



Monthly Leave Reporting – Clerical Technical Quick Reference Guide

OU Leave Reporting Submission/Approval Cycle

- Leave Reports span a monthly pay period. Leave Reports are available via SAIL the first day of the pay period.
- Leave Reports must be submitted by the Employee no later than 6:00pm the last day of the pay period.
- Leave Reports must be approved no later than 6:00pm the first business day of the next pay period.

Monthly Pay Period	Leave Report Submission & Approval	
Leave Reports are available via SAIL the first day of the pay period (12:01am)	Last Day of the Pay Period Submission deadline (6:00pm)	First Business Day of the Next Pay Period After the Submission Deadline Approval deadline (6:00pm)

Opening Your Leave Report

1. Log in to SAIL using your Net ID (E-mail username and password), and click **Employee Services**.
2. Select **TIME OFF CURRENT BALANCES AND HISTORY**, review leave available balances.
3. Click **Return to Menu**; select the **Monthly Leave Reports** link.
4. Click the appropriate Title & Department radio button.
5. Click the **Leave Report Period & Status** pull-down arrow and select the desired leave reporting period.
6. Click the **Leave Report** button.

Adjusting Your Hours

Changing hours you have entered for a day is no problem, as long as you have not submitted the leave report for approval.

1. From the **Leave Report** page, click the displayed hour's link for the date and earnings type to be changed.
2. Delete the number in the **Hours** field. Do not type a zero.
3. Click the **Save** button.
*Note: The time sheet now displays the **Enter Hours** link.*
4. Click the **Enter Hours** link for the correct date and earnings type.
5. Type the correct number of hours, to the nearest quarter hour, in the **Hours** field.
6. Click the **Save** button

Entering Hours for One Day

1. From the **Leave Report** page, click the **Enter Hours** link for the desired date and earnings type.
2. Type the number of hours, to the nearest quarter hour, in the **Hours** field.
3. Enter the number of hours worked each day for "hour's wk/d/pd" (see below).
4. Click the **Save** button.

Leaving a Comment on Your Leave Report

Use comments to explain any special circumstance(s) found on your leave report.

1. From the **Leave Report** page, click the **Comments** button.
2. Type your message in the **Enter or Edit Comments** box.
3. Click the **Save** button.
4. Click the **Previous Menu** button.

Entering Hours for a Pay Period

You can copy hours from one date to other pay period dates.

1. From the **Leave Report** page, click the displayed hours or **Enter Hours** link for desired date & earnings type.
2. Type the number of hours, to the nearest quarter hour, in the **Hours** field.
3. Click the **Copy** button.
4. Click the **Copy by Date** checkbox for dates to be copied.
5. Click the **Copy** button.

Note: A message displays that the hours were copied.

Printing Your Leave Report

Use the page setup to layout your leave report for printing.

Note: Printed report layout could vary depending on printer.

1. From the **Leave Report** page, click the **Preview** button.
2. Click the **File** menu and click **Page Setup** from the list.
3. Click the **Landscape** radio button.
4. Adjust the margins by typing **.2** in the **Left** and **Right** fields and then click the **OK** button.
5. Click the **File** menu and click **Print** from the list.
6. Click the **OK** or **Print** button.

Submitting Your Leave Report

Check the selected leave period, earnings types, and recorded times for accuracy prior to submitting your leave report.

1. From the **Leave Report** page, click the **Submit for Approval** button.
2. Type your **Net ID** (E-mail username and password) in the **Certification Statement's** applicable fields.

***Note:** This is the equivalent of signing your leave report; it certifies your approval that the leave report information is accurate.*

3. Click the **Submit for Approval** button.

***Note:** A message displays that your leave report was submitted.*

Employee Responsibilities

- Submit your leave report any time prior to the 6:00pm deadline the last day of the pay period.

***Note:** Leave Report deadlines may change to accommodate holidays.*

- Check the selected pay period, earnings types, and recorded times for accuracy prior to submitting your Leave Report.

***Note:** You will be required to certify that the leave report information is accurate.*

- Enter hours worked for each day worked.
- Verify leave balance amounts via the SAIL **Employee Services>Time Off Current Balances and History** link before submitting your leave report. If your leave balances are insufficient to cover your reported hours, your next month's pay may be docked. Note: A Leave Balance link is also available from various screens within Leave Report.
- Add comments to your leave report to document any special circumstances.
- If you are unable to submit your leave report by the deadline, contact your Approver and/or Payroll to make arrangements to complete and submit your leave report.
- Check two days after date of submission for approval status of your Leave Report. If it has **not** been approved, follow up with your **Approver**.

Quick Tips and Reminders

- DO NOT USE your browser Back button to navigate or you may lose work you have completed.
- Use the Next and Previous buttons to navigate between all weeks of the pay period.
- You must log in to SAIL using your **Net ID** (same as your e-mail username and password).
- You can view the status of your leave report. See Opening Your Leave Report for more information.
- Your Leave Report will only show earning types related to your job/position.
- Leave Reports will be available via SAIL the first day of the pay period at 12:01am.
- Early Leave Reports can be submitted at any time prior to the submission deadline.
- Record your time to the nearest quarter hour.
- A zero (0) should not be recorded in your leave report.
- Contact your Approver to return a submitted leave report.

Additional Help

- Contact the Helpdesk at helpdesk@oakland.edu or 248-370-4567 (HELP) for questions and help about your Net ID.
- Contact Payroll at 248-370-3472 for questions and help entering and approving time sheets and leave reports.
- If you have an employee who is on any type of leave of absence, please contact University Human Resources at 248-370-3484 for further instructions.