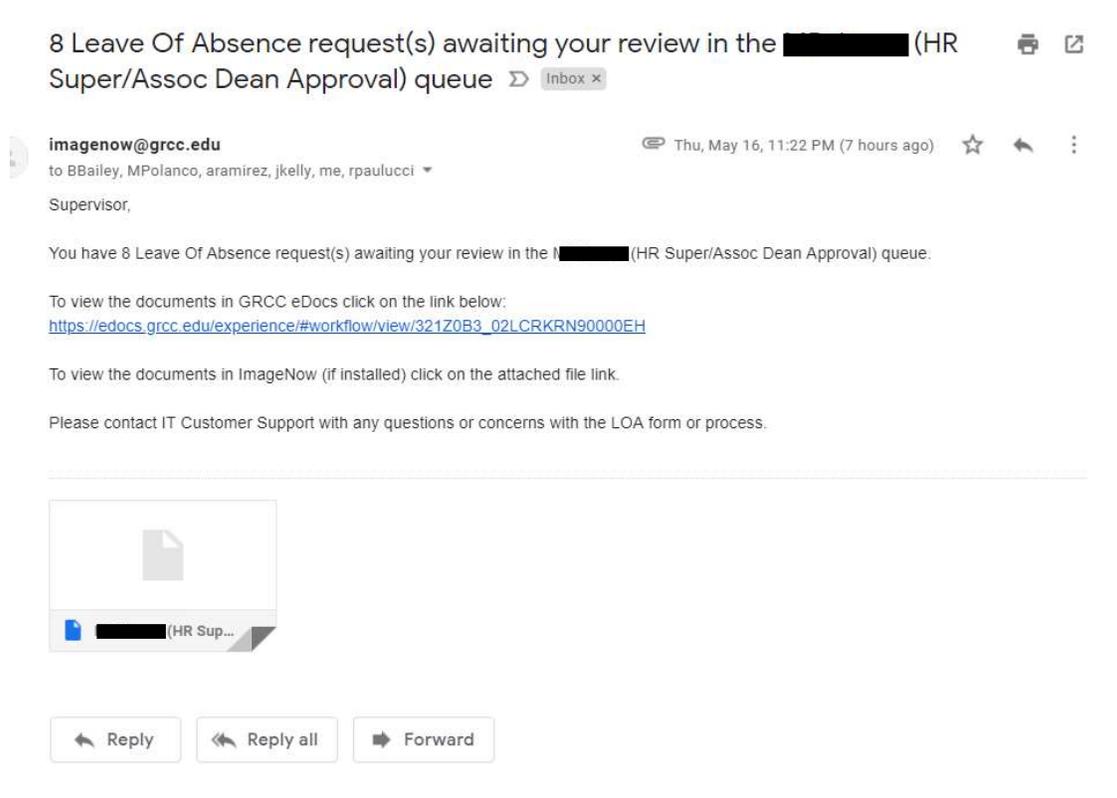


# Instructions:

## 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.

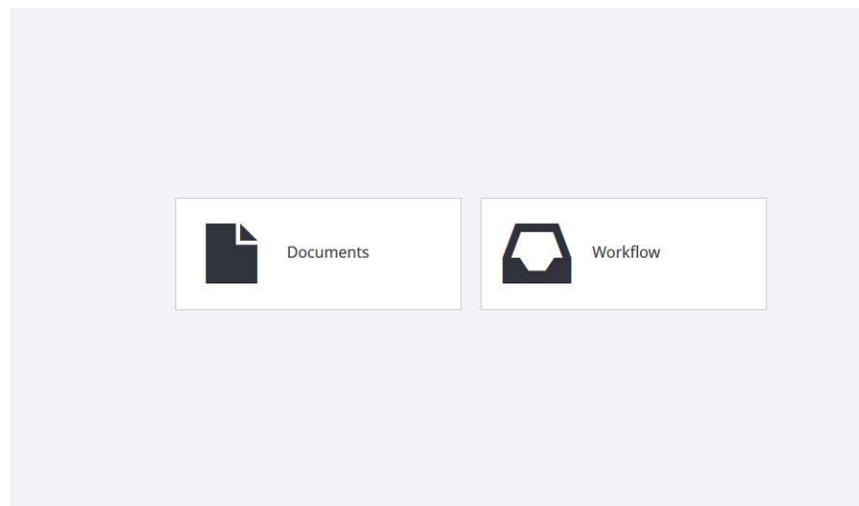


Click on the eDocs link. eDocs will prompt you for a user name and password. Enter the user name password that you use to log onto the GRCC network.



The image shows a login screen for the GRCC eDocs Test Environment. At the top center is the GRCC logo in blue. Below the logo is the text "GRCC eDocs Test Environment". Underneath this text are two input fields: "User name" and "Password". Below the input fields is a blue button labeled "Connect".

Once you are logged in, you will have the option to select Documents or Workflow. The Workflow button will allow you to view/route/approve documents, while Documents will allow you only to view documents.



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 your queue, you can sort them by any of the columns, just by clicking on the column headers. Open the document by double clicking on the record.

Time In Queue	Employee Id	Employee Name	Type	Doc Year	Comments	Scan Date
59 days 24 minutes 8 s...	[REDACTED]	[REDACTED]	HR Leave of Absence eForm	2019		3/18/19 4:07:33 PM

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.**

Workflow

HR Leave of Absence eForm

**Travel and Expenses**

\*Do you need flight arrangements set up?  
 Yes  No

If yes, please describe arrangements (car rental pickup at airport only).

Funding (please check below if they apply):  
 Grant/Special fund for reimbursement  Perkins Funded

What are your estimated travel expenses? (If none, enter 0)

*Transportation	\$	0.00
*Lodging, Meals, Misc	\$	0.00
*Banquet	\$	0.00
*Registration	\$	0.00
Total	\$	0.00

Account Number  
Not Applicable

**Tracking Professional Development Hours For Employee**

\*How many of the event hours apply to your professional development? (If none, please enter 0)  
16

**Insurance**

\*Are you driving your personal vehicle to conference/function? (If yes, complete all questions below)  
 Yes  No

Insurance Company Name  
MEEMIC

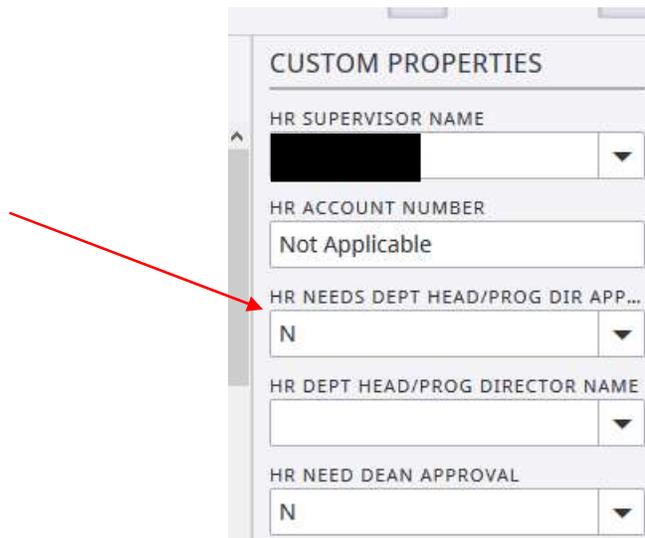
Does your policy have a public liability minimum of \$100,000 per person?  
 Yes  No

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.

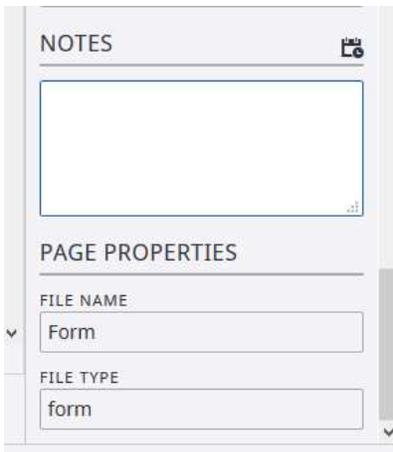
If you are an Associate Dean and don't want the Leave of Absence to go back to the Department Head or the Program Director make sure you select “No” for the option Needs Department Head/Program Director approval, since they have already reviewed the request. If you want them to review it again, select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



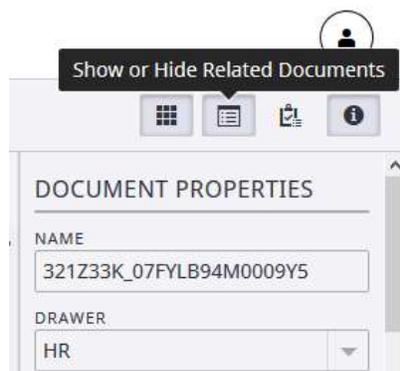
The image shows a screenshot of a 'CUSTOM PROPERTIES' form. The form contains several fields:

- HR SUPERVISOR NAME:** A dropdown menu with a blacked-out selection.
- HR ACCOUNT NUMBER:** A text field containing 'Not Applicable'.
- HR NEEDS DEPT HEAD/PROG DIR APP...:** A dropdown menu with 'N' selected. A red arrow points to this field.
- HR DEPT HEAD/PROG DIRECTOR NAME:** A dropdown menu.
- HR NEED DEAN APPROVAL:** A dropdown menu with 'N' selected.

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.

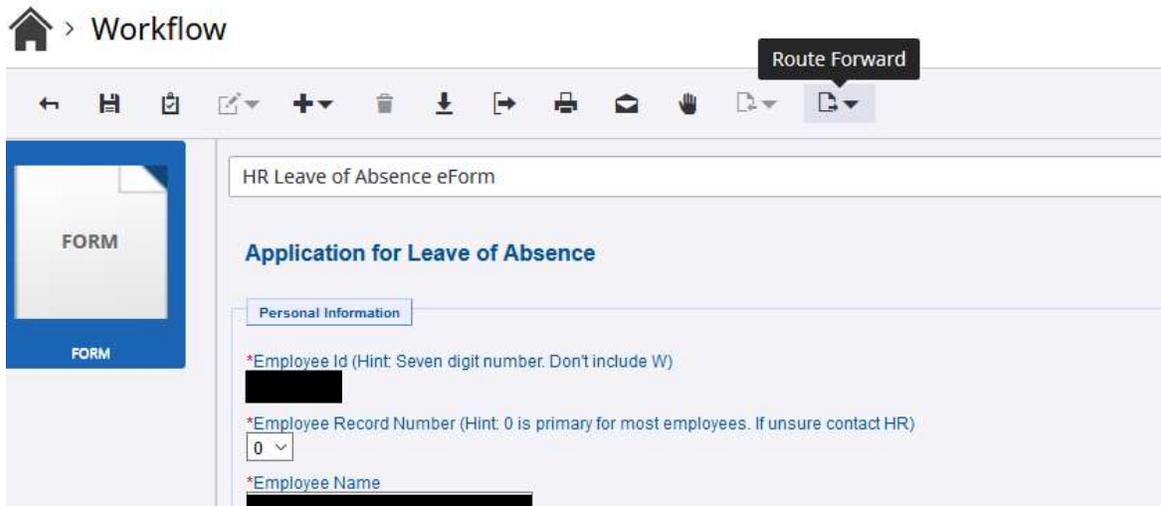


To view related documents, click the related documents icon from the upper right corner of the screen (example below). This will show you all the leave of absence forms that the employee has submitted that are currently scanned into the system.



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.

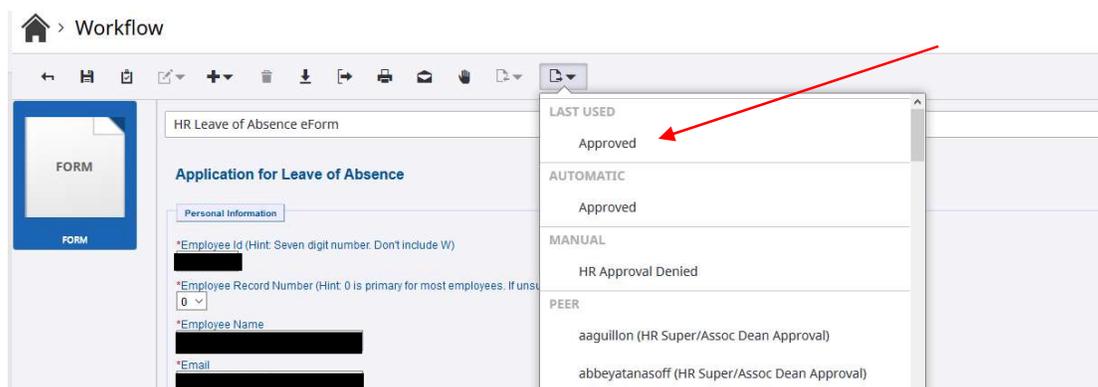
Once again viewing the document to be approved, please review the information in its entirety and update the customer properties accordingly. To approve, select the "Route Forward" icon at the top of the screen.



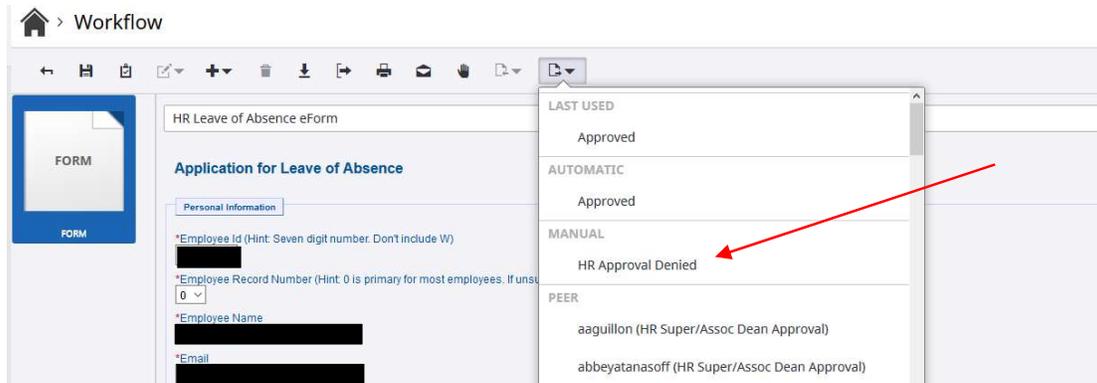
A box will pop up giving you options for routing forward.

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.

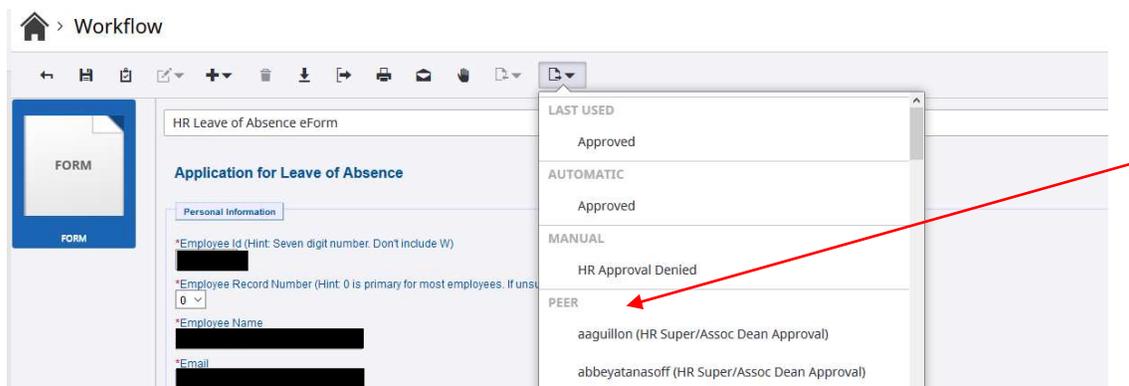


If you want to reject the Leave of Absence, select HR Approval Rejection. The submitor will receive a notification that their LOA has been denied.

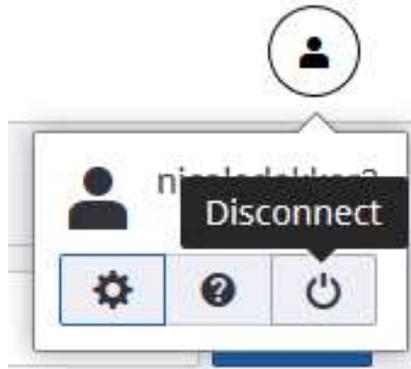


If the Leave of Absence was sent to you in error (meaning the employee doesn't report to you, or the person that sent it to you for additional approval doesn't report to you) then you can route it to the correct person by selecting the user that should be reviewing the request from the PEER section.

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.

A screenshot of a login page for the 'GRCC eDocs Test Environment'. The page has a light grey background. At the top center is the 'GRCC' logo in large blue letters. Below the logo is the text 'GRCC eDocs Test Environment'. In the center, there is a pink-bordered box containing the message: 'Your session has timed out due to inactivity.' Below this message are two input fields: 'User name' and 'Password'. At the bottom of the form is a blue button with the text 'Connect' in white.

For additional information on the Leave of Absence process, please visit [www.grcc.edu/loa](http://www.grcc.edu/loa).