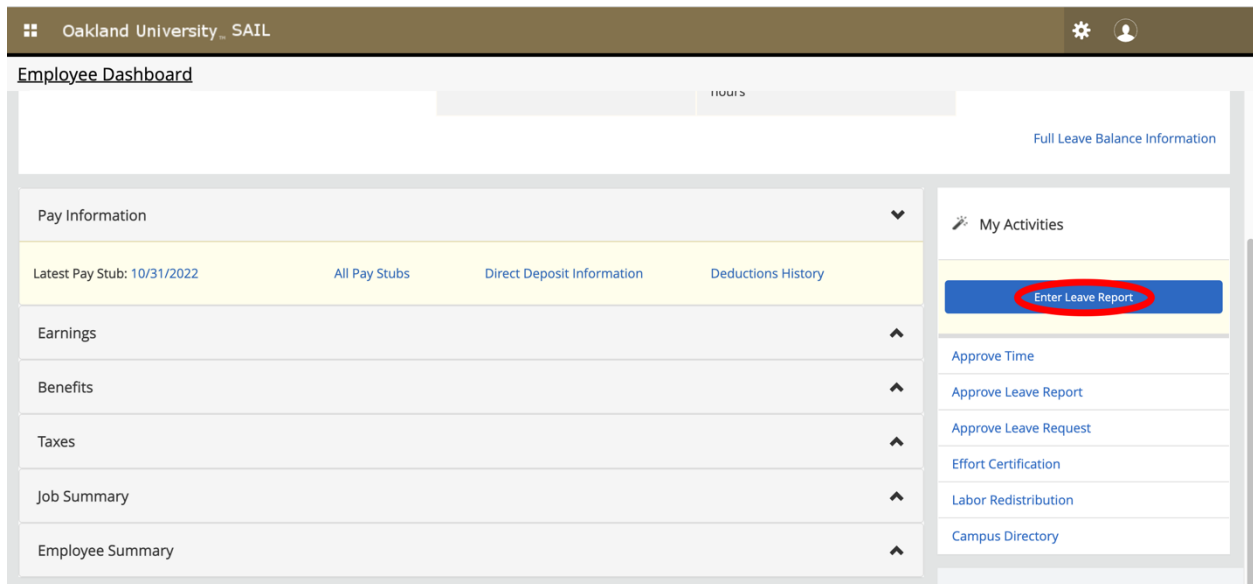


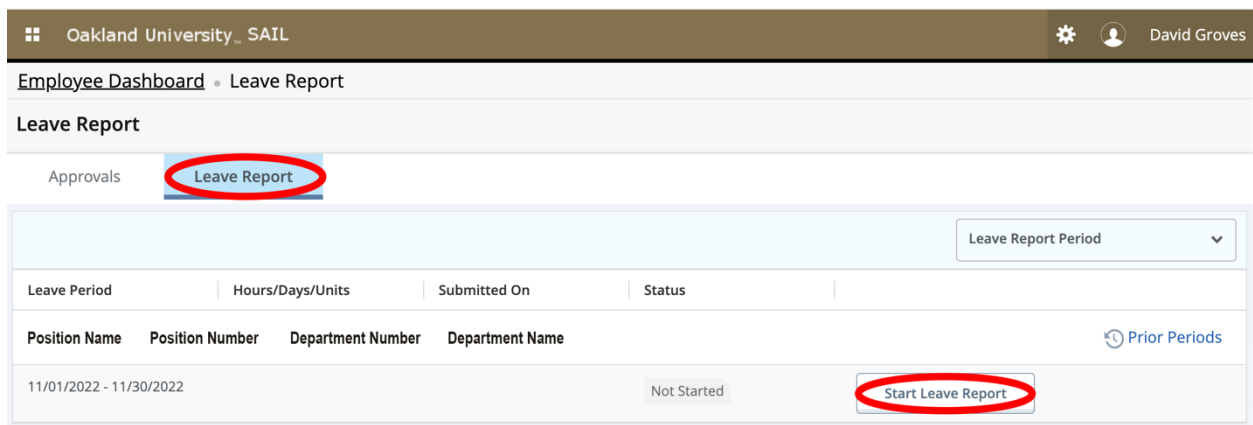
Leave Reporting and Time Entry Process

1. Log into Sail.
2. In the window that opens, click on the four squares icon in the top right corner, then click on "Menu" and then "**Employee Information**"
3. From the Employee Dashboard page, scroll to the "My Activities" section in the lower right corner of the window and click on the "**Enter Leave Report**" button.



The screenshot shows the 'Employee Dashboard' interface. On the left, there are several menu items: Pay Information, Earnings, Benefits, Taxes, Job Summary, and Employee Summary. On the right, the 'My Activities' section is expanded, showing a list of actions. The 'Enter Leave Report' button is highlighted with a red circle.

4. In the top right corner of the window that opens, ensure that the "Leave Report" tab is selected. Then click on the "**Start Leave Report**" button in the lower right corner of the window.



The screenshot shows the 'Leave Report' page. The 'Leave Report' tab is selected and circled in red. Below the tab, there is a table with columns for Leave Period, Hours/Days/Units, Submitted On, and Status. The first row shows a leave period from 11/01/2022 to 11/30/2022 with a status of 'Not Started'. The 'Start Leave Report' button is circled in red.

5. In the window that opens, click on a **calendar date field** for a day in which worked time or leave time must be reported.

Oakland University SAIL

Employee Dashboard > Leave Report

Position Name Position Number Department Number Department Name Restart Leave Report Leave Balances

11/01/2022 - 11/30/2022 36.00 Hours In Progress Submit By 12/15/2022, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
20	21	22	23	24	25	26

Add Earn Code

Sick Pay	8.00 Hours
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Total: 8.00 Hours

6. Below the calendar, a **“Select Earn Code”** dropdown menu will appear. Click on this and select the type of time that must be reported.

Oakland University SAIL

Employee Dashboard > Leave Report

Position Name Position Number Department Number Department Name Restart Leave Report Leave Balances

11/01/2022 - 11/30/2022 44.00 Hours In Progress Submit By 12/15/2022, 09:00 AM

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
20	21	22	23	24 8.00 Hours	25	26

Add Earn Code

Earn Code

- Select Earn Code
- Vacation
- Sick Pay
- Floating Day
- Holiday Pay
- December Recess

Cancel Save Preview

7. An **“Hours”** field will appear to the right of the dropdown menu. In this, enter the number of hours that must be reported for that day, and then click the **“Save”** button in the lower right corner of the window.
8. For more than one type of time that must be reported for a selected day, use the **“Add Earn Code”** link centered just below the calendar. After it is entered, the additional earn code will appear beneath the first option in the calendar date field.

9. Repeat step 6 as needed to complete the leave report, using the calendar scroll arrows to access various dates within the month.
10. To change time entries already entered, click on the calendar date field to be corrected and then click on the **pencil icon** to the far right of the time entry line item.
11. To duplicate a particular day's time entry across any selection of days within the reporting month, click on the **stacked square icon** to the far right of the time entry line item. A full-month calendar will appear in a pop-up window.

Copy Leave Report Entry
✕

Holiday Pay : 8.00 Hours (11/24/2022, THURSDAY)

Select Options

Copy to the end of pay period

Include Saturdays

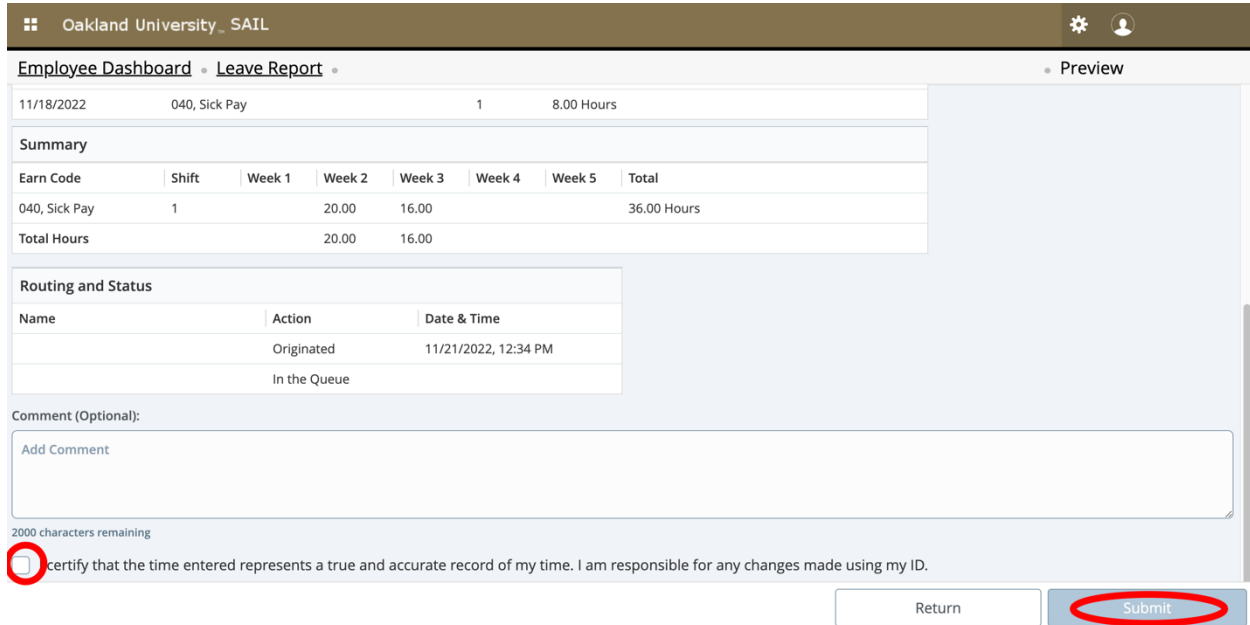
Include Sundays

Pay Period: 11/01/2022 - 11/30/2022 ?						
SUN	MON	TUE	WED	THU	FRI	SAT
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24 8.00 Hours	25 8.00 Hours	26
27	28	29	30	1	2	3

Cancel
Save

12. Click on the **calendar date fields** for days in which reported time should be duplicated. These fields will turn blue. To unselect a mistakenly chosen day, simply click on that calendar date field again.
13. Check box options on the upper right corner of the window allow easier duplication of time if applicable.
14. When the appropriate calendar date fields are selected for duplication, click on the **“Save”** button in the lower right corner of the window. Reported time will then appear in the calendar date fields selected for duplication.
15. When the leave report is complete and ready to be submitted, click on the **“Preview”** button in the bottom right corner of the window.
16. In the window that opens, review the leave time information provided for accuracy. To correct any errors made in reporting time, click on the **“Return”** button in the bottom right corner of the window.

17. When ready to submit, scroll to the bottom of the window and check the certification checkbox in the lower left corner, and then click on the **“Submit”** button in the lower right corner.



Oakland University_ SAIL

Employee Dashboard • Leave Report • Preview

11/18/2022	040, Sick Pay	1	8.00 Hours
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Summary

Earn Code	Shift	Week 1	Week 2	Week 3	Week 4	Week 5	Total
040, Sick Pay	1		20.00	16.00			36.00 Hours
Total Hours		20.00	16.00				

Routing and Status

Name	Action	Date & Time
	Originated	11/21/2022, 12:34 PM
	In the Queue	

Comment (Optional):

Add Comment

2000 characters remaining

certify that the time entered represents a true and accurate record of my time. I am responsible for any changes made using my ID.

Return Submit

18. The status of reported time can be checked at any time by clicking on the “Enter Leave Report” button in the “My Activities” section of the Employee Dashboard.