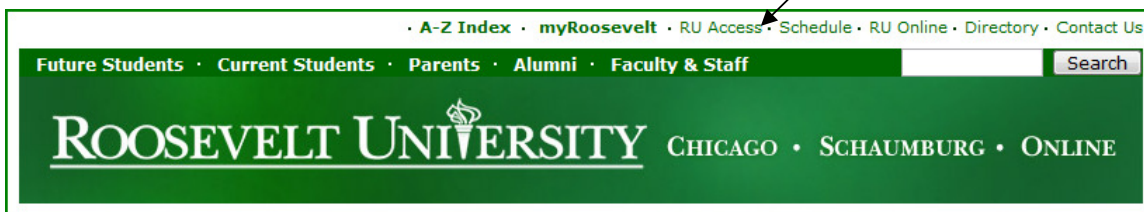


Web Time Entry in Banner  
Time and Leave Reporting  
Approving Leave Reports

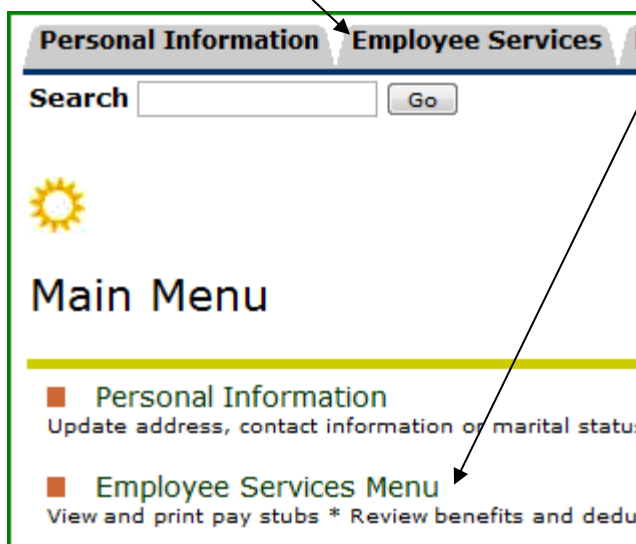
1. From any computer, enter RU Access. The link to RU Access is available in the top right corner of [www.roosevelt.edu](http://www.roosevelt.edu).



2. Log in with your User ID (Roosevelt University ID) and PIN.  
*User ID = nine-digit number beginning with 9.*  
*PIN = your birth date in MMDDYY format. You must change this and set a Personal Security Question and Answer during your first login to RU Access.*

A screenshot of the RU Access login page. It contains instructions for the User ID and PIN. The User ID is described as a nine-digit number beginning with 9, with a link to a page if the user does not know their ID. The PIN is described as the user's birth date in MMDDYY format, with a note that it must be changed during the first login. Below the instructions are two input fields: "User ID:" and "PIN:". There are also "Login" and "Forgot PIN?" buttons. An arrow points from the "User ID:" label to the input field.

3. Select **Employee Services** tab or Employee Services Menu link from the main menu.



- Select **Leave Report** from the bullet options.

Report time worked (Student and Part-T

- Leave Report
- Report time off (Administrators)
- Benefits & Deductions

- Select Approve or Acknowledge Time and then **Select**.

### Time Reporting Selection

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#### Selection Criteria

	<b>My Choice</b>
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self ▾
Act as Superuser:	<input type="checkbox"/>

- Choose the correct Department & Leave Period from the drop-down menu and select the sort order. Click on **Select**.

### Leave Report

Department and Description	My Choice	Leave Period
2, 45110, Office of the Chief Hum Res Officer	<input checked="" type="radio"/>	M2, Jul 01, 2009 to Jul 31, 2009 ▾
2, 45210, Office of Compensation Bene & Tech	<input type="radio"/>	M2, Jan 01, 2009 to Jan 31, 2009
2, 45310, Office of Emp Rel Leadship & Recog	<input type="radio"/>	M2, Feb 01, 2009 to Feb 28, 2009
2, 45410, Office of Recruitment & Employ	<input type="radio"/>	M2, Mar 01, 2009 to Mar 31, 2009
		M2, Apr 01, 2009 to Apr 30, 2009
		M2, May 01, 2009 to May 31, 2009
		M2, Jun 01, 2009 to Jun 30, 2009
		M2, Jul 01, 2009 to Jul 31, 2009

#### Sort Order

	<b>My Choice</b>
Sort employees' records by Status then by Name:	<input checked="" type="radio"/>
Sort employees' records by Name:	<input type="radio"/>

7. From the Department Summary page, click an employee's name to view the detailed leave report.

Pending			
ID	Name and Position	Required Action	T D
960900058	<a href="#">Jack Nicolson</a> A99000 - 00	Approve	

8. If the employee's leave report has been verified as correct, click Approve to complete the leave report and the time will be instantly debited from the employee's leave balances.  
If the employee's leave report need corrections you can click Return for Correction which will place the leave report back in the hands of the employee to make changes, or you can click Change Record to make changes to the employee's leave report.  
Click the Next and Previous buttons to switch between multiple employees.

