Approving Leave Reports on the Web

If you supervise employees who are eligible to accrue leave, you will approve their Leave Reports through the web via TopNet. You will receive an email notification when you have Leave Reports that are pending your approval. Use the following instructions to approve Leave Reports on the web.

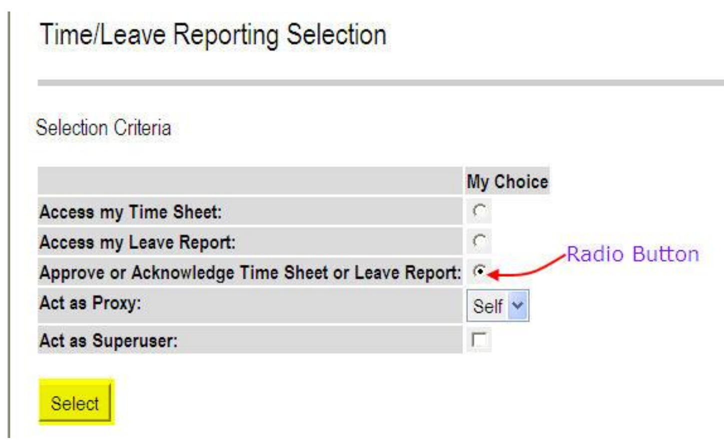
IMPORTANT NAVIGATION TIP!

Do NOT use your Back Browser button at any time that you are navigating Approval of Leave Reports on the Web. To do so WILL result in errors to your Leave Reports.

***STEP 1** - Using **Internet Explorer** as your browser, log in to TopNet. From the Main Menu, choose "Employee Services".*

***STEP 2** - From the "Employee Services" window, choose "Leave Report".*

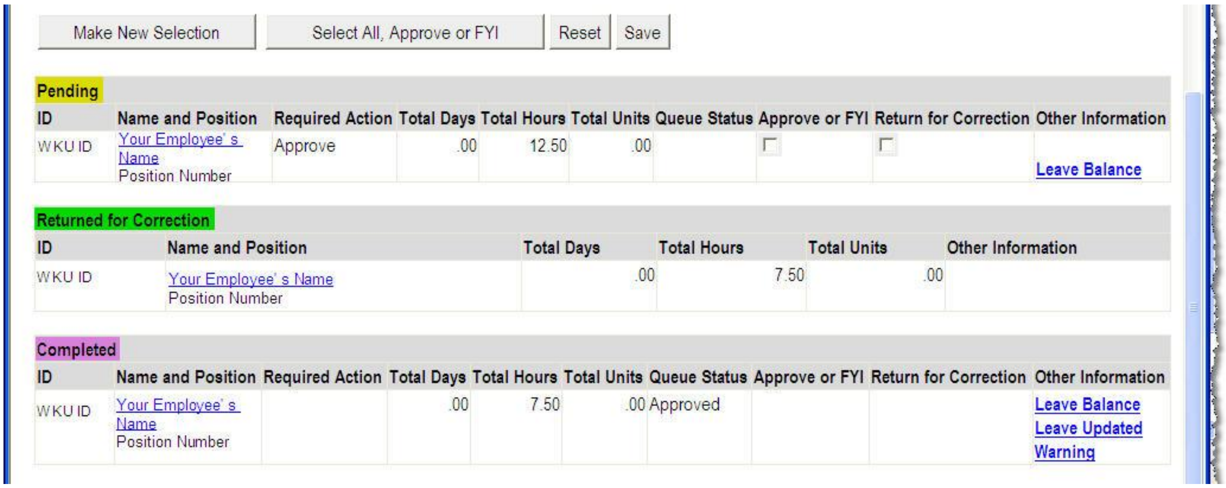
***STEP 3** – Click the radio button as indicated below and click "Select" to access the "Approval Selection" menu.*



***STEP 4** – Select a Leave Period from which to approve Leave Reports.*

***STEP 5** – Take action on Leave Reports for your employees.*

The following screenshot shows three categories (Pending, Returned for Correction and Completed) that you may see on your Departmental Summary for a given Leave Period. You will only see a particular category listed if there is at least one Leave Report in your queue which falls within that category.



Make New Selection | Select All, Approve or FYI | Reset | Save

Pending

ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
WKU ID	Your Employee's Name Position Number	Approve	.00	12.50	.00		☐	☐	Leave Balance

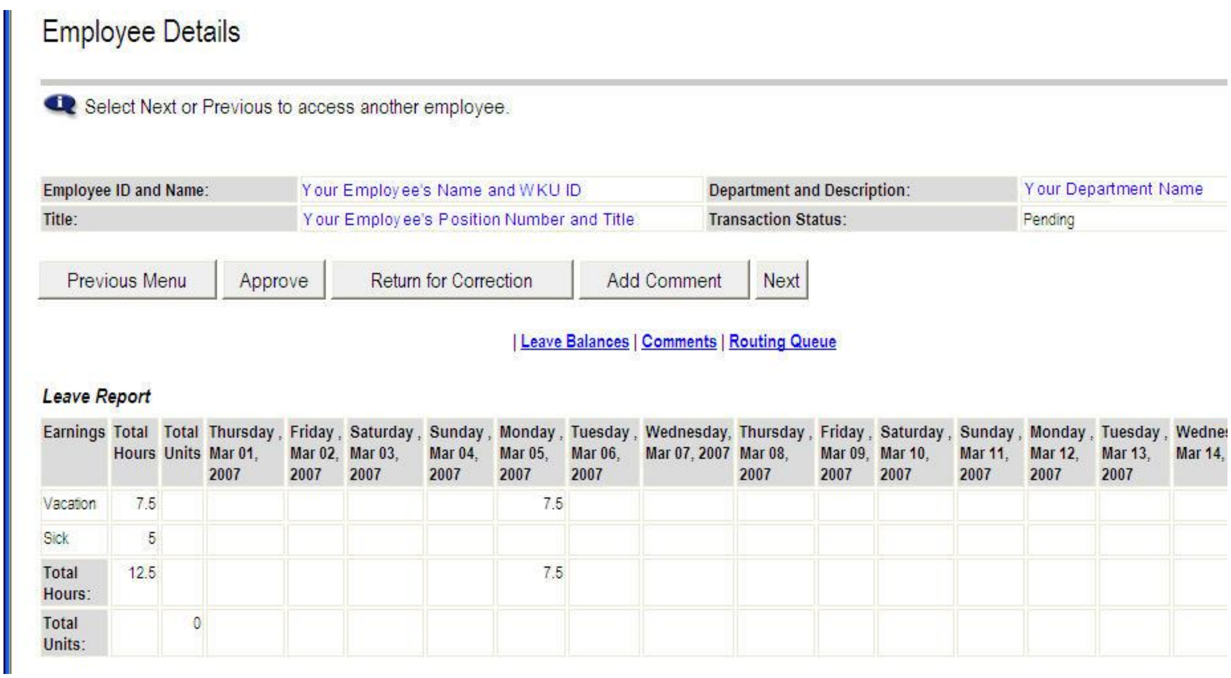
Returned for Correction

ID	Name and Position	Total Days	Total Hours	Total Units	Other Information
WKU ID	Your Employee's Name Position Number	.00	7.50	.00	

Completed

ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
WKU ID	Your Employee's Name Position Number		.00	7.50	.00	Approved			Leave Balance Leave Updated Warning

Click on an employee's name to access the Leave Report submitted by that employee. You will see the following details:



Employee Details

Select Next or Previous to access another employee.

Employee ID and Name:	Your Employee's Name and WKU ID	Department and Description:	Your Department Name
Title:	Your Employee's Position Number and Title	Transaction Status:	Pending

Previous Menu | Approve | Return for Correction | Add Comment | Next

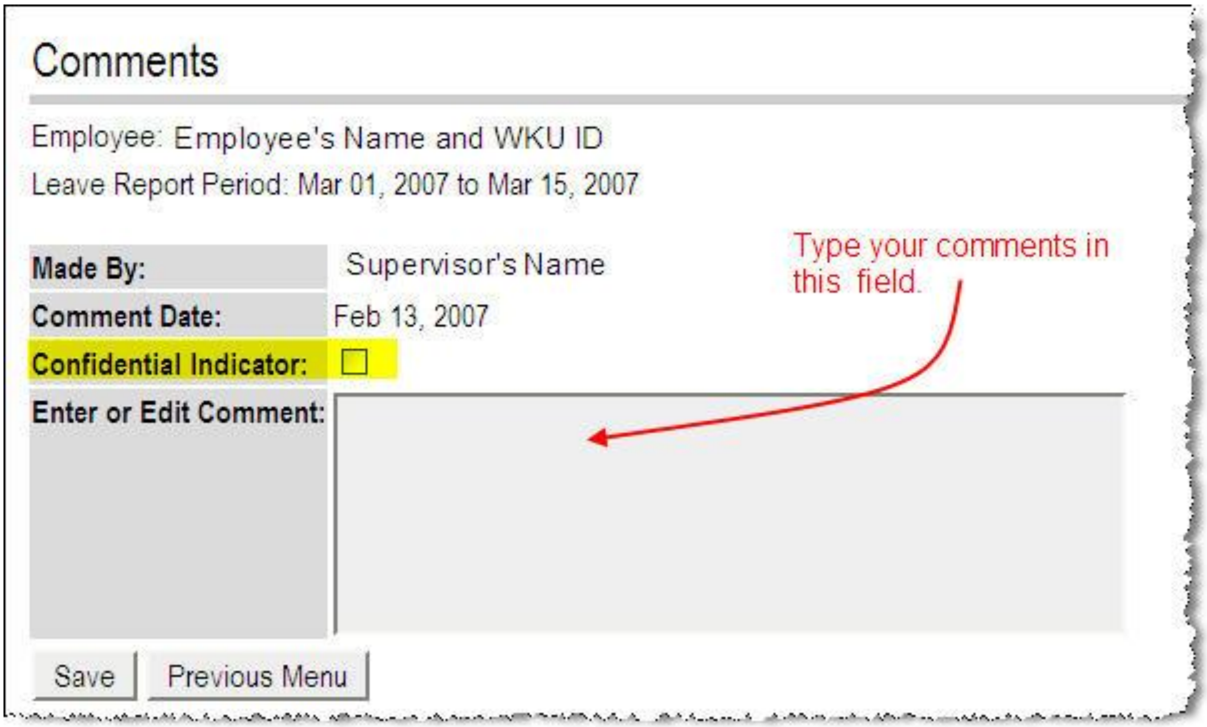
| Leave Balances | Comments | Routing Queue

Leave Report

Earnings	Total Hours	Total Units	Thursday, Mar 01, 2007	Friday, Mar 02, 2007	Saturday, Mar 03, 2007	Sunday, Mar 04, 2007	Monday, Mar 05, 2007	Tuesday, Mar 06, 2007	Wednesday, Mar 07, 2007	Thursday, Mar 08, 2007	Friday, Mar 09, 2007	Saturday, Mar 10, 2007	Sunday, Mar 11, 2007	Monday, Mar 12, 2007	Tuesday, Mar 13, 2007	Wedne Mar 14,
Vacation	7.5						7.5									
Sick	5															
Total Hours:	12.5						7.5									
Total Units:		0														

Leave Balances – Access the current leave balance for the employee by simply clicking the "Leave Balances" link. The "Current Balance" listed is the amount of hours that are available at the time you are viewing the form.

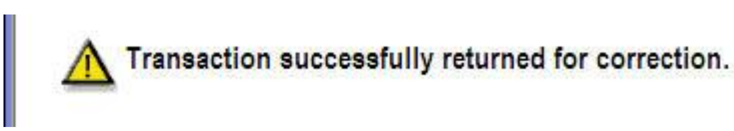
COMMENTS - If you see a link for “Comments” it is a good idea to access the link since comments made by the employee may influence your decision to approve the Leave Report. As an approver of Leave Reports, you can ***make*** comments as well viewing your employee’s comments. To make a comment, click the “Add Comment” button on the “Employee Details” form. You will see this window:



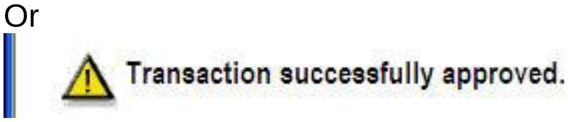
If you click the highlighted “Confidential Indicator”, you (as approver) will be able to later access and view your comments but the employee who originated the Leave Report will NOT be able to view your comments.

After you have reviewed the Leave Report, you can either approve it or return it to the employee for correction by clicking the applicable button. It is a good idea to add a comment whenever you decide to return the Leave Report for correction so that the employee will know what problem needs to be corrected.

After you have taken action on an employee’s Leave Report, you will see one of the following confirmation notices:



Or



You can click “Next” to go to the next employee’s Leave Report or click “Previous Menu” to go back to the Department Summary.

Other important features of Leave Reports Approval........

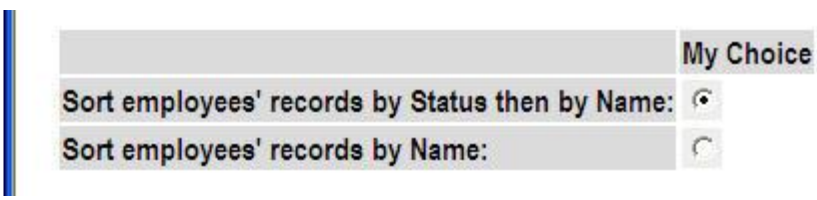
Approval by Proxy

If a supervisor wishes to assign someone else proxy rights to approve Leave Reports, the ***supervisor*** must login to TopNet as indicated in Steps 1 and 2 of this document. At the bottom of the “Time/Leave Reporting Selection” menu, there is a link that says “Proxy Set Up”. From the drop down list that appears, choose the name of the person(s) whom you have selected to be your proxy. Be sure to check the “Add” column before you click “Save”. Simply check the “Remove” column to later remove proxy rights from an individual.

If the name of the person you want to proxy for you does not appear on the drop down list or if you receive a warning when utilizing the proxy function, contact Patty Booth at 5-3038 for further information.

Sorting Leave Reports

On the “Approver Selection” menu, you can sort employee records either by Status and then by Name or just by Name. The recommended and default choice is to sort by Status and then by Name since all the Leave Reports that are Pending will appear together and are less likely to be overlooked.



Need Help?

Contact Patty Booth at 5-3038 for help on Approving Leave Reports on the web. Contact the HelpDesk at 5-7000 for help logging onto TopNet.