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Log into Faculty & Staff e-Campus, then click on e-Campus tile.

On the left hand menu, click on Self Service.

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Under the Self-Service link, click on Report Time under the Time Reporting folder.

M for grad set-up - pmurray@uri.e X Self Service	× +	• - • ×
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Favorites + Main Menu + Self Service +		
THE Campus Solutions UNIVERSITY e-Campus	All V Search Advanced Search	Home   Add to Favorites   Sign Out
Main Menu > Self Service Navigate to your self service information and activities.		
Student Center Use the student center to manage school related activities.	Time Reporting Report and review your time, schedules, request absences and more.	Personal Information Review and update your personal information.  Phone Numbers Emergency Contacts
Payroll and Compensation     Review you pay and compensation history. Update your direct deposit and other     deduction or contribution information.     Were Procheck     Direct Deposit     Compensation history     W-4 Tax Information	Class Search / Browse Catalog Find classes that match your selection criteria, or browse the course catalog by subject Class Search Browse Course Catalog	Academic Planning Budyow academic planer Enrollment Shopping Cart
Enrollment     Events, plan and enroll in classes, view student and exam schedules.     Eventment Dates     My Class Schedule     My Class Schedule     Shore	Campus Finances Very your account, make an electronic payment, view and accept your financial aid avards Term Finances MocopUDecline Awards View Financial Aid	Campus Personal Information Mattina your personal Information and review holds and to dos pending to your ecord Addresses Addresses Phone Numbers B More
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Student Admission Apply for admission and check your application status.	Community Directory Search Find the email address or the phone number of a student, an employee or an aumnus.	Faculty Center Faculty Center to manage all your class related activities.  HV Schedule Class Roster Grade Roster

## Entering Hours for the Graduate Student Summer Union Job Code

On the Timesheet page, enter the hours worked for each day. Then choose the GRAD HOURLY IStH time reporting code.

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Then click Submit.