

~ for Academic Year Faculty ~

How to submit time cards

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.*
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I. **Step-by-Step:** **How to submit your Online Time Card**

1. Log into e-Campus (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".



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3. Click “URI Faculty Monthly Timecard”

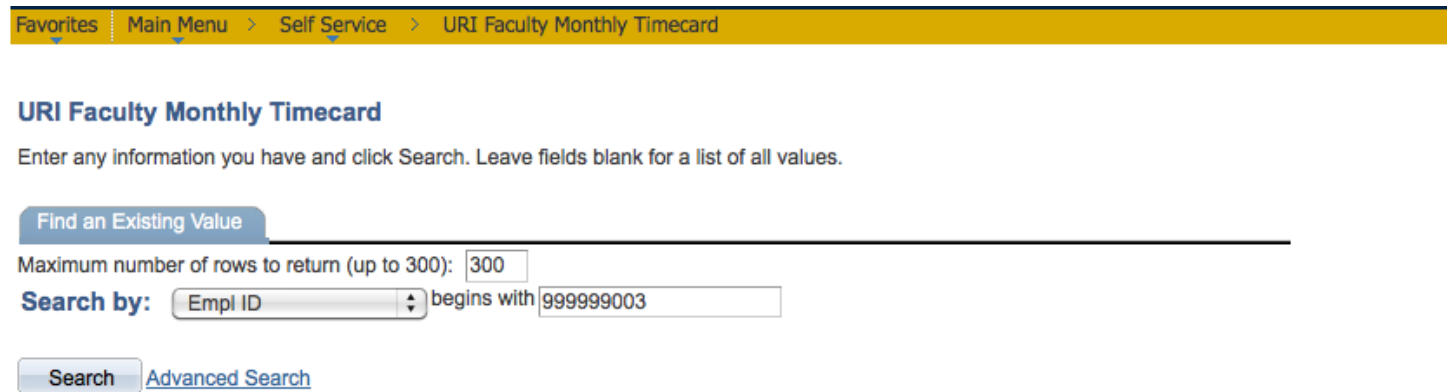
Note: your Self Service menu may have different selections than those shown in the picture below.



The screenshot shows the 'Self Service' menu with a red arrow pointing to the 'URI Faculty Monthly Timecard' option. The menu includes the following items:

- URI Directory Profile**: URI Directory Profile
- URI Faculty Monthly Timecard**: Monthly timecard for Academic Faculty
- URI State Time Reporting**: Entering timecard
- URI State Time Correction**: Correcting time that has been processed
- URI State Time Card Display**: Displaying reported time
- Faculty Staff Electronic Forms**: Enter and Review URI online forms
 - Tuition Waiver Entry
 - View Your Tuition Waivers
- URI State Time Reporting Print**: URI State Time Reporting Print
- Faculty Center**: Use the Faculty center to manage all your class, student and advisee related activities.
- Personal Information**: Review and update your personal information.
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - 2 More...

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.



The screenshot shows the 'URI Faculty Monthly Timecard' search page. The breadcrumb trail is: Favorites | Main Menu > Self Service > URI Faculty Monthly Timecard. The page title is 'URI Faculty Monthly Timecard'. Below the title, it says 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There is a search bar with a 'Find an Existing Value' button. Below the search bar, it says 'Maximum number of rows to return (up to 300): 300'. The search criteria are 'Search by: Empl ID' (selected) and 'begins with 999999003'. There are 'Search' and 'Advanced Search' buttons.

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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.

Favorites Main Menu > Self Service > URI Faculty Monthly Timecard

URI Faculty Monthly Timecard

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300):

Search by: begins with

[Advanced Search](#)

Search Results

View All First 1-3 of 3 Last

Pay Period End Date	Month Description	Time Card Status
11/30/2011	November	Faculty Not Submitted
10/31/2011	October	Faculty Processed
09/30/2011	September	Faculty Processed

6. The page you will receive is your online Monthly Time Card, pictured on the following page. Some points to look for:
- Your name, job title, Department, and URI ID are listed at the top.
 - All your accruals are displayed just below in the box.
 - The buttons between the accrual box and the timesheet are as follows:
 - 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.
 - Submit for Approval – to submit a completed time sheet for approval.
 - 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.
 - If you need to change your timecard after submitting it for approval, you must contact your supervisor (approver).
 - A timecard with validation errors cannot be submitted!***
 - 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.
 - 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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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!

[Favorites](#) | [Main Menu](#) > [Self Service](#) > URI Faculty Monthly Timecard

University of Rhode Island - Monthly Timecard

Academic Faculty

Brown, Michael

Associate Professor

GSO Faculty

999999003

Accrued: 11/30/2011

Sick: 502.00 SRP-Man: 0.00

November 2011

Save

[Return to Self Service](#)

Submit for Approval

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
		1 <input type="text"/>	2 <input type="text"/>	3 <input type="text" value="7.00"/>	4 <input type="text"/>	5 <input type="text"/>
6 <input type="text"/>	7 <input type="text"/>	Election Day 8 <input type="text"/>	9 <input type="text"/>	10 <input type="text"/>	Veteran's Day 11 <input type="text"/>	12 <input type="text"/>
13 <input type="text"/>	14 <input type="text"/>	15 <input type="text"/>	16 <input type="text"/>	17 <input type="text"/>	18 <input type="text"/>	19 <input type="text"/>
20 <input type="text"/>	21 <input type="text"/>	22 <input type="text"/>	23 <input type="text"/>	Thanksgiving recess 24 <input type="text"/>	Thanksgiving recess 25 <input type="text"/>	26 <input type="text"/>
27 <input type="text"/>	28 <input type="text"/>	29 <input type="text"/>	30 <input type="text"/>			

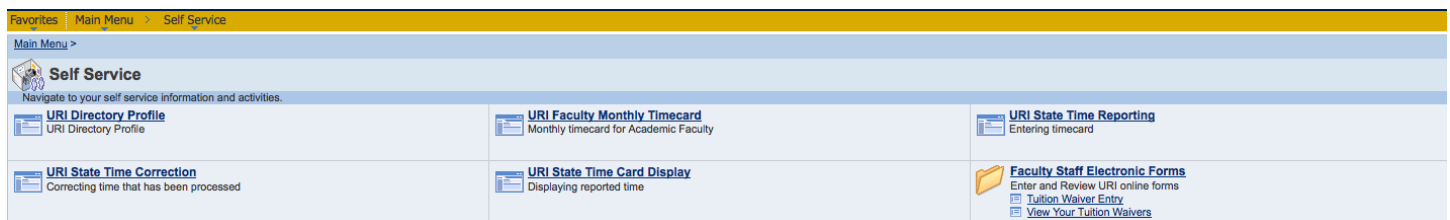
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How to submit time cards

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.*

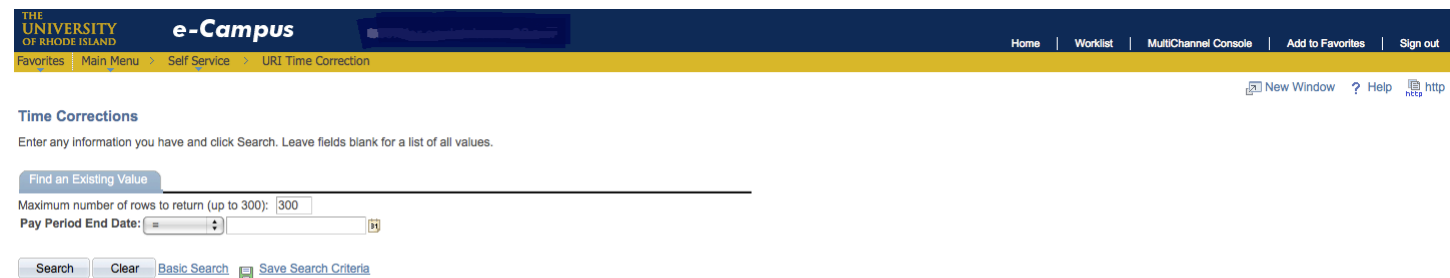
1. To submit a correction online, login to e-Campus as described above, click on Self Service, then click on “URI State Time Correction” (see picture below):



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).



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).*