



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 Day of the Next Pay Period After the Submission Deadline Approval deadline (6:00pm)

Approving Time

Accessing the Summary Page

1. From the **Employee Services** menu in SAIL, click the **Monthly Leave Report** link.
2. Click the **Approve or Acknowledge Time** radio button.
Note: If you are acting on behalf of another Approver, select the appropriate choice from the Act as Proxy pull-down arrow.
3. Click the **Select** button.
4. Click the appropriate **Department and Description** radio button.
5. Click the **Pay Period & Status** pull-down arrow and select the desired pay period.
6. Click the **Sort employees' records by Status then by Name** radio button.
7. Click the **Select** button.
8. **Summary** page displays.

Approving Time

1. From the **Pending** section of the Summary page, click the **Comments** link in the **Other Information** column.
2. Review comments carefully.
3. Click on the employee's name to access the leave report.
4. Carefully review all details and click the **Approve** button.
OR if Leave Report needs correction:
5. Click the **Comment** button and leave a comment indicating what needs to be corrected and click the **Save** button.
6. Click the **Previous Menu** button.
7. Click the **Return for Correction** button.

Note: Due to submission deadlines, contact the employee directly about corrections needed to ensure prompt resubmission.

Approver Responsibilities

- Review all recorded time for completeness and accuracy.
- Approve time by the 6:00 pm Approval Deadline.
Note: Leave report deadlines may change to accommodate holidays.
- Remind employees to check leave balances availability against hours claimed before submitting their leave reports.
- Approvers have the ability to override Leave Reports if an employee is unavailable, but should only do so in extreme situations.
- It is strongly recommended that Approvers should designate a Proxy who can approve Leave Reports in their absence.
Note: See below on how to designate a Proxy.

Designating a Proxy

Note: Carefully consider the employee you designate as your Proxy. This person will assume your rights/responsibilities, and must have an approved signature card in Accounts Payable.

1. From the **Time Reporting Selection** page, click the **Proxy Set Up** link (bottom center).
2. From the **Proxy Set Up** page, click the **Name** pull-down arrow and select the person you want to designate as a Proxy.
3. Click the **Add** checkbox next to the person you want to add as a Proxy.
4. Click the **Save** button.
5. Notify the Payroll department and your new Proxy of the change.

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.