

# Leave Reports on the Web

Vacation or Sick Leave time taken is reported through TopNet. Use the following instructions to complete Leave Reports on the web.

## **\*\*NOTES\*\***

- Do **NOT** use the Back Browser at any time while navigating Leave Reports on the Web. To do so WILL result in errors to your Leave Report.
- WAIT to submit your Leave Report until after the last day of the Leave Report period.
- There is no need to complete a Leave Report for Leave Report Periods in which you took no vacation or sick leave. If “0” hours are entered on a Leave Report an error will occur.
- As soon as your Leave Report is approved, the reported time is immediately posted to your Leave Balance and documented in Banner.
- Leave Reports remain open in TopNet for thirty days after the last day of the Leave Report Period. Once a Leave Report closes in TopNet, Human Resources will centrally submit any Leave Reports posted but not submitted.

**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.” You can also choose “Leave Balances” from this menu to view your available vacation and sick leave hours.

## 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.

### Benefits and Deductions

Retirement, health, flexible spending, and miscellaneous

### Payroll Contributions

Establish, Modify, or Cancel Payroll Deductions

### Pay Information

Direct deposit allocation, earnings and deductions

### Tax Forms

Update W-4 and K-4, Electronic W-2 Consent, 1099



### Leave Balances



**STEP 3:** Choose the Leave Report that you want to complete. Make sure the Radio Button is set on “Access my Leave Report:” as shown below and then click “Select.”

### Time/Leave Reporting Selection

Selection Criteria

	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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self 
Act as Superuser:	<input type="checkbox"/>

**STEP 4:** Select the Leave Report Period you want to access and then click the “Leave Report” button. The first option will always be the current Leave Report Period, select other Leave Report Periods from the drop down menu.


### Leave Report Selection

Title and Department	My Choice	Leave Report Period and Status
Data Management Associate, 998950-00 Human Resources, 300204	<input checked="" type="radio"/>	<div style="border: 1px solid black; padding: 2px;">                     Feb 01, 2018 to Feb 15, 2018 Not Started                      Jan 16, 2018 to Jan 31, 2018 Completed                      Jan 01, 2018 to Jan 15, 2018 Not Started                      Nov 16, 2017 to Nov 30, 2017 Completed                      Nov 01, 2017 to Nov 15, 2017 Completed                      Sep 16, 2017 to Sep 30, 2017 Completed                      Sep 01, 2017 to Sep 15, 2017 Completed                 </div>

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\*The dates that appear in will vary based on whether you are paid monthly, semi-monthly or bi-weekly.

**STEP 5:** To enter hours, 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 then see a window that looks like this:

<b>Leave Report Period:</b>	Feb 01, 2018 to Feb 15, 2018
<b>Approve By Date:</b>	Mar 31, 2018 by 04:30 PM
<b>Leave:</b>	Vacation
<b>Date:</b>	Feb 09, 2018
<b>Hours:</b>	7.5 
<input type="button" value="Save"/> <input type="button" value="Copy"/>	

Enter the number of leave hours taken in quarter hour intervals and hit “Save”. If you wish to log the same number of hours on a different day(s), choose “Copy”.

If you choose, “Copy” check the other days within that same Leave Report Period in which you took that same number of hours. Once finished click the “Leave Report” button and you will then receive the following message

 Your hours have been copied successfully.

**STEP 6:** Add any comments that are needed to help document your time off. Select the “Comments” button; you will then see the following:

## Comments

<b>Made By:</b>	You
<b>Comment Date:</b>	Feb 06, 2018
<b>Enter or Edit Comment:</b>	<input type="text" value="Type comments here..."/>
<input type="button" value="Save"/>	<input type="button" value="Previous Menu"/>

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


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 and continue to add vacation or sick leave hours.

**Leave Reports on the Web Navigation:** You will see several buttons along the bottom of your Leave Report, these allow you to navigate through the Leave Report system as well as make comments and submit the Leave Report for approval.

<input type="button" value="Make New Selection"/>	<input type="button" value="Comments"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
Click “ <b>Make New Selection</b> ” to choose a different Leave Report	Click “ <b>Comments</b> ” to enter or edit comments	Click “ <b>Preview</b> ” to see a summary of the time you reported	Click “ <b>Submit for Approval</b> ” to put your Leave Report in Supervisors queue for approval	Click “ <b>Restart</b> ” to erase all existing data and restart the Leave Report	Click “ <b>Next</b> ” to see additional dates in the Leave Report

**STEP 7:** Following the end of the Leave Report Period, return to the Leave Report and click the “Submit for Approval” button. You will then be taken to the “Certification” page where you will be asked to enter your NetID Password.

## Certification

 I certify that the time entered represents a true a

Enter your NetID Password and select Submit if Logout web page.

Please note that even if you logged into Topnet, section of the [WKU IT Division website](#).

<b>NetID Password:</b>	<input type="password"/>
<input type="button" value="Submit"/>	

Once you click "Submit" you will receive the following message. Your Leave Report will go into an approval queue for your supervisor.



**Your leave report was submitted successfully.**

This puts your Leave Report in a "**Pending**" status. You will not be able to make changes or add any leave hours to your Leave Report once it is in a "Pending" status. Your supervisor will have the option to return the Leave Report for correction should you need to make any changes. If your Leave Report is Returned for Correction, be sure to RESUBMIT it after making any corrections so that your supervisor can approve the Leave Report.

Following supervisor approval, your Leave Report will show a status of "**Completed**".

This means that the vacation or sick leave hours entered on the Leave Report have been deducted from your vacation or sick Leave Balance and no corrections can be made to the Leave Report through TopNet.

If you need to make a correction to a Leave Report after it is in a "Completed" status or if the Leave Report Period you need to report time for has closed in TopNet then a **Paper Leave Report Form** will need to be completed. You can access the Paper Leave Report form [HERE](#). Complete this form and submit to HR for the vacation or sick leave hours to be added to the system manually.

***Need Help?***

Email [Patty Booth](#) for help with Leave Reports on the Web.

Contact the IT HelpDesk at 5-7000 for help logging onto TopNet.