

Web Time Entry in Banner Time and Leave Reporting **Approving Time Sheets**

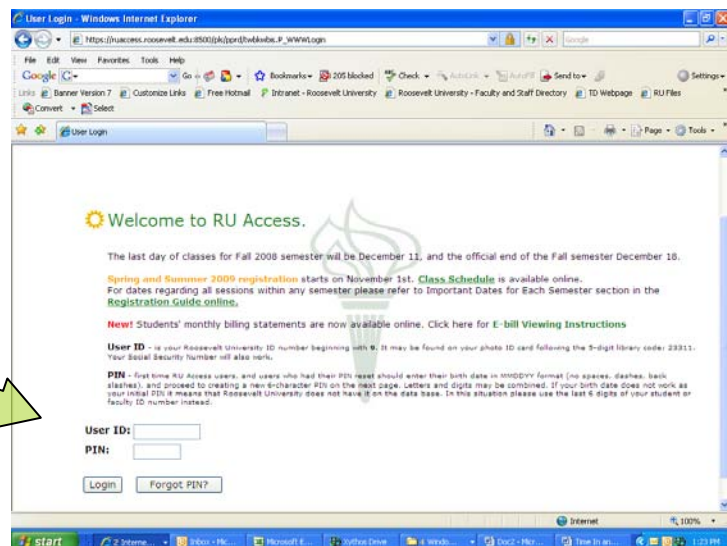
1. From any computer, enter RU Access. The link to RU Access is available in the top right corner of www.roosevelt.edu.



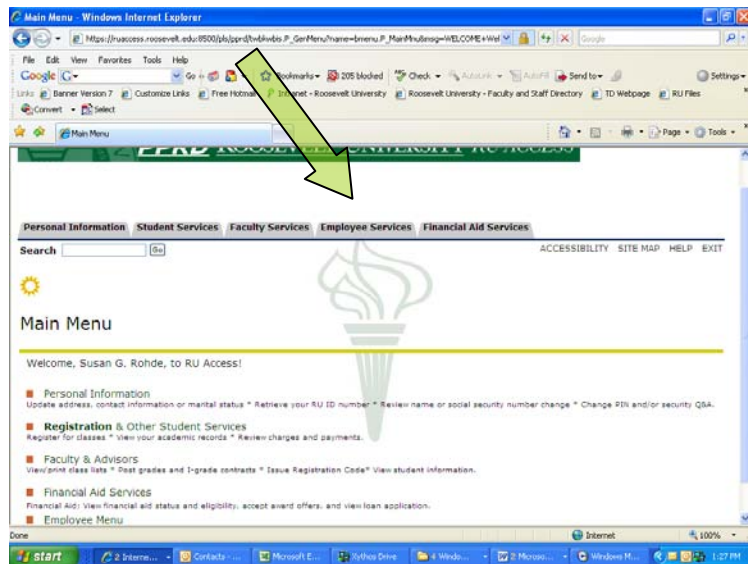
2. Log in with your User ID (Banner Employee Number) and PIN.

User ID = nine-digit number beginning with 9.

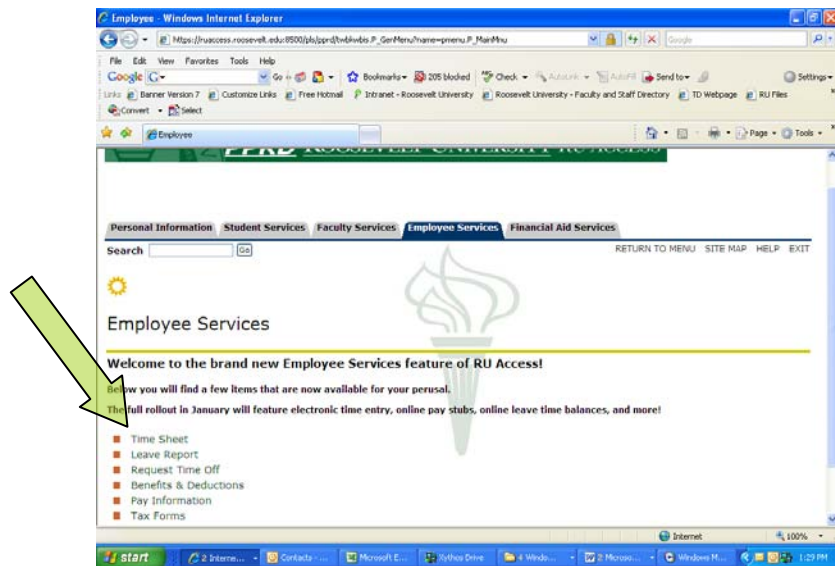
PIN = your birth date in MMDDYY format. You must change this and set a Personal Security Question and Answer during your first login to Banner Web.



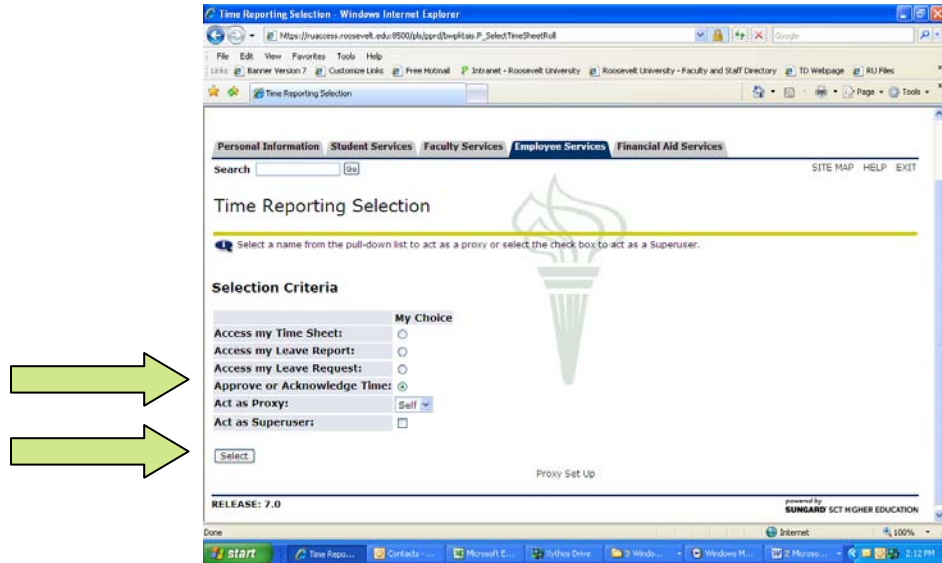
3. Select **Employee Services** tab.



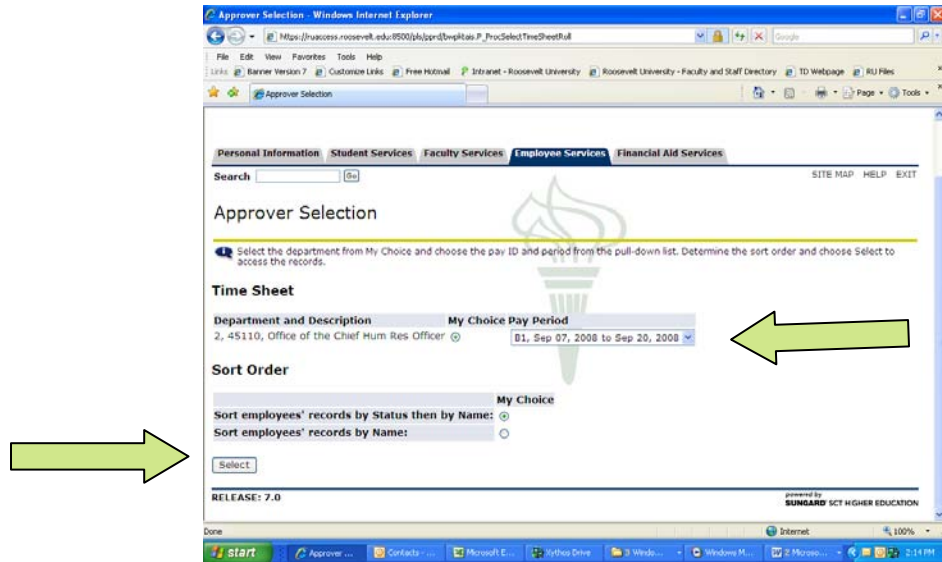
4. Select **Time Sheet** from the bullet options.



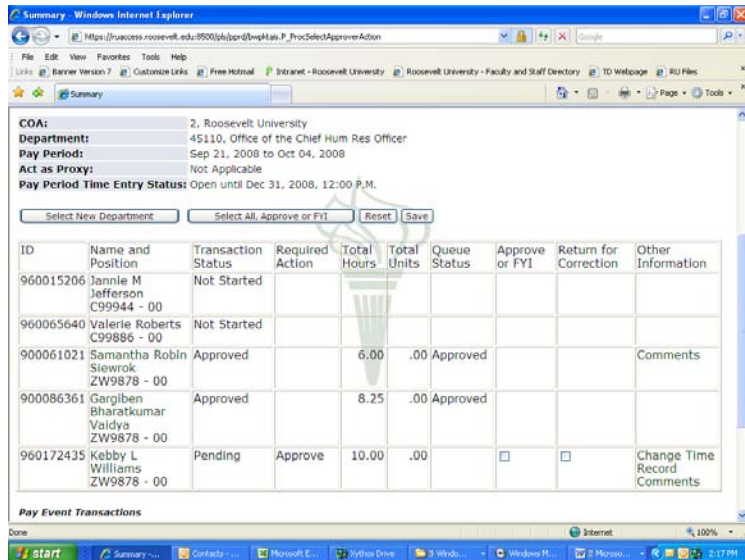
5. Select the button to the right of **Approve or Acknowledge Time**. Click on **Select**. If acting as a proxy, select the name of the person you are acting as proxy for.



6. Choose the correct pay period from the drop-down menu and select the sort order. Click on **Select**.



- The Department Summary page allows you to view total hours for all part-time hourly employees reporting to you. Select the employee's name to access schedule details.

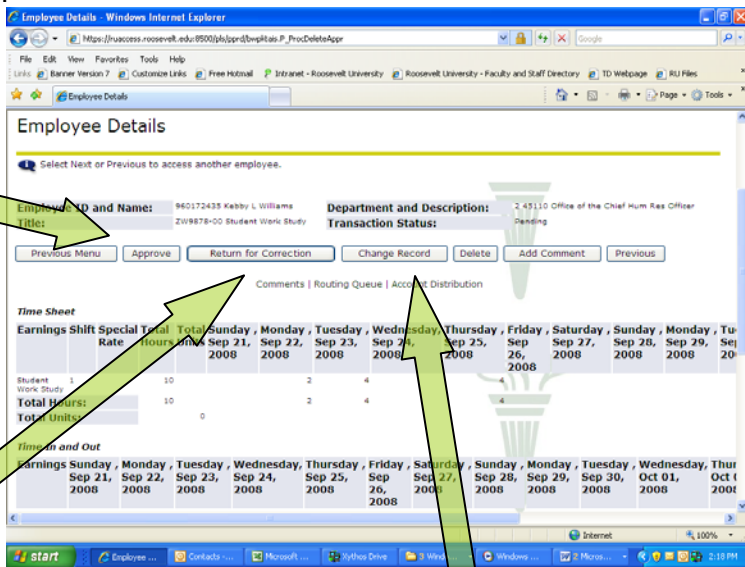


- You have several options.

You may select **Approve** once you are sure that time is recorded accurately. You will return to the Employee Details Page and the message will read Time transaction successfully submitted.

If you select **Return for Correction** from the Employee Details Page, you will return to the Employee Details Page and the message will read Time transaction successfully returned for correction.

If you select **Change Record**, the Time and Leave Reporting page will appear, click on the day you are changing. From the Time In and Out page, make the corrections and select **Save**. Click on Previous Menu to return to the **Time and Leave Reporting** page where you can add comments by selecting the **Comments** option or **Approve**.



If you make changes or return a time sheet, it is important to e-mail students of the change. If the employee must make changes, the timesheet will again be returned to you, the supervisor, to submit for approval.

Time sheets must be submitted for approval by 10:00 on the Monday preceding pay day.

It is important to note that you are approving a legal document. When you click Approve, you are agreeing that the employee has complied with both legal requirements and university policies.