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.
5. In the pop-up window that appears, select the “**Preview**” option.

6. 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.

7. Click on the “**Return for Correction**” button if there is information in the report that the employee needs to revise.

8. Click on the “**Approve**” button if the report is accurate and ready to be submitted.