Step 1
Log into Portal

Step 2
Please enter your UNA username and password

leolion@una.edu

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Sign in

By accessing this system, you are agreeing to all policies governing the University of North Alabama's (UNA's) systems. Current policies can be viewed here. Unauthorized users should disconnect immediately.
Step 3

On the Employee menu, select “Employee Dashboard”. Note: by mid-Fall, 2022, the Employee menu may take you directly to the Employee Dashboard.

Step 4

Then select Approve Time or Approve Leave.
Step 5: From the dropdown menu, be sure to select the time/leave period you intend to approve. Also, you can select whether you want to approve time or leave here.

Step 6: Click on each person’s name to view and approve their timesheet/leave report.
Step 7

Review the time/leave report for accuracy and take action at the bottom of the screen.

If there are corrections that need to be made, enter comments in the appropriate field and select “return for correction”.

If no corrections are needed, click “Approve”.

Step 8

Timesheet successfully approved.

Look for this message in the top right corner of the screen.