Approving Leave Reports on the Web

Beginning February 16, 2007, use of the Leave Request Form found on the HR website was discontinued. 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”.

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Main Menu
Welcome to TopNet!
Last web access on Feb 11, 2007 at 0

Student Services
- Complete an application for admissions
- Register
- General Ed Progress
- Purchase Dining Dollars
- Housing Agreement

Employee Services
- View Benefits and Deductions
- Pay Information
- Financial Services
- Review financial documents
- Personal Information
- View or update your address(es), phone number

Click here.
```
**STEP 2** - From the “Employee Services” window, choose “Leave Report”.

![Employee Services Window](image)

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

![Approval Selection Menu](image)

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

![Approver Selection](image)

This example shows that there are Leave Reports in one monthly Leave Report Period and three semi-monthly Leave Report periods.
**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.

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

**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:

![Comments 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:

- ![Warning Icon] Transaction successfully returned for correction.

- ![Warning Icon] Transaction successfully approved.

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........

Mass Approval

The Department Summary form contains a button right above the “Pending Category” which allows you to mass approve all pending Leave Reports for a given Leave Report Period.

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.