Leave Reports on the Web

Vacation or Sick Leave time taken is 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 time taken so you may go back and refer to them for a period of one year. Use the following instructions to complete Leave Reports on the web.

- Leave time should be approved by your supervisor, and reported no later than the last day of the following month in which it was taken.

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”.

![Main Menu](image)

**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.

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.

**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:
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](Image)

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

⚠️ Your hours have been copied successfully.

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 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:
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:

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.

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:

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:
You will get an email notifying you if you 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”.

Need Help?

E-mail brittany.wafford@wku.edu for help on Leave Reports on the web. Contact the HelpDesk at 5-7000 for help logging onto TopNet.