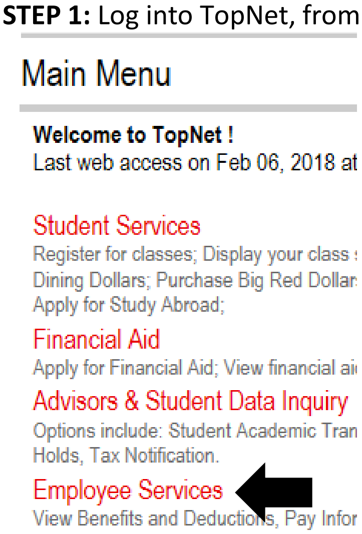
Approving Leave Reports on the Web

If you supervise employees who accrue leave, you will approve their Leave Reports through the web via TopNet. Email notifications are sent at the beginning and end of each month indicating if you have Leave Reports pending your approval.   Use the following instructions to approve Leave Reports on the web.

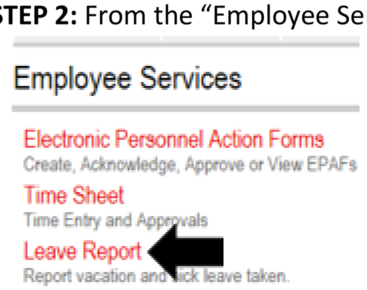
NOTES

- Do NOT use the Back Browser at any time that you are navigating Approval for Leave Reports on the web. To do so WILL result in errors to Leave Reports.
- You will only be able to view “In Progress” and “Pending” Leave Reports for employees you are set up to approve leave for in the BANNER system.
- Human Resources will centrally approve Leave Reports left in a “Pending” status for one month or more.

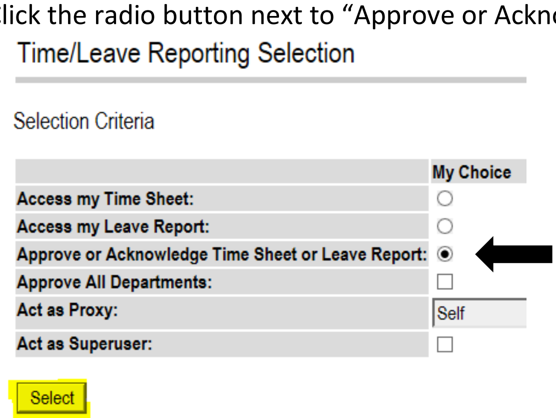
STEP 1: Log into TopNet, from the Main Menu choose “Employee Services”



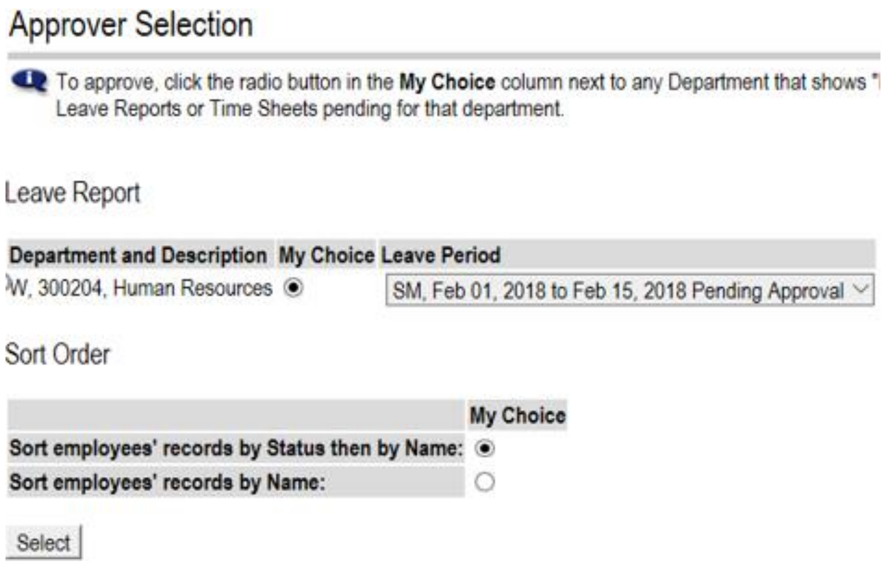
STEP 2: From the “Employee Services” window, choose “Leave Report”



STEP 3: Click the radio button next to “Approve or Acknowledge Time Sheet or Leave Report”, then click “Select”

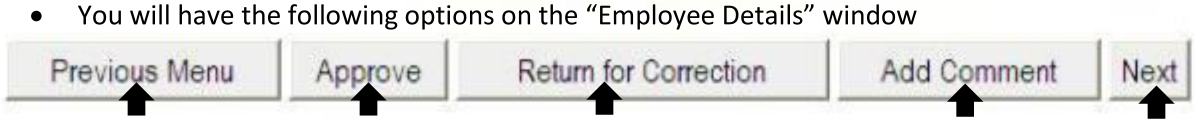


STEP 4: From the “Approver Selection” window, select a Leave Period from which to approve Leave Reports. Click the drop down arrow to view each Leave Period that shows “Pending Approval”. If you have multiple Departments listed, you will need to click the radio button in the “My Choice” column next to the Department that shows “Pending Approval”



STEP 5: Take action on Leave Reports for your employees.

- You may see three categories on your Departmental Summary
  - **Pending:** the Leave Report is awaiting your approval
  - **Return for Correction**: the Leave Report has been returned to the employee for corrections
  - **Completed:** the Leave Report has been approved and the recorded leave time has been deducted from the employee’s Leave Balances
- Click on an employee’s name to access their Leave Report
- When viewing the “Employee Details”, you will see several links across the top
  - **Leave Balances**: Click this link to access the current Leave Balances for the employee. The “Current Balance” listed is the amount of hours that are available at the time you are viewing the form.
  - **Comments:** This link will only be available if the employee has made comments on their Leave Report
  - **Routing Queue:** Click this link to view the date the Leave Report was submitted by the employee
- You will have the following options on the “Employee Details” window



Click **“Previous Menu”** to go back to Departmental Summary

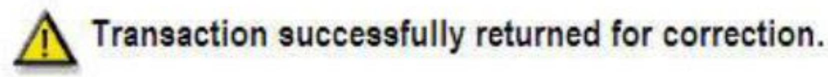
Click **“Approve”** to accept the employee’s Leave Report

Click **“Return for Correction”** to return the Leave Report to the employee

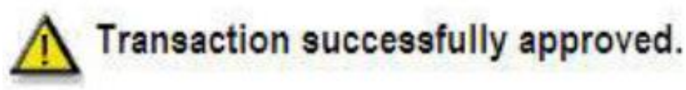
Click **“Add Comment”** to enter comments regarding the employee’s Leave Report

Click **“Next”** to view the next Leave Report in your queue

- After you have taken action on an employee's Leave Report, you will see one of the following notices



OR



Approval by Proxy

As a supervisor, you have the option to assign someone else proxy rights to approve Leave Reports.

To set up a proxy, you must login to TopNet as indicated in Steps 1 and 2 above. At the bottom of the "Time/Leave Reporting Selection" menu select the **"Proxy Set Up"** link. From the drop down list, choose the name of the person(s) whom you have selected to be your proxy. Check the "Add" column and click "Save".

Need Help?

Contact Brittany Wafford for help on Approving Leave Reports on the web.
Contact the IT HelpDesk at 5-7000 for help logging into TopNet.