

Leave Reports on the Web

Beginning February 16, 2007, use of the Leave Request Form found on the HR website will be discontinued. If you take vacation or sick leave time before February 16, use the current Leave Request form. Leave time taken February 16 or after should be reported through the web via TopNet.

Some of the advantages of Leave Reports on the web are:

- For each Leave Report Period in which you take time off, you only need to complete one form no matter how many days/hours you were off. There is no need to complete a Leave Report for Leave Report Periods in which you took no vacation or sick leave.
- Your Leave Report is approved online by your supervisor.
- As soon as your Leave Report is approved, the reported time is immediately posted to your Leave Balance and documented in Banner.
- You will have an online record of all your Leave Reports so you may go back and refer to them for one year.

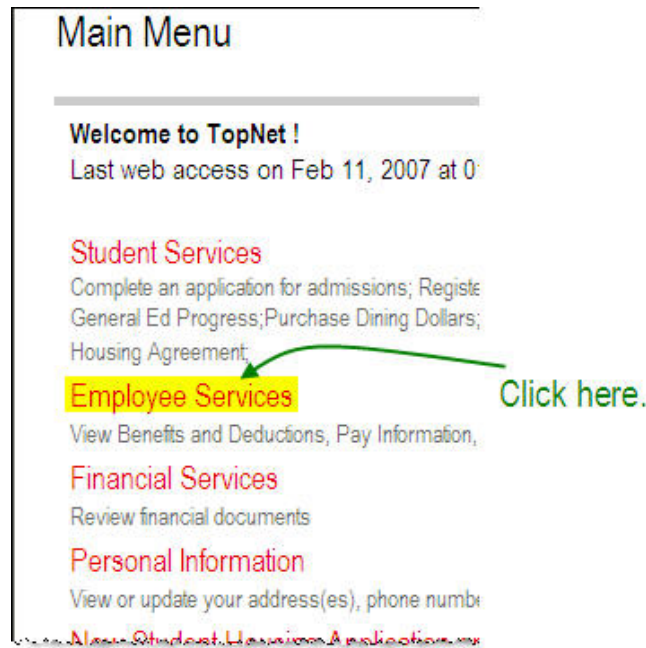
Use the following instructions to complete Leave Reports on the web.

TWO IMPORTANT NAVIGATION TIPS!!

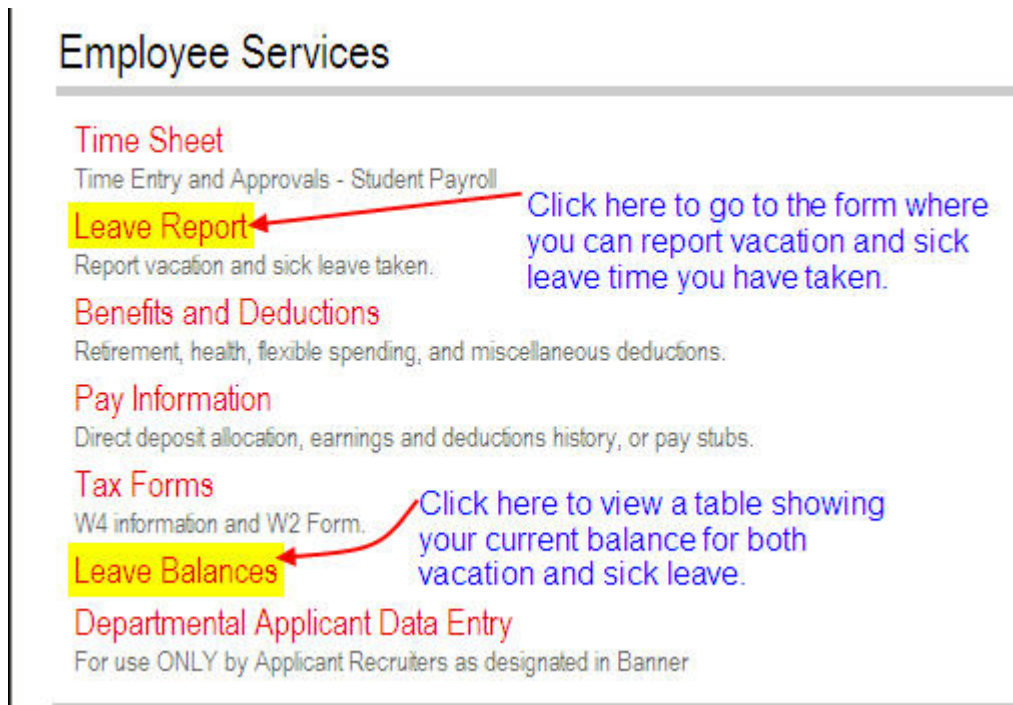
Do NOT use your Back Browser button at any time that you are navigating Leave Reports on the Web. To do so WILL result in errors to your Leave Reports.

WAIT to submit your Leave Report to your supervisor until after the last day of the Leave Report Period.

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” or choose “Leave Balances” first if you are unsure of the amount of leave time you currently have available.



STEP 3 - Choose the Leave Report that you want to complete.

NOTE: If you are not a supervisor or proxy for a supervisor who approves Leave Reports, you will NOT see this window.

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Approve or Acknowledge Time Sheet or Leave Report:	<input type="radio"/>
Act as Proxy:	Self <input type="button" value="v"/>
Act as Superuser:	<input type="checkbox"/>

Select

Make sure the Radio Button is set as shown above and then click “Select”.

All users will see the following window. Select the Leave Report Period you want to access and then click the “Leave Report” button.

Title and Department	My Choice	Leave Report Period and Status
Your Title and Position Number Your Department and Orgn Number	<input type="radio"/>	Mar 01, 2007 to Mar 15, 2007 Not Started <input type="button" value="v"/>
		Mar 01, 2007 to Mar 15, 2007 Not Started
		Mar 16, 2007 to Mar 31, 2007 Not Started
		Apr 01, 2007 to Apr 15, 2007 Not Started
		Apr 16, 2007 to Apr 30, 2007 Not Started

Leave Report

The dates that appear in this box will vary based on whether you are paid on a monthly, semi-monthly or bi-weekly basis.

STEP 4 - Complete the Leave Report you selected by entering the vacation or sick leave hours under the appropriate date.

The screenshot below shows a portion of the March 2007 Leave Report:

The "Time Sheet" is used by student employees for web time entry.

The "Leave Report" is used for reporting Vacation and Sick Leave time taken.

Time Sheet / Leave Report

Select the link under a date to enter hours worked (Time Sheets) or vacation/medical hours reported (Leave Reports). Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Your Title and Position Number
 Department and Number: Your Department and Orgn Number
 Leave Report Period: Mar 01, 2007 to Mar 15, 2007
 Approve By Date: Mar 31, 2007 by 05:00 P.M.

Leave:	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
Vacation	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:	0		0	0	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0

Make New Selection Comments Preview Submit for Approval Restart Next

Click here to choose a different Leave Report

Click here to enter or edit comments about this Leave Report.

Click here to see a summary of the time you reported before you submit the Leave Report for approval.

Click here to put your Leave Report in queue for your Supervisor to approve.

Click here to erase all existing values and begin the Leave Report again.

Click here to see additional dates in this Leave Report period.

Be sure to report Vacation time on the top line and Sick time on the bottom line.

To enter hours on the Leave Report, locate the date on which you were absent from work. Click [Enter Hours](#) on the appropriate line. Vacation hours are reported on the top line and Sick hours are reported on the bottom line. You will see a window that looks like this:

Time Sheet / Leave Report

Select the link under a date to enter hours worked (Time Sheets) or vacation/medical hours reported (Leave Reports). Select Next or Previous to navigate through the dates within the period.

Leave Report

Title and Number: Your Title and Position
 Department and Number: Your Department and Orgn Number
 Leave Report Period: Mar 01, 2007 to Mar 15, 2007
 Approve By Date: Mar 31, 2007 by 05:00 P.M.

Leave: Vacation
 Date: Mar 02, 2007
 Hours:

Enter the number of leave hours taken for that day in this field. Do not exceed 7.5 hours. Enter hours in quarter hour intervals. For example:
 6.00
 6.25
 6.50
 6.75


Save Copy

Choose "Save", or if you wish to log the same number of hours on a different day, choose "Copy".

NOTE: Employees in the Police Department whose regular workday is 8 hours instead of 7.5 hours are permitted to enter 8 hours in the "Hours:" field.

If you choose “Copy” you will see a grid like the one below which will allow you check the other days within that same Leave Report Period in which you took that same number and same type of Leave hours. The screenshot below shows 7.5 vacation hours that will be “copied” from March 2nd to March 5th, 6th, 14th and 15th when the “COPY” button is clicked.

Copy

 Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code:

Date and leave time to copy:

Copy from date displayed to end of the leave period:

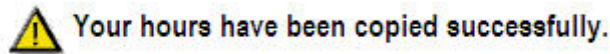
Include Saturdays:

Include Sundays:

Copy by date:

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Thursday Mar 08, 2007	Friday Mar 09, 2007	Saturday Mar 10, 2007	Sunday Mar 11, 2007	Monday Mar 12, 2007	Tuesday Mar 13, 2007	Wednesday Mar 14, 2007
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Thursday Mar 15, 2007						
<input checked="" type="checkbox"/>						

After you click the “COPY” button, you will see this message near the top of the window:



Other copying options will allow you to copy from the date displayed all the way to the end of the Leave Report. Additionally, you may choose to include or exclude Saturdays and/or Sundays. When you have completed all copying activities, click the Leave Report button at the bottom of the form.

After you have logged all the Vacation and Sick hours that were taken in the Leave Report Period on the appropriate day, you can click “Preview” to see a summary.

STEP 5 – Add any comments that are needed to help document your time off by clicking on the “Comments” button. You will see a field that looks like this:

Comments

Made By: You

Comment Date: Feb 11, 2007

Enter or Edit Comment:

Type your comments in this field.

Save Previous Menu

Be sure to click the “Save” button before returning to the previous menu.

STEP 6 – Either


- *Save your Leave Report so you can come back to it later*
- or
- *Submit your Leave Report for Approval*

At this point you can **save** your Leave Report and exit TopNet. This puts your Leave Report in “In Progress” status and allows you to return to this same Leave Report at a later date and continue to work on it. An “In Progress” Leave Report will look like this on the Leave Report Selection window:


Leave Report Period and Status	
Feb 01, 2007 to Feb 28, 2007	Completed
Jan 01, 2007 to Jan 31, 2007	Pending
Feb 01, 2007 to Feb 28, 2007	Completed
Mar 01, 2007 to Mar 31, 2007	Completed
Apr 01, 2007 to Apr 30, 2007	Completed
May 01, 2007 to May 31, 2007	In Progress
Jun 01, 2007 to Jun 30, 2007	Not Started
Jul 01, 2007 to Jul 31, 2007	Not Started

Following the end of the Leave Report Period, return to the Leave Report and complete any remaining work on it. Click the button that says, “Submit for Approval”. Next, you will be taken to the “Certification” page where you will be asked to enter your TOPNET pin.

Certification

 I certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID and PIN.

Enter your PIN and select Submit if you agree with the previous statement. Otherwise, select Exit and your time transaction will not be submitted for approval. You will be redirected to the User Logout web page.

PIN:  Enter your TopNet PIN here.

You will receive a confirmation message near the top of the window that looks like this:



Your leave report will go into an approval queue for your supervisor. This puts your Leave Report into “Pending” status. You will be able to see this on your Leave Report Selection window. It will look similar to this:

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Your Title and Position Number Your Department and Orgn Number	<input type="radio"/>	<div style="border: 1px solid gray; padding: 2px;"> Mar 01, 2007 to Mar 15, 2007 Pending ▼ Mar 01, 2007 to Mar 15, 2007 Pending Mar 16, 2007 to Mar 31, 2007 Not Started Apr 01, 2007 to Apr 15, 2007 Not Started Apr 16, 2007 to Apr 30, 2007 Not Started </div>

If your supervisor does not approve your Leave Report, he/she will put it in a “Return for Correction” status which will be displayed like this:

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Your Title and Position Number Your Department and Orgn Number	<input type="radio"/>	<div style="border: 1px solid gray; padding: 2px;"> Mar 01, 2007 to Mar 15, 2007 Return for Correction ▼ Mar 01, 2007 to Mar 15, 2007 Return for Correction Mar 16, 2007 to Mar 31, 2007 Not Started Apr 01, 2007 to Apr 15, 2007 Not Started Apr 16, 2007 to Apr 30, 2007 Not Started </div>

You will get an email notifying you if have a leave report returned for correction. Follow the steps above to access the returned Leave Report and then view the comments to determine what problem needs to be corrected.

If you entered hours on a day that should not have had hours entered, simply click on the hours that were entered, delete the hours that appear in the field (do NOT enter a zero) and click "SAVE". You can follow this same procedure for changing the number of hours entered in a particular field. After correcting the Leave Report, be sure to RESUBMIT it so that your supervisor can approve it.

Following supervisor approval, you will see the Leave Report listed as "Completed".

Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Your Title and Position Number Your Department and Orgn Number	<input type="radio"/>	Mar 01, 2007 to Mar 15, 2007 Completed
		Mar 01, 2007 to Mar 15, 2007 Completed
		Mar 16, 2007 to Mar 31, 2007 Not Started
		Apr 01, 2007 to Apr 15, 2007 Not Started
		Apr 16, 2007 to Apr 30, 2007 Not Started

Need Help?

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