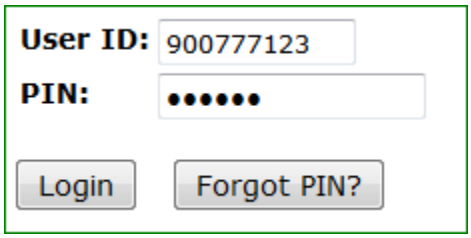
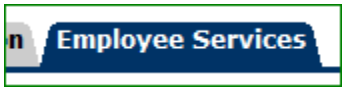
RU Access Time Sheets
Supervisor Approvals

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.

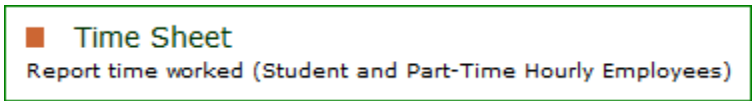
2. Log in with your User ID (Roosevelt ID Number) and PIN.



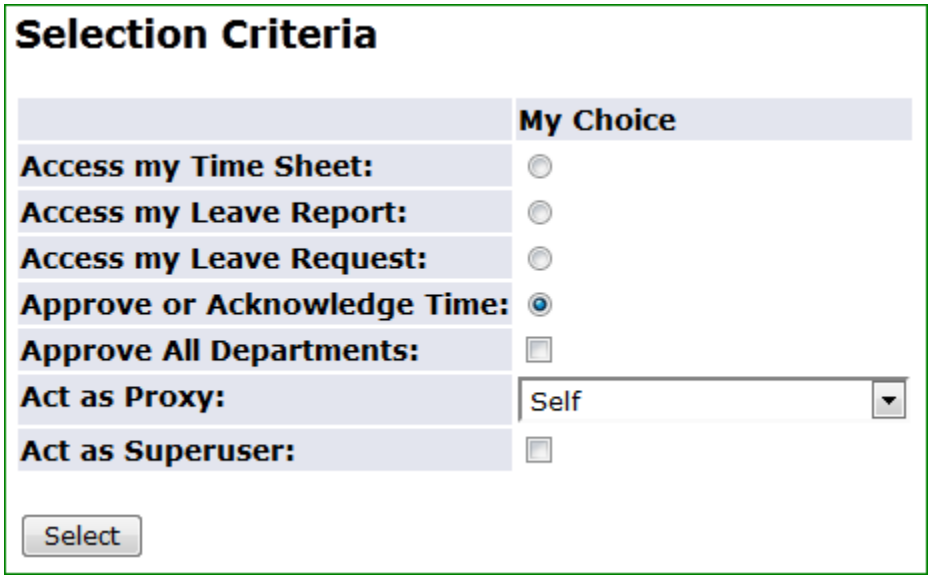
3. Select Employee Services tab or click Employee Services Menu.



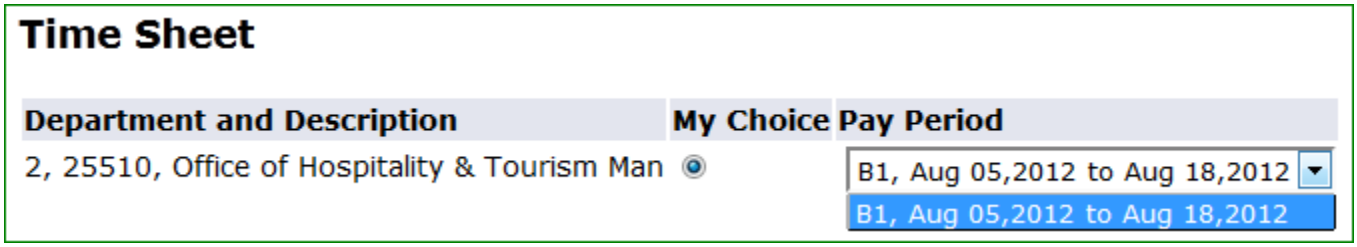
4. Select Time Sheet from the bullet options.



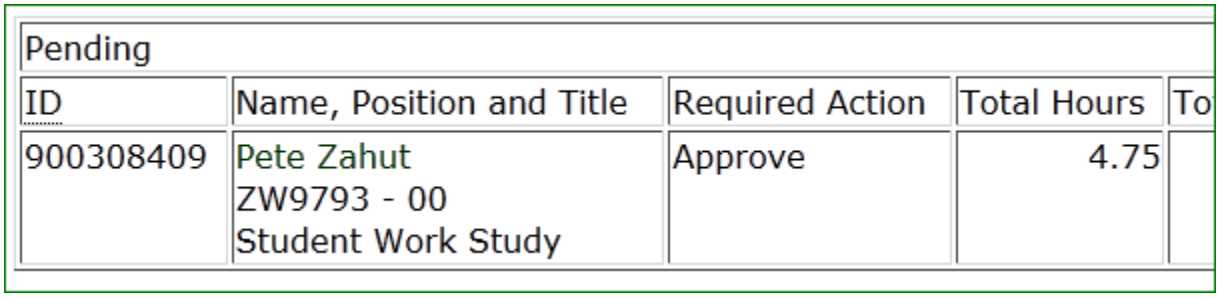
5. Select the button to the right of Approve or Acknowledge Time and click Select. If acting as a proxy, select the name of the person from the drop-down.



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



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



Pending

ID	Name, Position and Title	Required Action	Total Hours	To
900308409	Pete Zahut ZW9793 - 00 Student Work Study	Approve	4.75	

8. If the employee's time sheet has been verified as correct, click Approve to complete the time sheet.

   If the employee's time sheet need corrections you can click Return for Correction which will return the time sheet to the employee to make changes, or you can click Change Record to make changes to the employee's time sheet yourself.

   If you make changes or return a time sheet, it is important to notify the employee. If the employee must make changes, the timesheet will be submitted back to you for approval.

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

   Time sheets must be submitted for approval by the employee by 11:59 PM on the last Saturday of the pay period. **Supervisors must review and approve all time sheets by 10:00 AM on the Monday following the end of the pay period.**