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.

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Employee Dashboard	_		110015		
					Full Leave Balance Information
Pay Information				*	My Activities
Latest Pay Stub: 10/31/2022	All Pay Stubs	Direct Deposit Information	Deductions History		Enter Leave Report
Earnings				^	
Benefits				^<	Approve Leave Report
Taxes				•	Approve Leave Request
Job Summary				~	Effort Certification Labor Redistribution
Employee Summary				^	Campus Directory

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

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Employee Dashboard Time Entry Approvals					
Approvals - Leave Report					
Approvals Leave Report					
Leave Report All Departments 10/01/2022 - 10/31/2022 (2022 MN 10) All Status except Not Started	← Enter ID/Name				

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 Ap	oprovals			
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	D ()
Employee Name	GNUMBER		16.00 Hours	D

- 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.

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Employee Dashboard • Time Entry Approvals • Editorial Content Mgr, 989290-00, U, 7159, Communications & Marketing • Preview									
Leave Report D	etail Summar	y							
GNUMBER Employee Position Name P Pay Period: 10/01/20	Name Position Number 022 - 10/31/2022	Dept. Number 56.00 Hours	Department Name						ļ
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	I	Details	Return fo	or Correction		Approve