Step-by-Step: How to submit your Online Time Card

1. Log into e-Campus (www.uri.edu/ecampus)
   a. Click "Students"
   b. Click "Student: e-Campus login"
   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" on the left hand menu bar.
   b. Click "Time Reporting"
   c. Click "Timesheet"

4. The page you will receive is your Online Time Card (Employee Timesheet). Each individual timesheet will look slightly different depending upon your position with the University.
   Example Time Card:

5. Fill in the appropriate hours under the appropriate date.
   a. Make sure to select "URI Internal Regular Pay" under Time Reporting Code.

6. Make sure to have all of your hours for the week reported by 4:00 pm every Friday.