To submit hours on E-Campus follow the instructions below:

1. Sign into E-campus at https://appsaprod.uri.edu:9503/psp/sahrprod_m2/?cmd=login
2. After signing into E-campus using the top navigation bar click Main Menu and a dropdown menu will appear
3. After the Dropdown menu appears click Self Service > Time Reporting > Report Time >Timesheet

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4. After clicking Timesheet you will see a table labeled with dates.

5. Fill in the Timesheet with the total hours that you worked on the corresponding day (.25 increments). At the end of the row click the dropdown menu under Time reporting Code, change it to URI Internal Regular Pay.

6. After filling in the correct days in which you have worked click submit. After you click the submit button you will a new screen will pop up, you just need to click OK here.
7. After clicking OK, you will be brought back to your timecard with the total hours now on it.

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