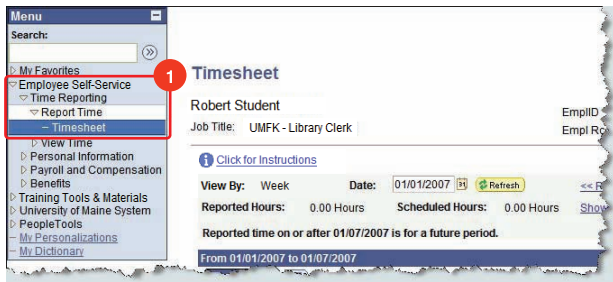


STUDENT SELF-SERVICE: ENTERING TIME

As a student employee, you'll be entering time in MaineStreet — the same system you use to view and edit your student information. Work hours are recorded on the Timesheet. This quick guide walks you through the process of filling out and submitting a timesheet. For instructions on logging in to MaineStreet, refer to the documentation at: <http://www.maine.edu/current/>

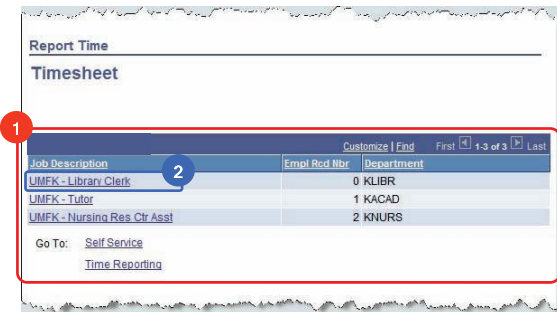
Navigating to the Timesheet

- 1) Navigate to Employee Self Employee > Time Reporting > Report Time > Timesheet



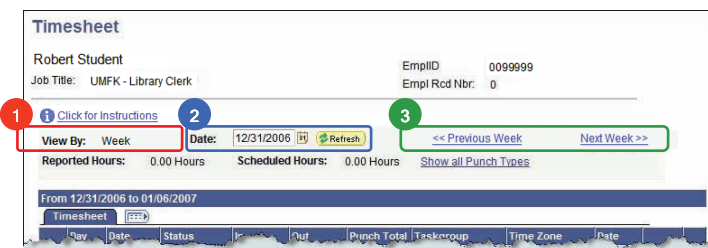
Choose a Job

As a student employee, you may have multiple jobs on campus. You record hours for each job separately. Before re-reporting time, you must first select a job: 1) All Jobs are listed on the first Report Time page. 2) Select a Job from the Job Description list.



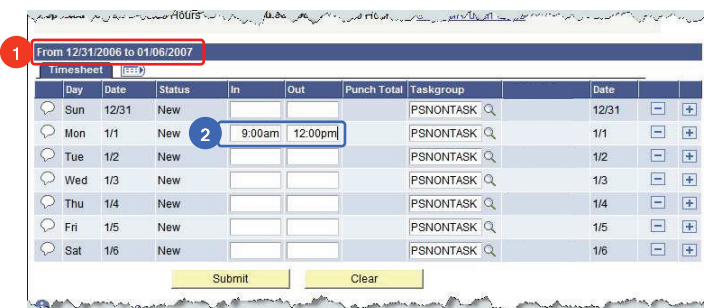
Select a Reporting Period

1) The View By value is Week. This view displays a Sunday to Saturday work week. 2) The Date field will default to the first day of the current Week. To enter time for a different Week, enter a date in the Date field, then click Refresh. 3) You may also switch weeks using the Previous and Next links.





Entering Time

To enter time on the Timesheet: 1) Verify that you are entering time for the correct week. 2) Enter your start time in the In field, and your clock-out time in the Out field. Be sure to use AM and PM designators to specify morning and afternoon. You may enter AM and PM in either upper-case or lower-case; MaineStreet will convert to upper-case when the Timesheet is submitted.





Entering Time

To record more than one block of time on the same day: 1) Enter the hours worked to record the first block of time. 2) Click the  button at the end of the date row. 3) Enter the hours worked for the second block of time. Repeat steps 2–3 to record more blocks of time same day. 4) Optional: You may leave a comment by clicking  and filling out the comment field.

Day	Date	Status	In	Out	Punch Total	Taskgroup	Date
Sun	12/31	New				PSNONTASK	12/31
Mon	1/1	New	9:00AM	12:00PM		PSNONTASK	1/1
			12:30pm	4:00pm		PSNONTASK	1/1
Tue	1/2	New				PSNONTASK	1/2
Wed	1/3	New				PSNONTASK	1/3
Thu	1/4	New				PSNONTASK	1/4
Fri	1/5	New				PSNONTASK	1/5
Sat	1/6	New				PSNONTASK	1/6

Leaving a Comment

You may leave a comment for the person who approves your time. For instance, you may wish to indicate why you worked fewer hours than you were initially scheduled. Comments help the person who approves your time to verify the accuracy of the hours you record. To leave a comment: 1) Enter a brief comment in the Comment field. 2) Click  3) Click  to confirm the save. Note that comments cannot be changed once saved.

Comments

Robert Student EmpID: 009999

Job Title: UMFK - Library Clerk EmpID Hist: 0


Date Under Report:

Operator ID	Date/Time Created	Source	Comment
1 0027367	01/03/2007 1:18PM	Time Reporting	Had to leave early for study group.

Are you sure you want to save the comment(s) entered? (13504,10060)


Once the page is saved, the comments cannot be changed.
 Press OK to Save or press Cancel to return to the Comments page without saving.

Submit Time

After recording time for the entire Week: 1) Review your recorded time for the Week. If necessary, make corrections. Make sure to add the AM or PM designation for each time. 2) Click .


Day	Date	Status	In	Out	Punch Total	Taskgroup	Date
Sun	12/31	New				PSNONTASK	12/31
Mon	1/1	New	9:00AM	12:00PM		PSNONTASK	1/1
			12:30PM	4:00PM		PSNONTASK	1/1
Tue	1/2	New				PSNONTASK	1/2
Wed	1/3	New	9:00AM	1:00PM		PSNONTASK	1/3
			1:30pm	4:00pm		PSNONTASK	1/3
Thu	1/4	New				PSNONTASK	1/4
Fri	1/5	New	3:00pm	7:00pm		PSNONTASK	1/5
Sat	1/6	New				PSNONTASK	1/6

Submit Time

After recording time for the entire Week: 1) Click  to confirm your time-sheet submission. 2) Reported Hours should indicate the total hours worked for the specified Week. Your work hours for the week have been submitted.

Timesheet

Submit Confirmation

 The Submit was successful.


Reported Time for the Week of 2006-12-31 to 2007-01-06 is submitted

Timesheet

Robert Student EmpID: 009999

Job Title: UMFK - Library Clerk EmpID Hist: 0

[Click for Instructions](#)

View By: Week Date: 12/31/2006 

Reported Hours: 17.00 Hours Scheduled Hours: 0.00 Hours

