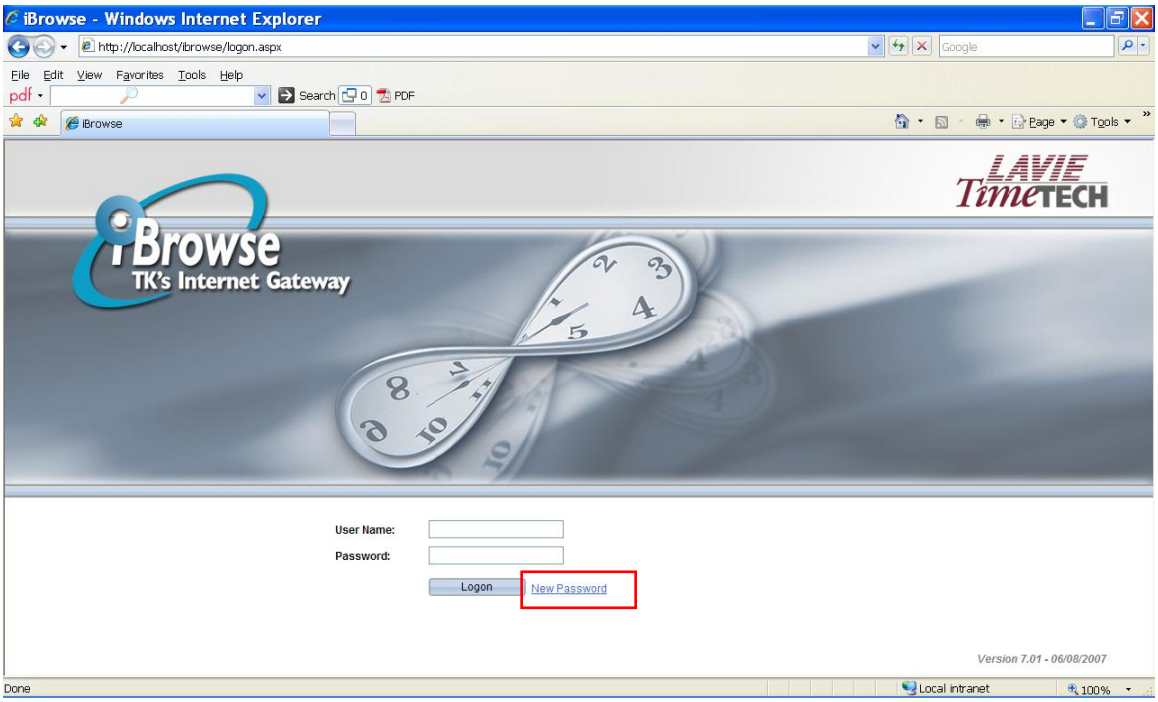
Roosevelt University
I-Browse Employee Guide

From Internet Explorer, access I-Browse, the time and attendance system for clerical and operations employees, by typing RUtimetech into the address bar. Do not use www or http, simply RUtimetech. The following screen will appear.



Enter your User name and Password:

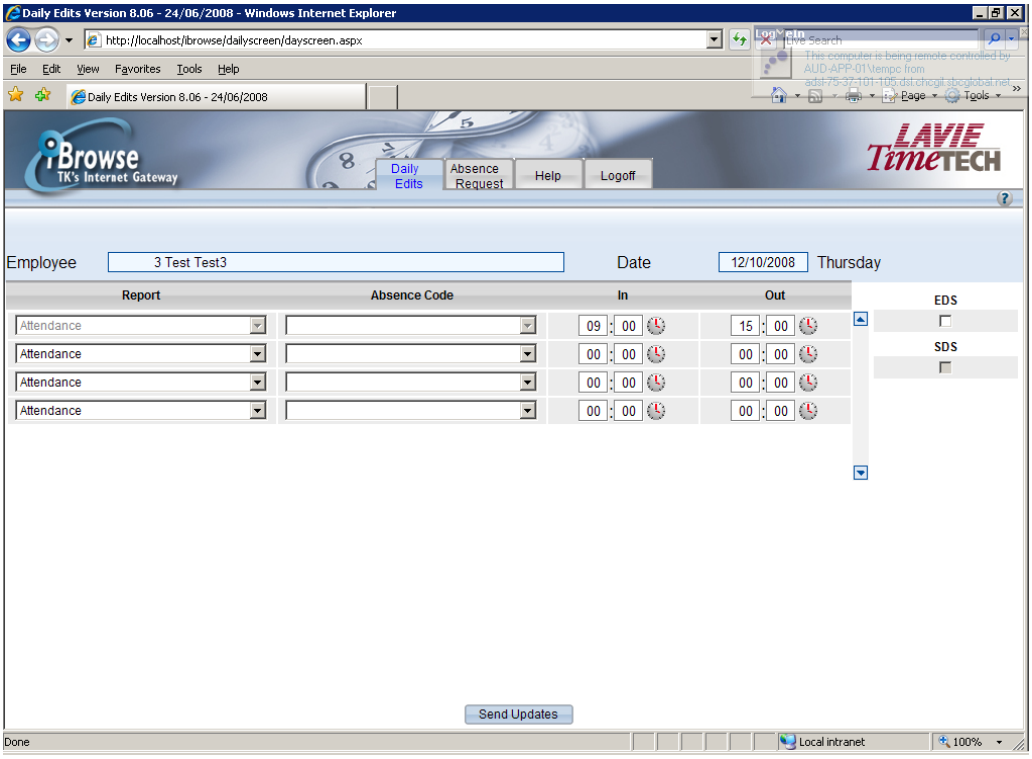
Note: You will be prompt to change your password the first time you log in.

User name: Your nine-digit employee number.
Password: Leave this section blank.

From the main screen select **New Password**. You will be prompted to enter your User Name and Current Password (leave blank). Select add and confirm a new password. Select **Set**. You are then returned to the log-in page where you enter your username and password.

Section 1: Clocking in/out

Once logged in to I-Browse, the Daily Edit screen appears.



To clock in or out, click the “Clock” icon beside the time you wish to record.

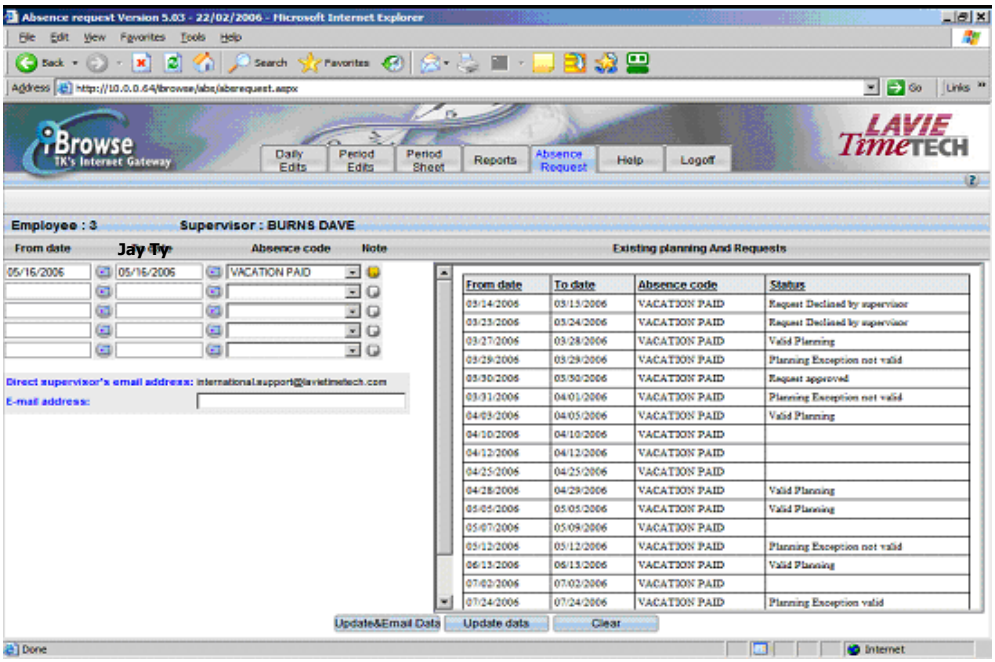
In	Out
Arrival	Out for meal break
Return from meal break	Departure

At the end of the day, check off the “EDS” or “Employee Digital Signature” and select the **Send Updates** button to indicate that your record is complete for the day. Once a supervisor populates the “SDS” or “Supervisor’s Digital Signature” the record will no longer be open for editing.

Section 2: Absence Planner

Once logged in, select the Absence Request tab to submit an absence request.

The absence request screen has two sections: The left-hand section is designed for requesting absences; whereas the right-hand section displays the history of absence requests and their status.



To add a new request, enter the following information in the left hand section:

- From date
- To date
- Absence code: click on the drop-down list to select the proper absence code
- Use the **Note** function to document specifics. For example, select Annual Leave and record your need to leave early on that day. The system will record hours worked between clocking in and out and default remaining hours to Annual Leave.
- Your supervisor's email is shown, and you have the option to enter an alternate email address to receive a copy of the request.
- Select Update & Email Data

Once the absence request has been submitted, an email will be sent to BOTH the supervisor(s) and the employee.

Once an absence requested is submitted, it can return one of the following statuses:

- **Request Approved**: The absence request has been approved by the supervisor
- **Request not yet Approved**: The absence request is pending for approval
- **Request Declined by Manager**: The request for absence has been declined