

RU Access Time Sheets  
Recording Time In and Out

- From any computer, log in to RU Access. The link to **RUAccess** is available in the **FACULTY & STAFF** drop down menu of the Roosevelt University homepage [www.roosevelt.edu](http://www.roosevelt.edu).

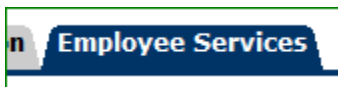
- Log in with your NetID (everything before the @ symbol in your email address) and associated password.

**NetID:**

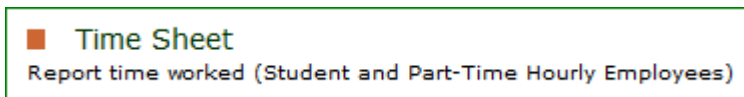
**Password:**

[Click Here for Help with Login?](#)

- Select **Employee Services** tab or click **Employee Services Menu**.



- Select **Time Sheet** from the bullet options.



- From the drop-down menu, select the pay period. If you have more than one job listed, click the radio button under My Choice. Click on **Time Sheet**.

Title and Department	My Choice	Pay Period and Status
Student Work Study, ZW9793-00 Office of Hospitality & Tourism Man, 25510	<input checked="" type="radio"/>	Aug 05,2012 to Aug 18,2012 Not Started ▼

- Click **Enter Hours** to record time for that day.

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Sunday Aug 05,2012	Monday Aug 06,2012	Tu Au
Regular Pay	1	0	0		Enter Hours	Enter Hours	
<b>Total Hours:</b>			0		0	0	
<b>Total Units:</b>				0	0	0	

- Record time at intervals of 15 minutes in the 99:99 format with AM and PM. Click **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 09:15.

We allow hourly employees at 7-minute grace period. If you arrive 7 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.

<b>Date:</b>		Monday, Aug 06, 2012			
<b>Earnings Code:</b>		Regular Pay			
Shift	Time In		Time Out		Total Hours
1	09:00	AM	12:45	PM	3.75
1	02:15	PM	03:15	PM	1
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					4.75

- Use the **Next** and **Previous** buttons on the main time sheet page to access the other weeks of the pay period. At the end of the two week pay period, confirm all hours have been recorded and click **Submit for Approval**.

- After you submit for approval, you will be required to re-enter your login PIN as a certification of hours. Following successful submission of your time sheet, you will see a message stating "Your time sheet was submitted successfully."

**PIN:**

