



Office of Student Employment
5781 Wingate Hall
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student.employ@maine.edu

University of Maine Orono

Time Approver Roles & Responsibilities

Please note that responsibilities listed below are general descriptions and may vary from department to department, as well as by campus.

As a Time Approver, you are responsible for the following:

General Responsibilities

- Understand University and departmental policies and procedures for time approval (<https://umaine.edu/hr/time-approval-entry-guides/>)
- Monitor your students to ensure that only your students are appearing for you for time approval, and to report to the Student Employment office should anyone appear you are unfamiliar with
- Confirm that all of the student's hours entered into MaineStreet are correct and have been entered for the **correct days and times**
- Actively approve time on a regular schedule to ensure student employees are being paid regularly
- Maintain records of time entry in relation to department-specific requirements
- Encourage all student hires to enroll in direct deposit for easier, faster disbursement of pay
- Assist if necessary in adjustments or corrections of time entry

Orono-Specific Responsibilities

- If you have not approved time in the past, please complete the **Time Approver Role Request** and submit to the Payroll Office at payroll@maine.edu (<https://umaine.edu/studemp/wp-content/uploads/sites/190/2010/11/Time-Approver-Role-Request.pdf>)
- Subscribe for Time Approval Reminders for your Google Calendar/ GMail (<http://www.maine.edu/wp-content/uploads/2016/08/Subscribe-to-the-Payroll-Calendar-20160815.pdf>)
- Ensure that time is approved by the end of the day on a **Monday of a pay week**
- Make certain that students are entering time on MaineStreet in a timely fashion; reminders are key, as well as modeling appropriate time entry behaviors