

Web Time Entry in Banner
Time and Leave Reporting
Time In and Out for Part-time Hourly Employees
(including Student Workers, Federal Work-Study Students)

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 **Time Sheet** from the bullet options.
5. Select the correct pay period and click on **Time Sheet**.
6. On the page titled, Time and Leave Reporting, click on **Enter Hours** under the correct date.
7. Record time at intervals of 15 minutes in the 99:99 format. For example, 9:00, 9:15, 9:30 or 9:45. Select **Save** to display total hours or **Time Sheet** to return to the Time and Leave Reporting Page.

Record your actual time rather than your scheduled time. For example, if you are scheduled to arrive at 9:00 but due to train delays you arrive at 9:10, enter your time as 9:15.

We allow hourly employees at 5-minute grace period. If you arrive 5 minutes after your scheduled time, record yourself as arriving on time. It is important to note that we will not deduct time during the grace period, however you are still tardy. Hourly employees are expected to be at their work stations, ready to work, by their scheduled start time.

Please record your time daily. If you take a break or meal period, enter your Time Out when you leave and Time In again when you return.

8. At the end of the pay period, confirm that your time is recorded accurately and **Submit for Approval**. **Your time sheet is due by midnight on the Saturday prior to pay day.**
9. You will be prompted to record your PIN again. By doing so, you certify that your time, as it is recorded, is accurate.
10. The screen will report that Your Time Sheet was Submitted Successfully.