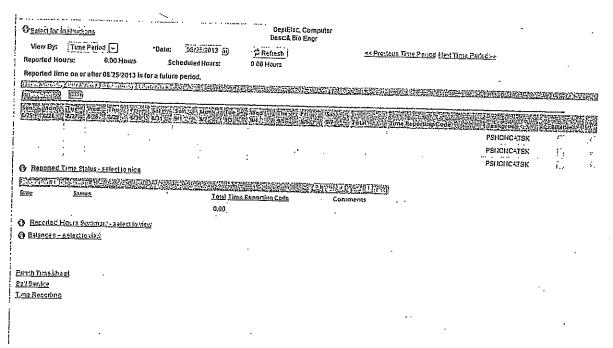
Step-by-Step: How to submit your Online Time Card

- 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.