Time Type* Maternity Leave Option A

Start Date* 01 Jun 2026

Expected Return Date* 13 May 2026

Requesting 1 day

Comment

EWC* dd MMM yyyy

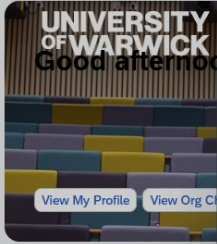
Maternity Plan*

Upload

Expected return date must be later than start date.

< February 2027 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
5	1	2	3	4	5	6
6	8	9	10	11	12	13
7	15	16	17	18	19	20
8	22	23	24	25	26	27
9	1	2	3	4	5	6
10	8	9	10	11	12	13
14						



Organisational Updates
All (11)

Update your personal information

Explore More
SuccessFactors Enhancements

Request Time Off

Time Type* Maternity Leave Option A

Start Date* 01 Jun 2026

Expected Return Date* 13 May 2026

Requesting 1 day

Comment

EWC* dd MMM yyyy

Maternity Plan*

Upload

Expected return date must be later than start date.

< May 2027 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
17	26	27	28	29	30	1 2
18	3	4	5	6	7	8 9
19	10	11	12	13	14	15 16
20	17	18	19	20	21	22 23
21	24	25	26	27	28	29 30
22	31	1	2	3	4	5 6

View My Profile View Org C

Organisational Updates
All (11)

Update your personal information

Explore More
SuccessFactors Enhancements

Request Time Off

Time Type* Maternity Leave Option A

Start Date* 01 Jun 2026

Expected Return Date* 13 May 2026

Requesting 1 day

Comment

EWC* dd MMM yyyy

Maternity Plan*

No attachments uploaded

To upload files, drop them here or use the "Upload" button.

Submit Cancel

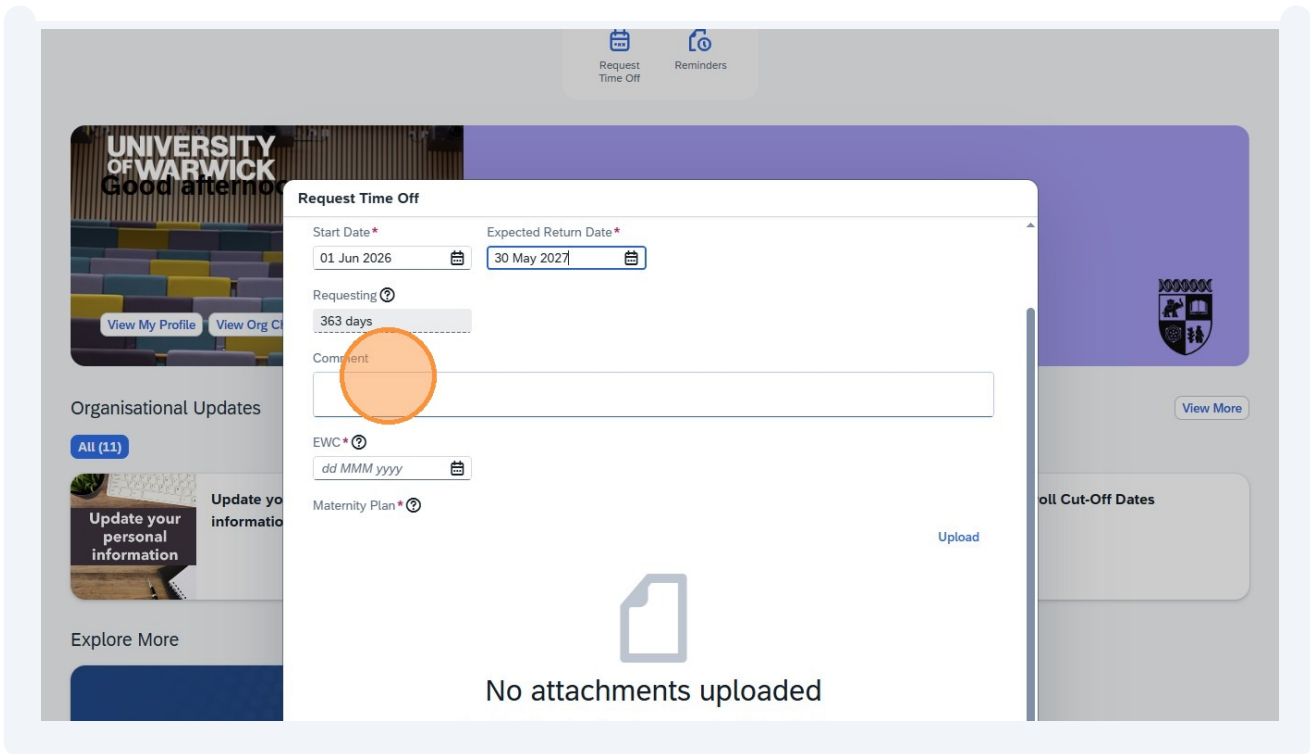
Expected return date must be later than start date.

< May 2027 >

Mon	Tue	Wed	Thu	Fri	Sat	Sun
17	26	27	28	29	30	1 2
18	3	4	5	6	7	8 9
19	10	11	12	13	14	15 16
20	17	18	19	20	21	22 23
21	24	25	26	27	28	29 30
22	31	1	2	3	4	5 6

6

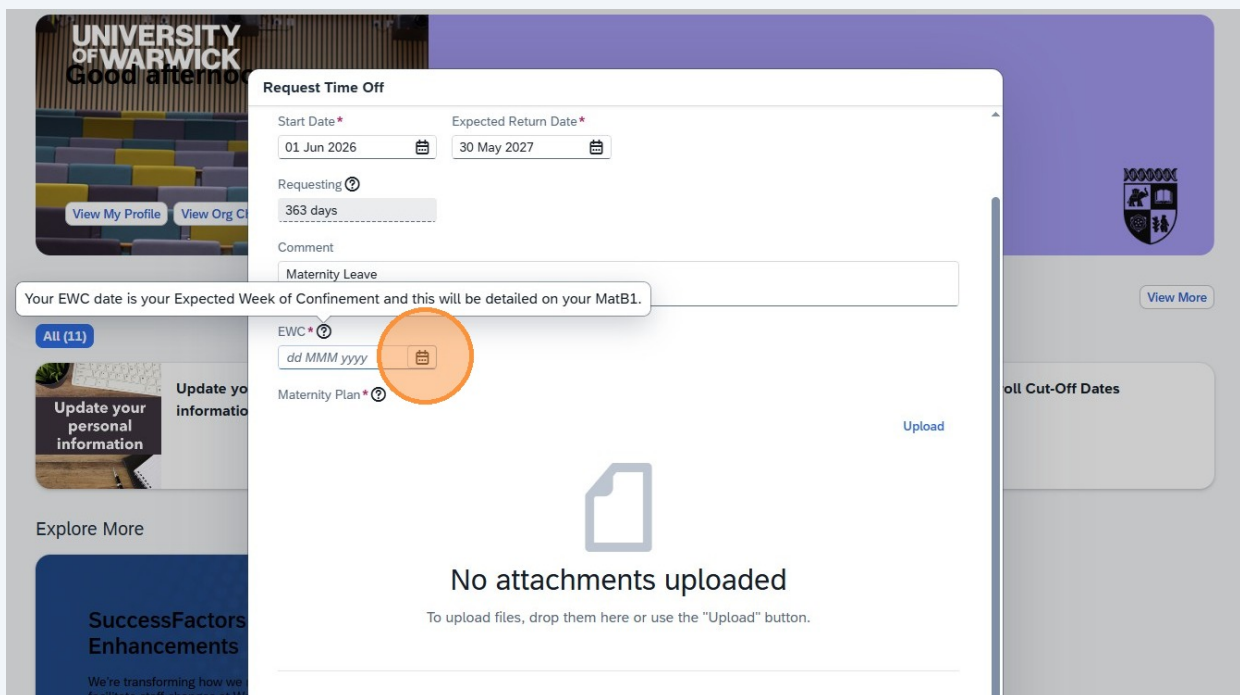
Enter any comments



Uploading Maternity Plan and Submission

- 7 Select the Expected Week of Confinement (EWC) date.

Your EWC date is your Expected Week of Confinement and this will be detailed on your MatB1.



Good afternoon

Request Time Off

Start Date* 01 Jun 2026
Expected Return Date* 30 May 2027

Requesting 363 days

Comment
Maternity Leave

EWC*
dd MMM yyyy

Calendar for May 2026. The date 11 is circled in orange. The date 1 is also circled in orange.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
18	27	28	29	30	1	2
19	4	5	6	7	8	9
20	11	12	13	14	15	16
21	18	19	20	21	22	23
22	25	26	27	28	29	30
23	1	2	3	4	5	6



Attachments uploaded

Drop them here or use the "Upload" button.

For more information about your time account balances and absences, please go to Time Off.

Organisational Updates

All (11)

Update your personal information

Explore More

SuccessFactors Enhancements

We're transforming how we facilitate staff changes at W

Click here for more



View More

Roll Cut-Off Dates

Start Date* 01 Jun 2026
Expected Return Date* 30 May 2027

Requesting 363 days

Comment
Maternity Leave

EWC*
dd MMM yyyy

Calendar for June 2026. The date 1 is circled in orange. The date 8 is also circled in orange.

Mon	Tue	Wed	Thu	Fri	Sat	Sun
23	1	2	3	4	5	6
24	8	9	10	11	12	13
25	15	16	17	18	19	20
26	22	23	24	25	26	27
27	29	30	1	2	3	4
28	6	7	8	9	10	11



Attachments uploaded

Drop them here or use the "Upload" button.

For more information about your time account balances and absences, please go to Time Off.

Submit Cancel

Organisational Updates

All (11)

Update your personal information

Explore More

SuccessFactors Enhancements

We're transforming how we facilitate staff changes at W

Click here for more



View More

Roll Cut-Off Dates

8 Click "Upload" to attach your Maternity Plan.

The screenshot shows a 'Request Time Off' form. The form fields are: Start Date* (01 Jun 2026), Expected Return Date* (30 May 2027), Requesting (363 days), Comment (Maternity Leave), EWC* (01 Jun 2026), and Maternity Plan* (empty). A large orange circle highlights the 'Upload' button. Below the Maternity Plan field, there is a message: 'No attachments uploaded. To upload files, drop them here or use the "Upload" button.' At the bottom right of the form, there are 'Submit' and 'Cancel' buttons.

9 Click "Submit"

The screenshot shows the same 'Request Time Off' form as in step 8, but now with a file attached. The 'Maternity Plan*' field contains a file named 'Maternity Plan.docx' with a file size of 13293 bytes. A large orange circle highlights the 'Submit' button at the bottom right of the form.



This will now start a workflow to be approved by:

1. Your Line Manager
2. Payroll