

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:

Dept: Elec. Computer
Desc: A Bio Engr

View By: Time Period *Date: 08/25/2013 Refresh [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 08/25/2013 is for a future period.

Time Reporting Code	Hours	Rate	Total
PSIHCATSK	0.00		0.00
PSIHCATSK	0.00		0.00
PSIHCATSK	0.00		0.00

Reported Time Status - select to view

Date	Status	Total Time Reporting Code	Comments
		0.00	

Recorded Hours Summary - select to view

Balances - select to view

[Print Timesheet](#)
[Self Service](#)
[Time Reporting](#)

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.