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 and PIN Input](image)

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

   ![Selection Criteria](image)
6. Choose the correct Department & Leave Period from the drop-down menu. Click on Select.

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

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.