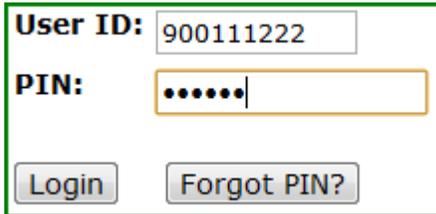


Web Time Entry in Banner
Time and Leave Reporting
Recording Leave Time for Administrators

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.



The screenshot shows a login form with two input fields. The first field is labeled "User ID:" and contains the text "900111222". The second field is labeled "PIN:" and contains six dots. Below the fields are two buttons: "Login" and "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.*

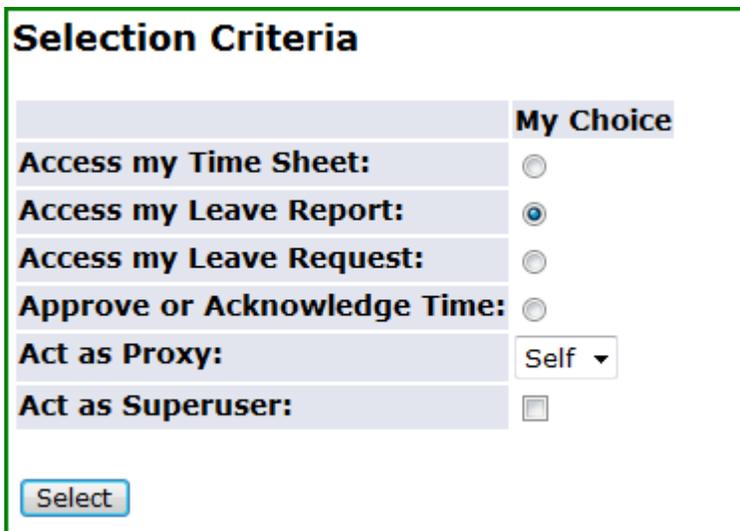
3. Select [Employee Services](#) tab.



4. Select [Leave Report](#) from the bullet options.



5. If you are also a Time Sheet or Leave Report approver, select the button to the right of [Access my Leave Report](#). Click on [Select](#).



The screenshot shows a form titled "Selection Criteria". It has a table with the following rows:

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input checked="" type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input type="radio"/>
Act as Proxy:	Self ▼
Act as Superuser:	<input type="checkbox"/>

At the bottom of the form is a "Select" button.

6. From the drop-down menu, select the pay period. Click on **Leave Report**.

My Choice Leave Report Period and Status

Sep 01,2010 to Sep 30,2010 Not Started ▼

Administrators record their time as Vacation Pay, Sick Leave Pay, Unplanned Absence, or Winter Floating Holiday. Record the day and the reason (from the four choices) you were away from the office. For a full day absence, record 1 day. Reporting partial day absences is not enabled.

If you record Vacation, the system will automatically deduct the hours from your overall vacation allotment (when the leave report has been submitted and approved). If you record time away as Sick Pay or Unplanned Absence, the system will track but not deduct time.

7. Click **Enter Days** at the intersection of the date and the reason. On the new screen, enter 1 and click **Save**. You will see that your absence has been recorded for that pay period.

Earning	Total Days	Total Units	Wednesday Sep 01,2010	Thursday Sep 02,2010	Fri Se
Vacation Pay	0		Enter Days	Enter Days	
Sick Leave Pay	0		Enter Days	Enter Days	
Unplanned Absence Admin	0		Enter Days	Enter Days	
Winter Floating Holiday	0		Enter Days	Enter Days	
Total Days:	0		0	0	0
Total Units:		0	0	0	0

Earning: Vacation Pay

Date: Sep 01,2010

Days:

8. Use the **Previous** and **Next** buttons to access the rest of the days of the month. At the end of the month, confirm all absences have been recorded and **Submit for Approval**.

If you return to the **Employee Services** tab, you may select **Leave Balances** for information on your fiscal year-to-date balances.