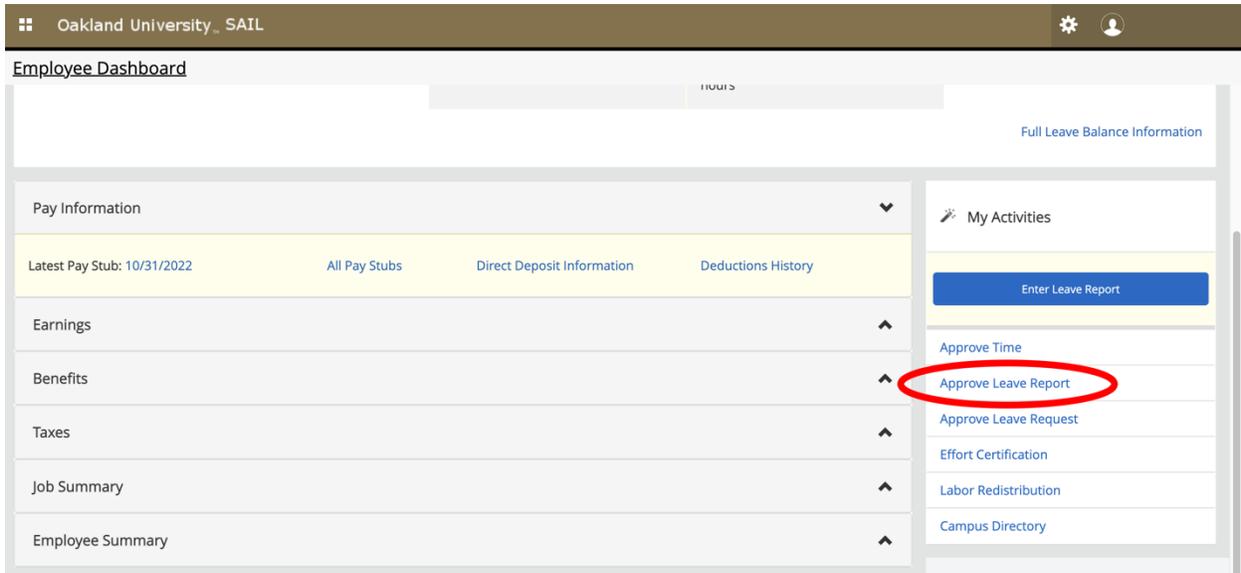
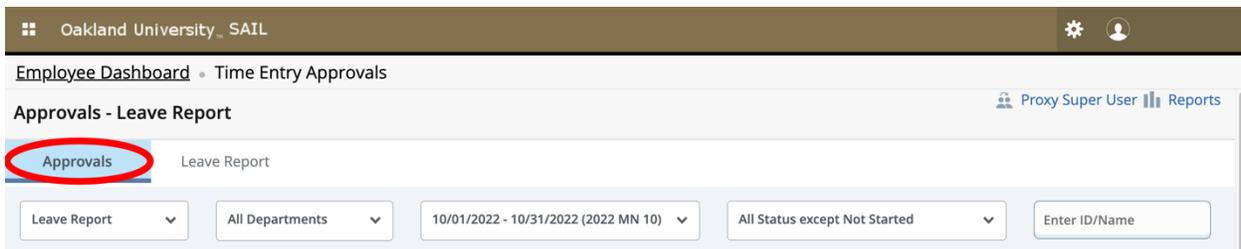


Time Entry and Leave Reporting Approval Process

1. Log into Sail.
2. From the Employee Dashboard page, scroll to the “My Activities” section in the lower right corner of the window and click on the “**Approve Leave Report**” link.



3. In the top right corner of the window that opens, ensure that the “**Approvals**” tab is selected.



4. Scroll to the bottom of the window and click on the **three vertical dots icon** to the far right of the leave report to be reviewed and approved.

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Employee Dashboard • Time Entry Approvals

Pending - In the Queue 0

In Progress 0

Returned 0

Error 0

Pending - Approved 0

Approved 0

Completed 2

Employee Name	ID	Organization	Hours/Days/Units		
Employee Name	GNUMBER		56.00 Hours	i	⋮
Employee Name	GNUMBER		16.00 Hours	i	⋮

- In the pop-up window that appears, select the **“Preview”** option.
- In the window that opens, review the information provided and click on the **“Details”** button at the bottom of the page to view additional information.
- Click on the **“Return for Correction”** button if there is information in the report that the employee needs to revise.
- Click on the **“Approve”** button if the report is accurate and ready to be submitted.

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Employee Dashboard • Time Entry Approvals • Editorial Content Mgr, 989290-00, U, 7159, Communications & Marketing • Preview

Leave Report Detail Summary

GNUMBER Employee Name

Position Name Position Number Dept. Number Department Name

Pay Period: 10/01/2022 - 10/31/2022 56.00 Hours

Time Entry Detail			
Date	Earn Code	Shift	Total
10/03/2022	030, Vacation	1	8.00 Hours
10/04/2022	030, Vacation	1	8.00 Hours
10/05/2022	030, Vacation	1	8.00 Hours
10/06/2022	030, Vacation	1	8.00 Hours
10/07/2022	030, Vacation	1	8.00 Hours
10/10/2022	040, Sick Pay	1	8.00 Hours
10/25/2022	040, Sick Pay	1	8.00 Hours

Return Details Return for Correction **Approve**