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.

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.
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.

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.

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.

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.

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.