

~ for Non-Union/Non-Classified URI State Employees ~

How to submit time cards

Some facts to know...

1. Time cards are due to be approved by 12 noon on the last Friday of a pay period. Employees who have a job with scheduled weekend hours have until 10am on Monday to submit their timecards and have them approved.*
** At full rollout, the time card due date will be 10am on the Monday following the pay period for all employees regardless of work schedule.*
2. *You can enter your time and save the time card without submitting it for approval if you prefer to enter your hours daily.*
3. *Error conditions such as discharging more time than you have in a bucket or not entering enough hours for a week are not checked until you hit either the "Validate" or "Submit for Approval" button.*
4. "Timecard" and "Timesheet" are the same item. Both refer to URI Online Time Cards.

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 State Time Reporting”

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



4. The page you will receive is your Online Time Card (Employee Timesheet), pictured on the following page. Each individual timesheet will look slightly different depending upon your position with the University. Most Non-Union/Non-Classified are reporting discharges only (those with a standard work week who have to report hours worked each day will have the same timecard but with one additional row of “Hours Worked”). Some points to look for:

- a. Your name, job title, Department, scheduled hours of work per week and URI ID are listed at the top.
- b. All your accruals are displayed just below in the box. Just as on your paper time cards, your accrual values are as of the last pay period.
 - i. Please note: not all accrual “buckets” will be relevant to you, such as SRP or Pay reductions which are dependent upon an individual’s job and/or start date with the University and union affiliation.
- c. The buttons between the accrual box and the timesheet are as follows:
 - i. Validate – this will edit check the time card to determine if there are validation errors.
 - ii. Refresh – to refresh the view. No edit checks are conducted when this button is clicked.
 - iii. 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.
 - iv. Submit for Approval – to submit a completed time sheet 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 a bucket than are available, you have accounted for a minimum of total schedule hours of work, etc. 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. **No timecard can be submitted with errors!**

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Non-Union/Non-Standard (Discharges Only) Sample Time Card:

University of Rhode Island - Employee Timesheet
 Johnson, Steven Senior Tech Programmer University Computing Systems Hrs/Wk: 35.00 ID: 999999002

Accrued: 04/23/2011
 Vacation: 349.30 Personal: 1.50 SRP-Man: 0.00 Pay Redcd 2010: 0.00 Pay Redcd: 0.00 First Start Date:
 Sick: 875.00 CompTime: 0.00 SRP-Vol: 0.00 Pay Redcd 2011: 0.00 Def Vaca: 0.00 Accrual Rate Vacation:
 Accrual Rate Sick:

CompTime: 0.00 Overtime: 0.00 Straight OT: 0.00 [Validate] [Refresh] [Save] [Return to Self Service] [Submit for Approval]

From Sunday 4/24/2011 to Saturday 5/7/2011

	Sun 4/24	Mon 4/25	Tue 4/26	Wed 4/27	Thu 4/28	Fri 4/29	Sat 4/30	Total Wk 1	Sun 5/1	Mon 5/2	Tue 5/3	Wed 5/4	Thu 5/5	Fri 5/6	Sat 5/7	Total Wk 2	Grand Total	Comment	Comment by Approver
Total Per Day		7.00						7.00									7.00		
Personal		1.50						1.50									1.50		
Vacation		5.50						5.50									5.50		
Sick																			
Voluntary Salary Reduction																			
Mandatory Salary Reduction																			
Family Sick																			
Parental Leave																			
Bereavement																			
Jury Duty																			
Military Training																			
Administrative Leave																			
LWOP																			
Worker's Compensation																			

Unless there are errors on your timesheet, you will receive two confirmations:
First: Confirmation that the timecard is valid, Do you want to Submit for Approval?

Message

Do you want to Submit for Approval? (29000,110)

*Yes' time will not be available to change. Your supervisor can reset the status so you can change your time if need be.

[Yes] [No]

Second and final: Confirmation that the timecard is submitted.

Message

Your time has been submitted for approval. (29000,126)

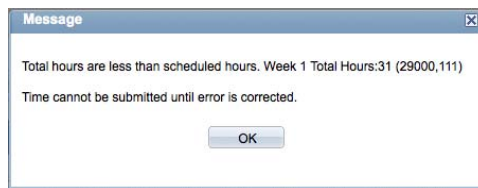
[OK]

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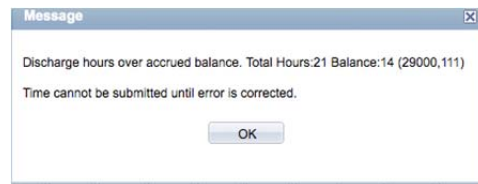
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5. Examples of errors or confirmation requests that could be received when submitting an incomplete or incorrect timecard:

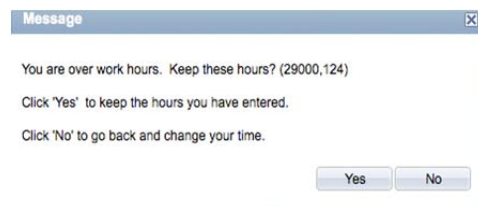
Example: Hours submitted are less than scheduled hours of work



Example: Discharging more hours than accrued:



Example: Hours entered are more than scheduled hours per week (comp/overtime hours earned):



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II. **Step-by-Step:**

How to submit a correction to your Online Time Card

Online Time Cards can be corrected after Payroll has processed the time cards right 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. Select the pay period end date of the time card you want to change. 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).

OR

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

A screenshot of the e-Campus Time Corrections search page. The page title is 'Time Corrections'. Below the title, there is a search bar with the text 'Find an Existing Value'. To the right of the search bar, there is a dropdown menu for 'Maximum number of rows to return (up to 300):' with the value '300' selected. Below the search bar, there is a 'Pay Period End Date:' field with a calendar icon to its right. At the bottom of the page, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

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