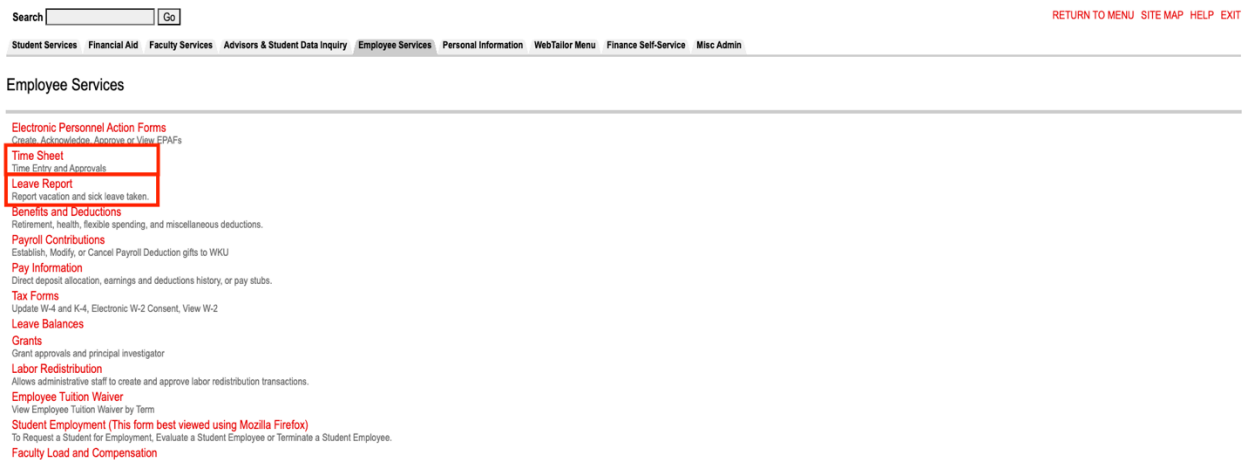


Proxy Access

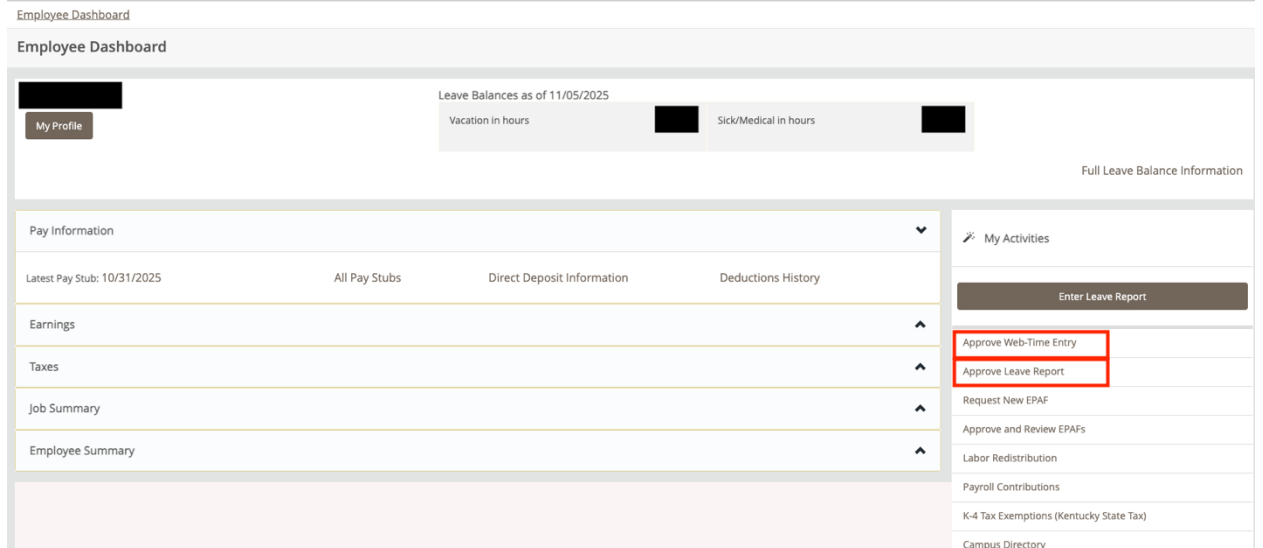
Users getting errors where they cannot access and approve timesheets or leave reports in TopNet as a proxy, will need to check their proxy access level and set it appropriately.

1. Go to TopNet. Click on Employee Services. Click on Leave Reports or Time Sheet.



The screenshot shows the TopNet Employee Services page. At the top, there is a search bar and a 'Go' button. Below the search bar is a navigation menu with links: Student Services, Financial Aid, Faculty Services, Advisors & Student Data Inquiry, Employee Services, Personal Information, WebTailor Menu, Finance Self-Service, and Misc Admin. The 'Employee Services' link is highlighted. Below the navigation menu, the 'Employee Services' section is displayed. It contains several links: Electronic Personnel Action Forms (with sub-links: Create, Acknowledgement, Approve or View EPAFs), Time Sheet, Time Entry and Approvals, Leave Report (with sub-link: Report vacation and sick leave taken), Benefits and Deductions, Payroll Contributions, Pay Information, Tax Forms, Leave Balances, Grants, Labor Redistribution, Employee Tuition Waiver, Student Employment (with note: This form best viewed using Mozilla Firefox), and Faculty Load and Compensation. The 'Time Sheet' and 'Leave Report' links are highlighted with red boxes.

2. Click on Approve Web-Time Entry or Approve Leave Report.

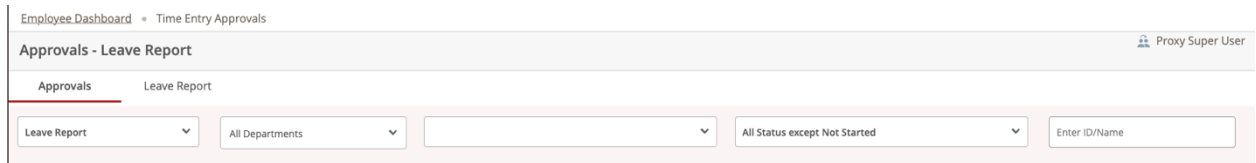


The screenshot shows the TopNet Employee Dashboard. At the top, there is a header with the text 'Employee Dashboard'. Below the header, there is a section for 'Leave Balances as of 11/05/2025' with two bars: 'Vacation in hours' and 'Sick/Medical in hours'. Below this section, there is a table with the following columns: 'Pay Information', 'All Pay Stubs', 'Direct Deposit Information', and 'Deductions History'. The 'Pay Information' column is expanded, showing a list of links: 'Latest Pay Stub: 10/31/2025', 'Earnings', 'Taxes', 'Job Summary', and 'Employee Summary'. The 'Approve Web-Time Entry' and 'Approve Leave Report' links are highlighted with red boxes. To the right of the table, there is a section for 'My Activities' with a list of links: 'Enter Leave Report', 'Approve Web-Time Entry', 'Approve Leave Report', 'Request New EPAF', 'Approve and Review EPAFs', 'Labor Redistribution', 'Payroll Contributions', 'K-4 Tax Exemptions (Kentucky State Tax)', and 'Campus Directory'.

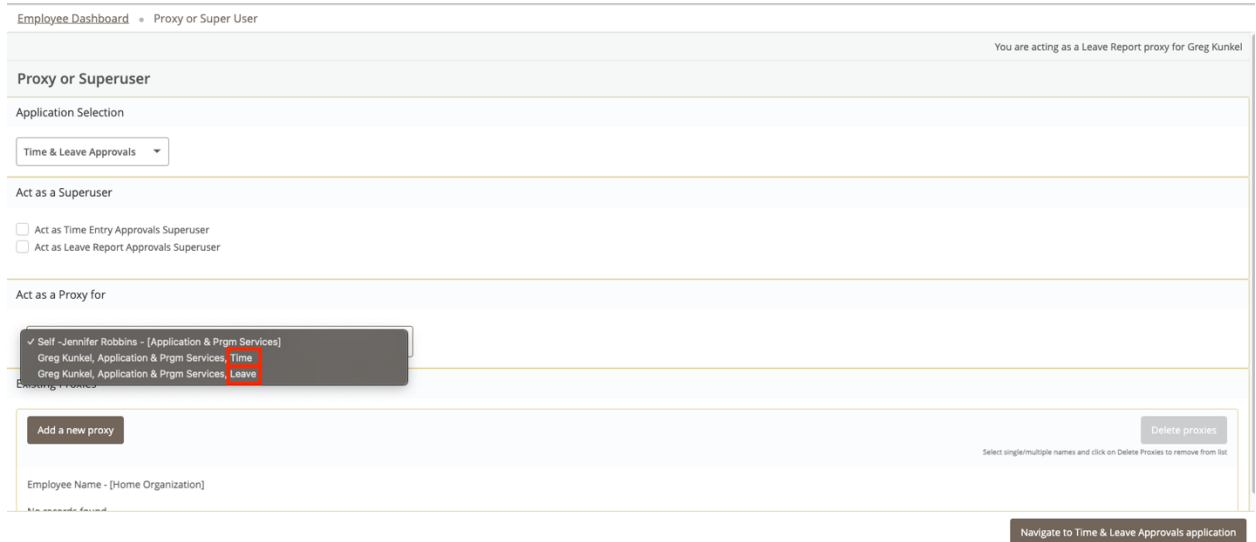
- a. If you receive an error message, click the 1 to minimize.

 No Leave Report documents available for approval.

3. Click the Proxy Super User in the top right corner.



4. Click the dropdown menu under Act as a Proxy for.



- a. You will see yourself and anyone you act as a proxy for. Click your name to see the additional individuals.
- b. You will need to have the category needed to approve those forms. (ex: to approve Timesheets, you must have the persons name, department and Time listed under the Act as a Proxy for).
- c. If you do not have the correct form listed, the person will need to add you as a proxy for that category.

5. To be added as a proxy, the person will need to follow steps 1-3. Click **Add a new proxy.**

WKU

Employee Dashboard • Proxy or Super User

You are acting as a Leave Report proxy for Greg Kunkel

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

☐ Act as Time Entry Approvals Superuser
☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

Self - Jennifer Robbins - [Application & Prgm Services]

Existing Proxies

Add a new proxy

Shawn Brewer, Application & Prgm Ser...

Timesheet

Timesheet

Leave Report

Save

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

Navigate to Time & Leave Approvals application

- Search by Employee name. Select the person. Click drop down menu for Timesheet and Leave Report.
 - A person can be set as both. This allows approval of Web-Time Entry Timesheets and Leave Reports.
6. To continue to approve the forms, click **Navigate to Time and Leave Approvals application** in the bottom right corner.
- Please make sure you have selected the correct **Act as a Proxy for person.**

WKU

Employee Dashboard • Proxy or Super User

You are acting as a Leave Report proxy for Greg Kunkel

Proxy or Superuser

Application Selection

Time & Leave Approvals

Act as a Superuser

☐ Act as Time Entry Approvals Superuser
☐ Act as Leave Report Approvals Superuser

Act as a Proxy for

Greg Kunkel, Application & Prgm Services, Leave

Existing Proxies

Add a new proxy

Delete proxies

Select single/multiple names and click on Delete Proxies to remove from list

Employee Name - [Home Organization]

No records found

Navigate to Time & Leave Approvals application

7. Scroll down to find any pending approvals.

Pending	0	
Pending - In the Queue	0	
In Progress	0	
Returned	0	
Error	0	
Pending - Approved	0	
Approved	0	
Completed	2	

Employee Name	ID	Organization	Hours/Days/Units		
Brian Taylor Database Administrator I, 998173-00	800001076	W-290504, Application & Prgm Services	37.50 Hours	①	⋮
Jon Williams Database Administrator I, 995009-00	800249261	W-290504, Application & Prgm Services	11.50 Hours	① ②	⋮

- Additional information on approving leave reports may be found by visiting the HR Banner 9 Project [page](#).
- You will find additional time periods by selecting the drop down menu.

Employee Dashboard » Time Entry Approvals

Approvals - Leave Report

Proxy Super User Reports

You are acting as a Leave Report proxy for Greg Kunkel

