Instructions
Approving a Leave of Absence

Supervisors, Associate deans, Deans, Execute Budget Control officers, the Vice President of Financial Services, the Executive Director of Human Resources, and the President are all considered approvers of the Leave of Absence 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.

The email will provide you with a direct link to the leave of absence that requires your review. The email also will inform you of how many leave of absence forms require your review. The email has two links. One is for WebNow, which is the web version of ImageNow, and the other is a link attachment that is for ImageNow, if you have the client installed on your computer (see below for ImageNow link).
Click on the WebNow link. WebNow will prompt you for a user name and password. Enter the user name password that you use to log onto the GRCC network.

Upon successfully logging into WebNow, you will be directed to the workflow queue that contains the leave of absence forms requiring your review.

You will see one or more records in your workflow queue. 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 the WebNow Explorer view, you can sort them by any of the columns, just by clicking on the column headers.

You can open the document if you double click on one of the records or right click and select open.
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 left side of the screen you can see all the available actions that you are able to do with this document.
On the right side of the screen you will see all the index values as well as 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 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 and you are a supervisor or associate dean and route the document forward, it will be routed back to your approval queue.

**Account Number**

2512-11-0046-620-60

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 next nine fields are used to route the Leave Of absence form to other users that may need to approve the Leave of absence
As the leave of absence 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.

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 to review it again, select yes and it will be routed to them next.

The remaining fields will be populated by HR for routing logic and querying later. They don't need to be modified.

Below the form there are two sections.
If you do not see these sections, please make sure you select them from the menu under View.

The first section is thumbnails and the other is section is related documents. On the thumbnails tab, you can see the thumbnail for the Leave Of absence form as well as any thumbnails for attachments that were submitted along with the Leave of absence form. If you double click on any of the attachments you will be able to view them in the WebNow Viewer.

On the relationships tab, select HR Related Employee Documents - Limited from the relationship dropdown and this will show you all the leave of absence forms that the employee has submitted that are currently scanned into ImageNow. It groups the leave of absence forms into years if the doc year index value was populated.
If you double click on any of groupings, you will see a list of any leave of absences that are on file for that employee. 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 red X in the upper right corner of the WebNow viewer. You be returned to the previous document that you were viewing.

To the right of these two sections and below the custom properties section is a notes section. In this section you can enter any notes that you want tracked with the leave of absence form.

Before approving, review the leave of absence in its entirety and update the custom properties on the right accordingly.

To approve select the action called Route forward. It’s located in the action pane on the left hand side of the screen.
A box will pop up (see above) giving you options for routing forward.

Approved is set by default. If you do nothing and click the Route button, the document will be set to approved. 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 deny the leave of absence, expand the Manual category. Select HR Approval Denied. The leave of absence will be sent to a denial workflow queue where the requestor is notified via email that the request has been denied. If you want to provide a reason for the denial, note the reason in the notes section (see page 7) of the document. Those notes will be included in the email. If something is incorrect on the document and needs to be corrected and you are unsure on what to do, please select HR Approval Needs Correction and a HR representative will review the request.
If the leave of absence was sent to you accidently 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. You can do this by double clicking on peer routes and selecting the user that should be reviewing the request and then click the Route button. Note this option is not available at the VP of Financial Services, Executive Director of Human Resources, or 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 disconnect in the upper right hand corner to log out of WebNow or ImageNow. If you forget to logout or have more than 30 minutes of inactivity you will be logged out automatically.

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