Web Time Entry in Banner
Time and Leave Reporting
Setting a Proxy

As a supervisor, you have the responsibility to approve your employee's electronic time sheet. Knowing that you may not always be available, we recommend you select and set a "proxy" who can approve time sheets in your absence.

1. From any computer, enter RU Access
   (https://ruaccess.roosevelt.edu/pls/prod/twbkwbis.P_WWWLogin)

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 Sheets.

5. At the bottom, center of the webpage, click on Proxy Set Up.

6. Select the person you are designating as proxy from the drop down menu. Click in the box and then select Save.