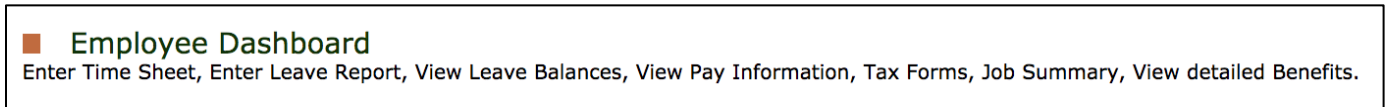


RU ACCESS Student Employee Timesheets Recording Time In and Out

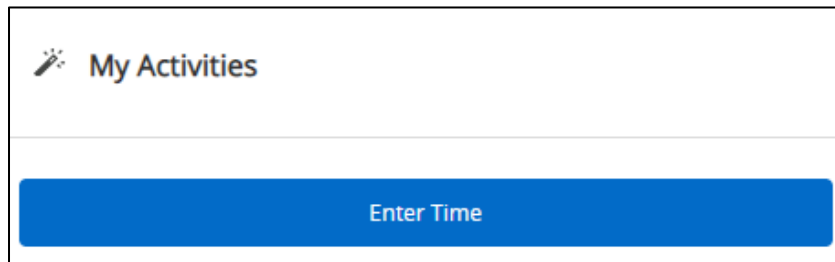
1. From any computer, log into RU ACCESS (ruaccess.roosevelt.edu) using your NetID (everything before the “@” symbol in your email address) and password.
2. Select the “Employee Services” tab from the top menu options.



3. Select “Employee Dashboard” from the menu list.



4. In the bottom right corner of the Employee Dashboard, under the “My Activities” section, select “Enter Time” to access your timesheet.



5. If you are starting a new timesheet for that pay period, you may click on “Start Timesheet” to open it up. If you are editing a timesheet you have already started to fill out, you may click on that timesheet’s row to open that timesheet back up. You will also be able to see the status of current and past timesheets.

Timesheet				
Approvals		Timesheet		
Pay Period	Hours/Units	Submitted On	Status	
12/13/2020 - 12/26/2020			Not Started	<button>Start Timesheet</button>
11/29/2020 - 12/12/2020			In Progress	
11/15/2020 - 11/28/2020	Hours		In Progress	
11/01/2020 - 11/14/2020	Hours	11/16/2020	Completed	

6. To log your hours, specify the day you want to log hours for by clicking on that specific day, so it becomes highlighted. If you do not see the right day you want to select, you may need to use the left or right “side arrows” to view the 2nd week of days that the timesheet holds (Reminder, each timesheet typically allows you to log 14 days’ worth of time on it which are broken down into Week 1 and Week 2).

12/13/2020 - 12/26/2020 | In Progress | Submit By 12/26/2020, 11:59 PM

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY

13 14 15 16 17 18 19

← Add Earn Code →

Earn Code Start Time End Time Hours

Regular Pay

7. Once you have selected the day you want to log hours for, you will then need to provide your “Start Time” and “End Time” of when you worked that day.
- Record time at intervals of 15 minutes in the HH:MM format with AM or PM. Record your actual time rather than your scheduled time. For example, if you are scheduled to arrive at 09:00 but due to train delays you arrive at 09:10, enter your time as 09:15.

12/13/2020 - 12/26/2020 |

SUNDAY MONDAY TUESDAY WEDNESDAY THURSDAY

13 14 15 16 17 18

← Add Earn Code →

Earn Code Start Time End Time Hours

Regular Pay hh:mm a hh:mm a 0.00

← Add More Time →

- Instead of typing in your time, you may also click on the clock icon within each column and specify your times by clicking and scrolling.

Start Time End Time Ho

hh:mm a hh:mm a

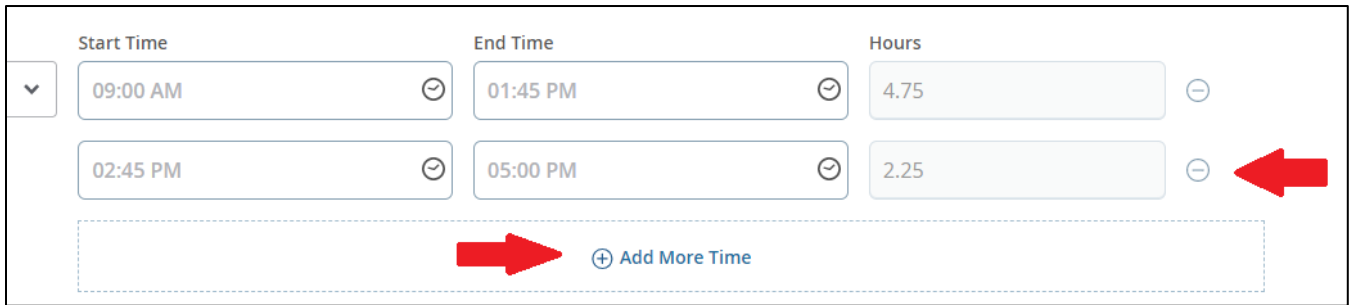
01 00 AM

02 15 PM

CANCEL SET

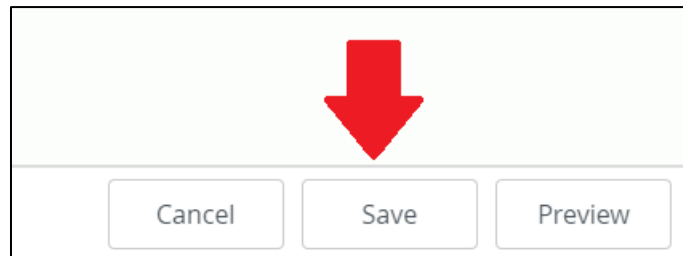
← Add More Time →

- c. 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. To add another set of time that you worked that day, click on the “Add More Time” button. To delete an entry you made by mistake, click on the “Subtraction” icon.



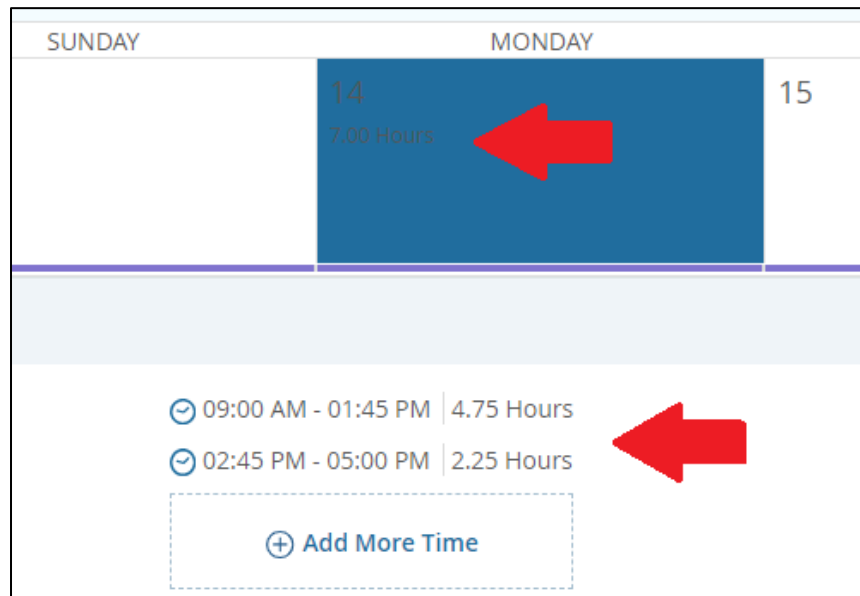
The screenshot shows a time entry form with three columns: Start Time, End Time, and Hours. The first entry has a Start Time of 09:00 AM, an End Time of 01:45 PM, and 4.75 Hours. The second entry has a Start Time of 02:45 PM, an End Time of 05:00 PM, and 2.25 Hours. Below the entries is a dashed box containing a red arrow pointing to a blue button labeled "+ Add More Time". A red arrow also points to the subtraction icon (⊖) next to the 2.25 Hours entry.

8. Once you have made your time entries for that day, save your timesheet by clicking on “Save” in the bottom right corner of the screen.



The screenshot shows the bottom right corner of the screen with three buttons: "Cancel", "Save", and "Preview". A large red arrow points down to the "Save" button.

- a. Your timesheet will refresh and you will see your total hours worked for that day logged into the calendar.

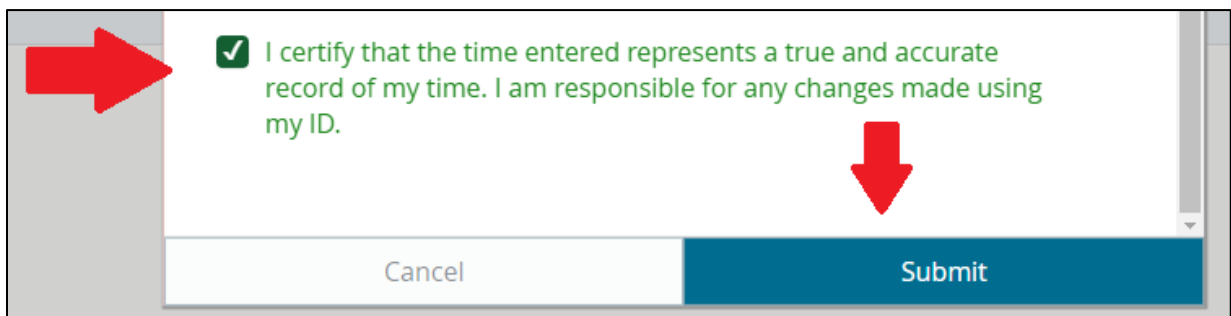


The screenshot shows a calendar view with two columns: SUNDAY and MONDAY. The date 14 is highlighted in blue, and a red arrow points to the text "7.00 Hours" below it. The date 15 is also visible. Below the calendar is a list of time entries: "09:00 AM - 01:45 PM | 4.75 Hours" and "02:45 PM - 05:00 PM | 2.25 Hours". A red arrow points to the second entry. Below the list is a dashed box containing a blue button labeled "+ Add More Time".

9. When you are ready to submit your timesheet at the end of the two week pay period, review your timesheet carefully to ensure all of your time is listed and is accurate. If it is ready to submit, click on the “Preview” button in the bottom right corner of the screen.



10. You will be prompted by a pop-up window to review your timesheet once more. Once you have reviewed it, you will then need to check off the check box which certifies that the time you are submitting is true and accurate. Once you have checked the box, you will be allowed to click on “Submit”.



- a. Once you submit your timesheet, you will see a message stating that “The timesheet has been successfully submitted.”

