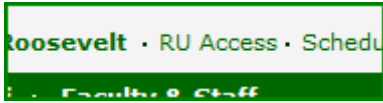


Web Time Entry in Banner
Time and Leave Reporting
Recording Leave Time for Administrators

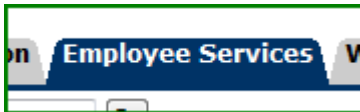
1. From any computer, enter RU Access. The link to RU Access is available in the top right corner of www.roosevelt.edu.



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

*User ID = Roosevelt 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 **Leave Report** from the bullet options.



5. If you are also a Web Time Entry supervisor, select the button to the right of **Access my Leave Report**. Click on **Select**.

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

Select

- From the drop-down menu, select the pay period. Click on **Leave Report**.

My Choice Leave Report Period and Status	
<input checked="" type="radio"/>	Jan 01, 2009 to Jan 31, 2009 Not Started ▾

Administrators record their time as Vacation, Sick Pay or Unplanned Absence. Record the number of hours and the reason (from the three choices) you were away from the office. For a full day absence, record 7.5 hours.

If you record Vacation, the system will automatically deduct the hours from your overall vacation benefit. If you record time away as Sick Pay or Unplanned Absence, the system will track but not deduct time.

The Unplanned Absence option is intended to record those times that you are away from the office for a portion of the day; leave early for the dentist, arrive late after meeting your child's teacher, etc. Because administrators are paid for their performance rather than the number of hours worked, within reason we will not deduct partial days off as vacation. Speak with your supervisor if you are unsure if you should record Unplanned Absence or Vacation Day.

- Click **Enter Hours** at the intersection of the date and the reason. On the new screen, enter the number of hours you are away and click **Save**.

Earning	Total Hours	Total Units	Thursday Jan 01, 2009	Friday Jan 02, 2009	Sa Ja
Vacation Pay	0		Enter Hours	Enter Hours	
Sick Leave Pay	0		Enter Hours	Enter Hours	
Unplanned Absence Admin	0		Enter Hours	Enter Hours	
Winter Floating Holiday	0		Enter Hours	Enter Hours	
Total Hours:	0		0	0	0
Total Units:		0	0	0	0

Earning:	Vacation Pay
Date:	Jan 01, 2009
Hours:	<input type="text" value="7.5"/>
<input type="button" value="Save"/> <input type="button" value="Copy"/>	

8. You will see that your time away has been recorded for that pay period. At the end of the month, confirm that you have accounted for your time away from the office and Submit for Approval.

<input type="button" value="Position Selection"/>	<input type="button" value="Comments"/>	<input type="button" value="Preview"/>	<input type="button" value="Submit for Approval"/>	<input type="button" value="Restart"/>	<input type="button" value="Next"/>
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If you return to the Employee Services tab, you may select Leave Balances for information on your fiscal-year-to date balance.