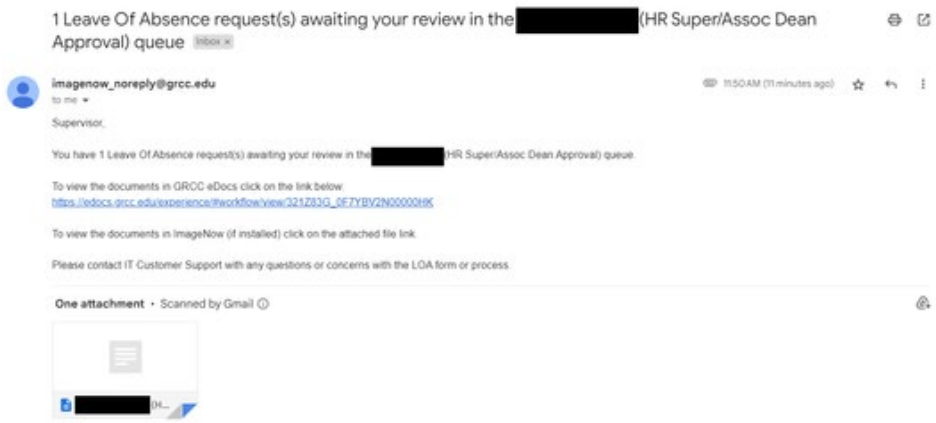
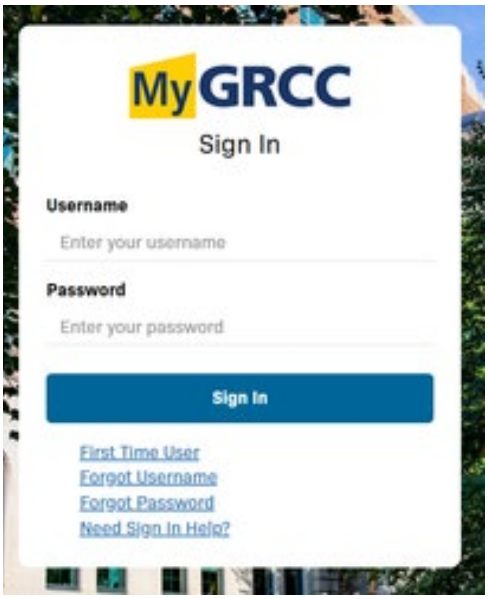
Instructions:
Approving a Leave of Absence eForm

Supervisors, Associate Deans, Deans, Execute Budget Control Officers, the Vice President of Finance and Administration, Chief Information Officer, the Executive Director of Human Resources, and the President are all considered approvers of the Application for Leave of Absence (LOA) form. Department Heads and Program Directors will be able to review the leave of absence, but not approve. The subsequent instruction applies to all approvers and reviewers.

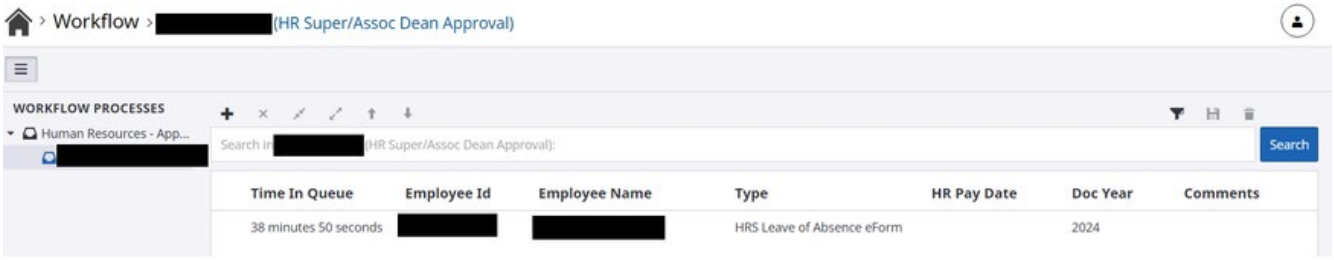
As an approver, you will receive email notification when there is a Leave of Absence that requires approval or review. The email will provide you will a direct link to the Leave of Absence that requires your review. The email also will inform you of how many Leave of Absence requests require your review.



Click on the eDocs link. MyGRCC will prompt you for a user name and password. Enter the user name password that you use to log onto the GRCC network.

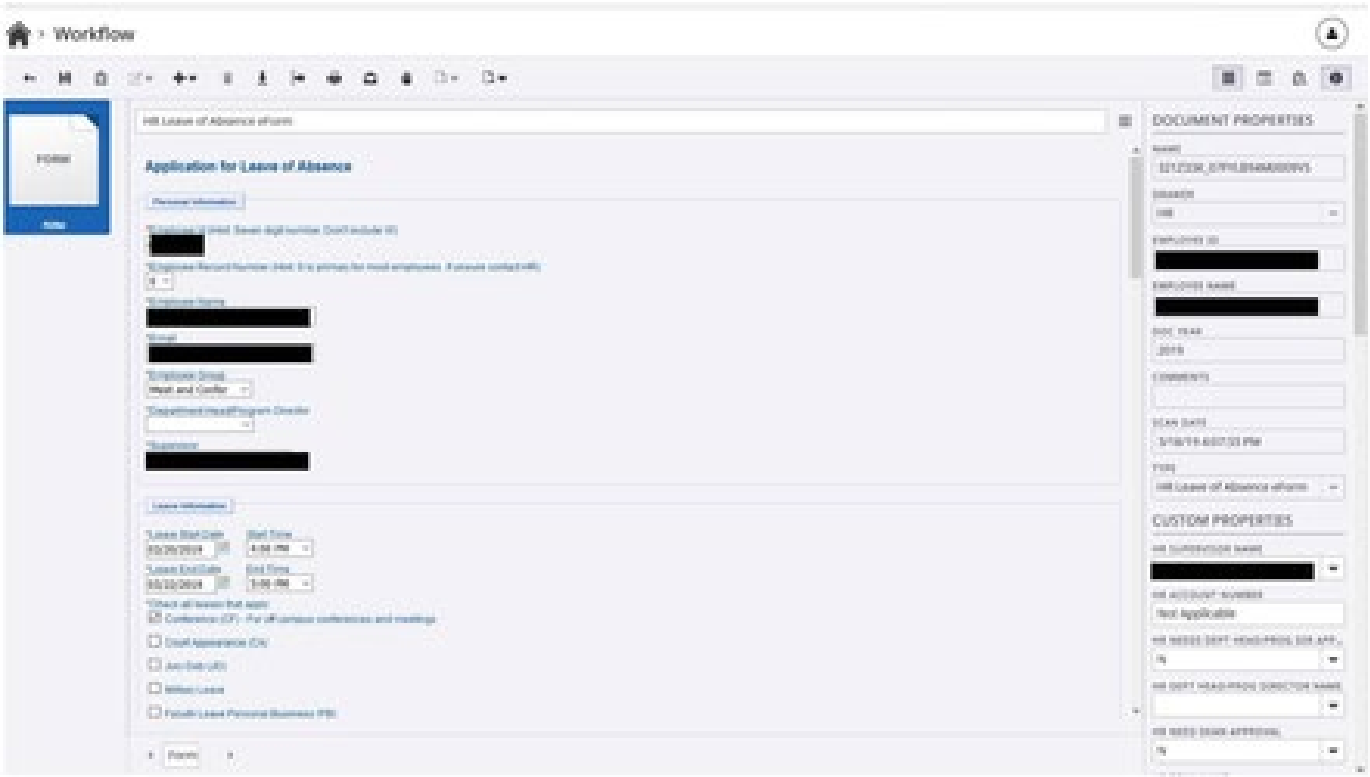


Once you are logged in you will be directed to the workflow queue that contains the Leave of Absence forms requiring your review. There are fields that identify who the Leave of Absence form was submitted by and when they submitted it. If you have more than one record in your queue, you can sort them by any of the columns, just by clicking on the column headers. Open the document by clicking on the record.



In the center you can see the Leave of Absence form. This is the actual form that the requestor submitted. As an approver you have the ability to update fields on this form if necessary. Some of values on the form are represented in the custom properties section on the right as well.

If you need to update any of the fields in the form, do so on the form, *not* in the custom properties section. When you update the fields on the form and hit the save button, close the form or route out of your queue, the values on the right will be updated with the values from the form. **It does not work the other way.**



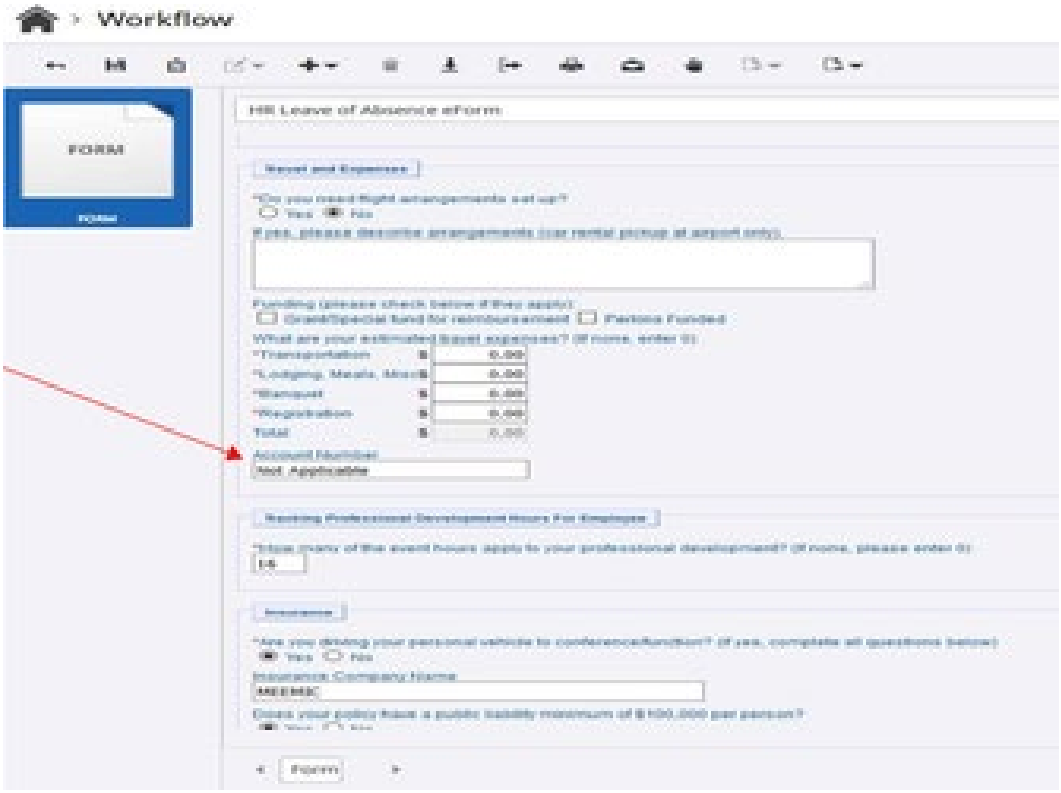
On the right side of the screen you will see all of the properties associated with this document. This is where you identify others that may need to approve or review this Leave of Absence.

In the custom properties section, the first field displays the Supervisor or Associate Dean that the employee reports to. The Associate Dean will need to be selected if you are a Program Director or a Department Head since the Leave of Absence comes to you first for review. All other supervisors will see their name in the first field.

The next field is the account number where funds for the Leave of Absence will be pulled from, if there are any. If the employee that submitted the Leave of Absence didn't enter the account number then the account number must be filled in by the Supervisor or Associate Dean.

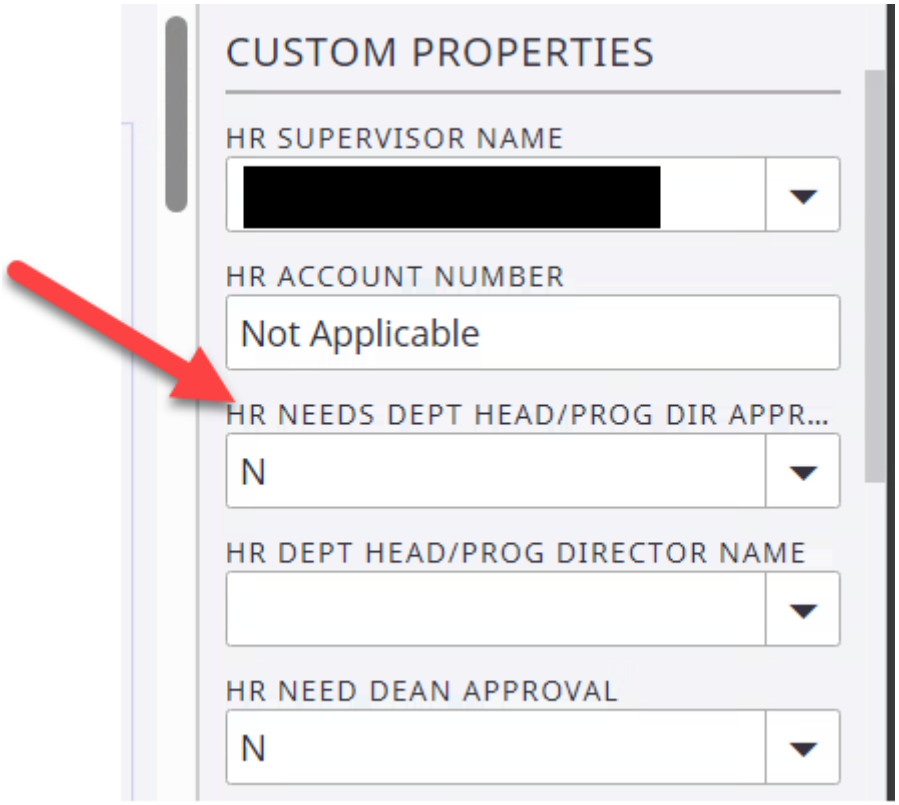
If the account number is not filled in on the Leave of Absence form (or not identified as not required) and you are a Supervisor or Associate Dean and route the document forward, it will be routed back to your approval queue.

Remember to fill out the account number *on the form*, so it will populate the HR Account Number custom property once the form is saved or closed or routed out of the queue. If you enter it into the account number custom property section, **it will not update the field on the form.**

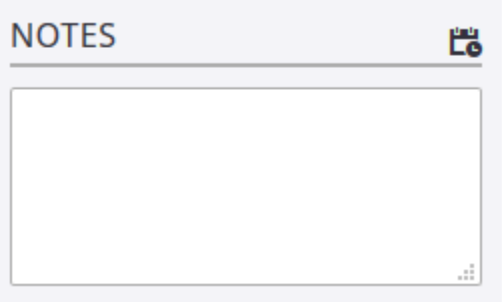


The remaining fields are used to route the LOA form to other users that may need to approve the Leave of Absence. As the LOA is moved up the chain of command for additional approvals, each approver will have the option of deciding if the Leave of Absence form needs additional approvals. As an approver you can specify what approvals are needed simply by selecting “Yes” for each level of approval and then specifying the person who should be approving it at that level. This is all done within the custom properties section. For example, if a Dean will need to review the LOA then then the "HR Need Dean Approval" field should be set to Y and a person should be specified in the "HR Dean Name" field.

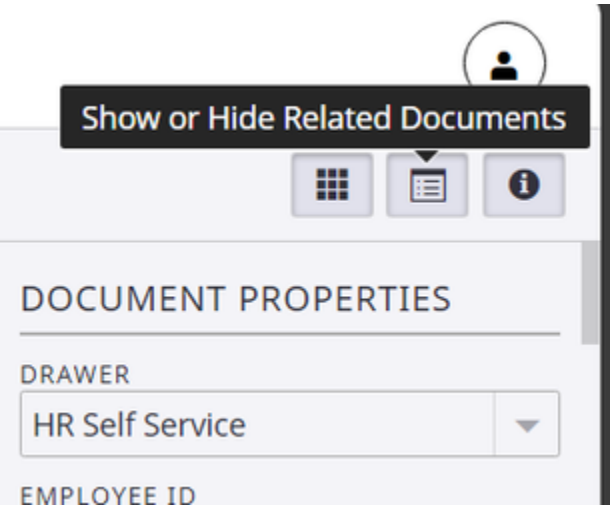
If you are an Associate Dean and don't want the Leave of Absence to go back to the Department Head or the Program Director make sure you select “No” for the option Needs Department Head/Program Director approval, since they have already reviewed the request. If you want them to review it again, select “Yes” and it will be routed to them next.



Near the bottom of the document properties menu on the right side of the screen is a notes section. In this section you can enter any notes that you want tracked with the Leave of Absence form.

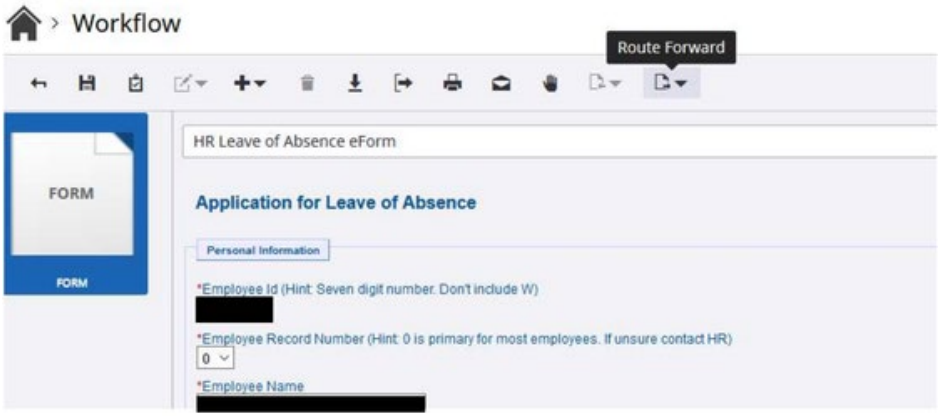


To view related documents, click the related documents icon from the upper right corner of the screen (example below). This will show you all the leave of absence forms that the employee has submitted that are currently scanned into the system.



Results will show at the bottom of the page, and they will be grouped into years if the doc year index value was populated. To view the Leave of Absence, double click on the record. That record will now be visible. Once you are done viewing any related documents, simply close the Leave of Absence by clicking the back arrow in the upper left corner of the screen. You'll be returned to the previous document that you were viewing.

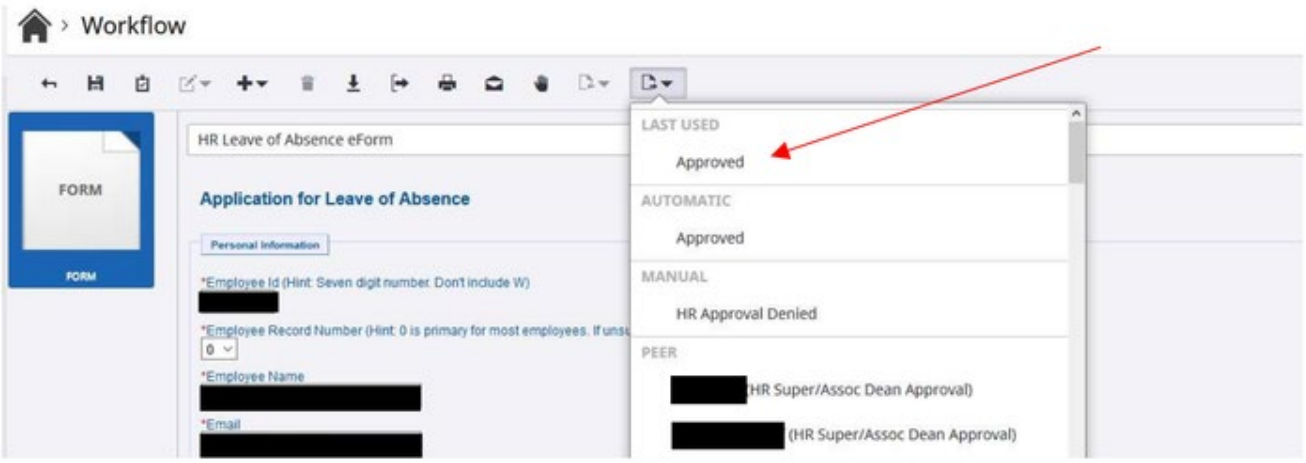
Once again viewing the document to be approved, please review the information in its entirety and update the customer properties accordingly. To approve, select the "Route Forward" icon at the top of the screen.



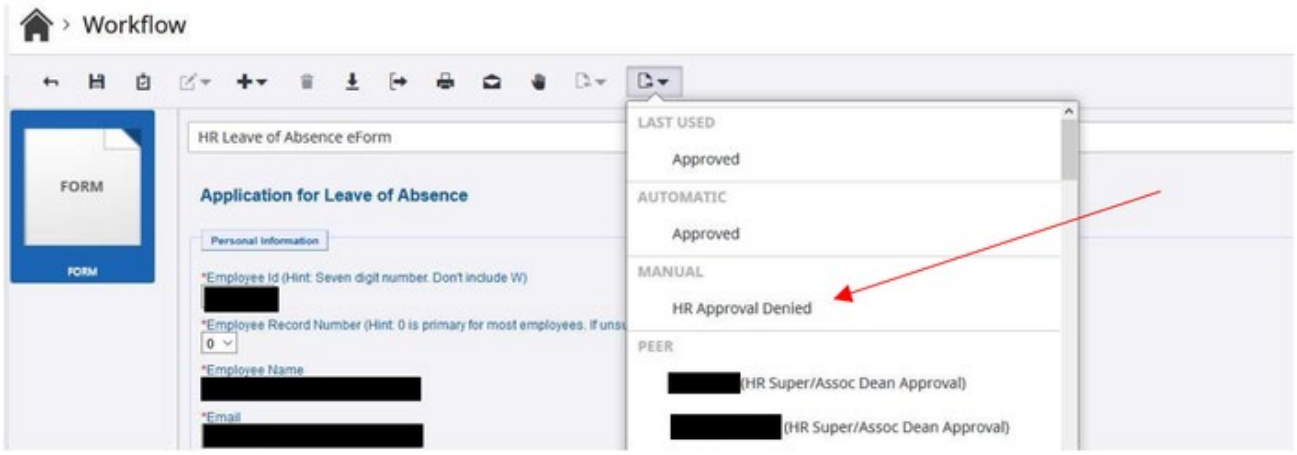
A box will pop up giving you options for routing forward.

Approved is set by default. Department Heads and Program Directors will see Reviewed instead of Approved. So if you do nothing, and click the Route button, the document will be set to approved or reviewed. It will then be routed out of your workflow queue to its next destination. The next destination or the request may be the next approver or to the approvals complete queue depending on what you set in the custom properties section for routing.

Once you select route, the next item in your workflow queue will display if there are any additional Leave of Absence forms requiring your review.

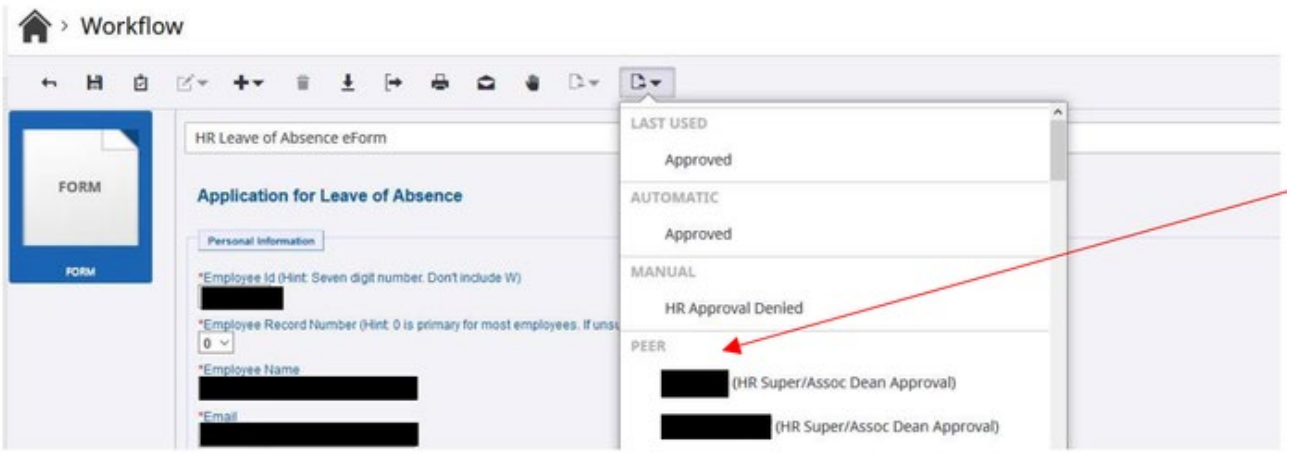


If you want to reject the Leave of Absence, select HR Approval Rejection. The submitter will receive a notification that their LOA has been denied.

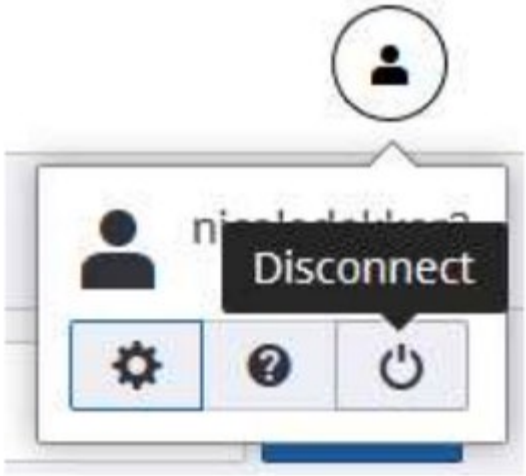


If the Leave of Absence was sent to you in error (meaning the employee doesn't report to you, or the person that sent it to you for additional approval doesn't report to you) then you can route it to the correct person. by selecting the user that should be reviewing the request from the PEER section.

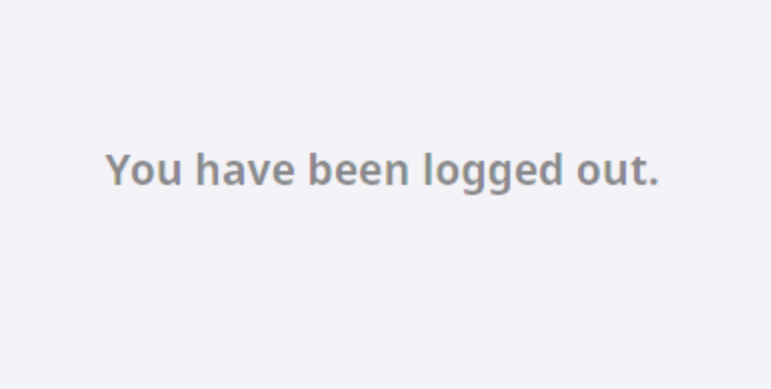
Note this option is not available at the VP of Finance and Administration, Executive Director of Human Resources, nor the President approval level since there is only one approver at those levels.



Once you have reviewed, approved, or denied the Leave of Absence forms in your workflow queue, select the disconnect in the upper right hand corner to log out of eDocs.



NOTE: If your account remains inactive (unused) for a period of time, you will be automatically logged out of the system and will receive the following message



For additional information on the Leave of Absence process please visit www.grcc.edu/loa