Some facts to know...

1. Academic Year Faculty time cards are submitted one per calendar month for the academic year months: January, February, March, April, May, September, October, November, December.

2. A time card for Academic Year Faculty does not request hours worked but only discharges for sick time and SRP.

3. A timecard must be submitted each month even when there are NO discharges.

4. Timecards with no sick or SRP discharges do not require approval and are submitted to Payroll directly for processing.

5. Timecards with discharges will require approval within your department.

6. Timecards are processed through a daily batch job. Your next month’s timecard will not appear until you submit the previous month's timecard and it is on or after the first of the month. For example, if you do not submit January’s timecard until February 10, you will still see January’s timecard until it is submitted and processed. Then February's timecard will appear for you.

7. Error conditions such as discharging more time than you have in your sick time or SRP pools are not checked until you hit the “Submit for Approval” button.
I. **Step-by-Step:**

How to submit your Online Time Card

1. Log into e-Campus ([www.uri.edu/ecampus](http://www.uri.edu/ecampus))
   a. Click “Faculty & Staff”
   b. Click “Logon to e-Campus Faculty & Staff”
   c. Enter your userID and password, click “Sign-In”

2. After logging into e-Campus, you will receive the main menu (your main menu may have different selections than those shown in the picture below).
   a. Click “Self Service”.

![e-Campus Main Menu](image-url)
3. Click “URI Faculty Monthly Timecard”
   *Note: your Self Service menu may have different selections than those shown in the picture below.*

4. This is a search page that allows you to retrieve both current and past timecards. Your URI ID (called “Empl ID” in e-Campus) is pre-filled. All you need to do on this page is click “Search” to retrieve a list of your timecards.
URI Online Time Cards

~ for Academic Year Faculty ~

How to submit time cards

5. This is the list of your timecards in e-Campus. Note the status of the timecard is listed in the right column. Click on the card you want to access.

6. The page you will receive is your online Monthly Time Card, pictured on the following page. Some points to look for:
   a. Your name, job title, Department, and URI ID are listed at the top.
   b. All your accruals are displayed just below in the box.
   c. The buttons between the accrual box and the timesheet are as follows:
      i. Save – to enter your time and save the updated timecard. You can then access the saved timecard and submit it for approval later. Please note: No edit checks are conducted when the Save button is clicked.
      ii. Submit for Approval – to submit a completed timesheet for approval.
         1. **Please Note** – **all validation checks are applied when “Submit for Approval” is clicked.** This means the Timecard is checked for items such as more hours discharged from sick time than are available. You will receive an error message for each error and be able to fix the timecard before submitting.
         2. If you need to change your timecard after submitting it for approval, you must contact your supervisor (approver).
         3. **A timecard with validation errors cannot be submitted!**
   d. Only days where a sick or SRP discharge are relevant permit time entry so all holidays and weekends are shown on the calendar but do not allow data entry.
   e. **A maximum of 7 is the only allowed value in a discharge field. You will receive an error message if you enter more than 7 hours of sick discharge.**
URI Online Time Cards

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How to submit time cards

When you are ready to submit the timecard, click “Submit for Approval”.

Remember – even if there are no discharges, you must click “Submit for Approval”.

Unless there are errors on your timesheet, you will receive two confirmations. After you click “Yes” to the second confirmation, your timecard has been submitted and your done!
II. **Step-by-Step:**

**How to submit a correction to your Online Time Card**

Online Time Cards can be corrected after Payroll has processed time cards for that pay period. You can submit a correction directly online via your e-Campus account. *Note – if you need to correct your timecard in between the time it is submitted approved, your supervisor can change the status of your timecard so you can access it again.*

1. To submit a correction online, login to e-Campus as described above, click on Self Service, then click on “URI State Time Correction” (see picture below):

   ![URI State Time Correction](image)

2. Just click “Search” and receive a list of all your Online Time Cards

   **OR**

   Select the **pay period end date** of the time card you want to change. Corrections are based off of pay period date not calendar month like your timecard so on this page you must select the pay period. You can click on the calendar icon to the right of the data entry box to select the date (remember it must be the Saturday of the second week of the time card you want to correct).

   ![Time Corrections](image)

You will receive a page that looks just like your regular timecard. Enter your correction on the day(s) that you need to fix and hit “Submit for Approval” to submit.

**Please note:**

- **Corrections will follow the same approval process as all Online Timecards. Also, all edit processing and messages are the same as for timesheets (see above).**