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

1. From any computer, log in to RU Access. The link to **RU Access ▶** is available in the top right corner of the Roosevelt University homepage www.roosevelt.edu.

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

   User ID: 900111222
   PIN: ••••••

   [Login] [Forgot 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.
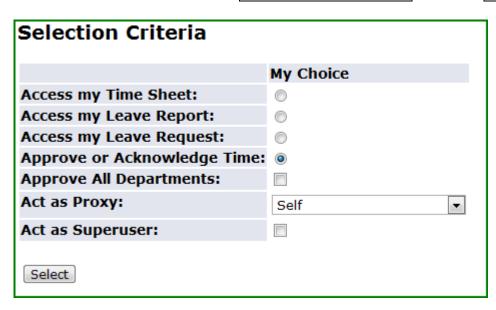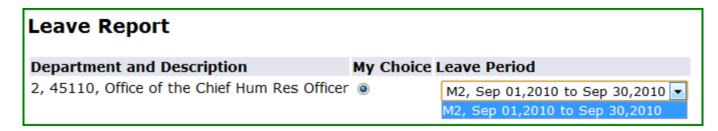
3. Select Employee Services tab.

   Employee Services

4. Select Leave Report from the bullet options.

   ■ Leave Report
   Report time off (Adminstrators)

5. Select the button to the right of Access my Leave Report. Click on Select.

   ## Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	◉
Approve All Departments:	☐
Act as Proxy:	Self ▼
Act as Superuser:	☐

   [Select]

6. Choose the correct Department & Leave Period from the drop-down menu. Click on Select .

Leave Report

Department and Description	My Choice	Leave Period
2, 45110, Office of the Chief Hum Res Officer	◉	M2, Sep 01,2010 to Sep 30,2010 ▾
		M2, Sep 01,2010 to Sep 30,2010

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

Pending				
ID	Name, Position and Title	Required Action	Total Days	T H
900224969	Jack Nicholson A99999 - 00 Writer/Actor	Approve	3.00	

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.

   To select another employee, click on Previous Menu to return to the list of names, or use the Next and Previous buttons.

   | Previous Menu | Approve | Return for Correction | Change Record | Delete | Add Comment | Next |