

## 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”

### Main Menu

#### Welcome to TopNet !

Last web access on Feb 06, 2018 at

#### Student Services

Register for classes; Display your class :  
Dining Dollars; Purchase Big Red Dollar;  
Apply for Study Abroad;

#### Financial Aid

Apply for Financial Aid; View financial aid

#### Advisors & Student Data Inquiry

Options include: Student Academic Transcripts,  
Holds, Tax Notification.

#### Employee Services

View Benefits and Deductions, Pay Information

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

### Employee Services

#### Electronic Personnel Action Forms

Create, Acknowledge, Approve or View EPAFs

#### Time Sheet

Time Entry and Approvals

#### Leave Report

Report vacation and sick leave taken.

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


Selection Criteria

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

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”

## Approver Selection

 To approve, click the radio button in the **My Choice** column next to any Department that shows “Pending Approval” or Time Sheets pending for that department.

## Leave Report

Department and Description	My Choice	Leave Period
W, 300204, Human Resources	<input checked="" type="radio"/>	SM, Feb 01, 2018 to Feb 15, 2018 Pending Approval

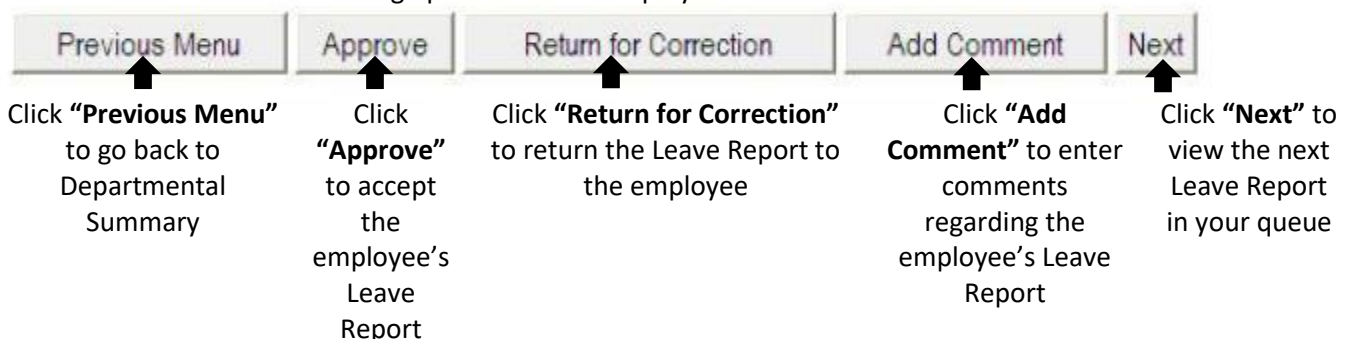
## Sort Order

	My Choice
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

Select

**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



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



**Transaction successfully returned for correction.**

OR



**Transaction successfully approved.**

## 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".

### Proxy Set Up

Name	Add	Remove
	<input type="checkbox"/>	<input type="checkbox"/>
	<input type="checkbox"/>	<input type="checkbox"/>

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.