

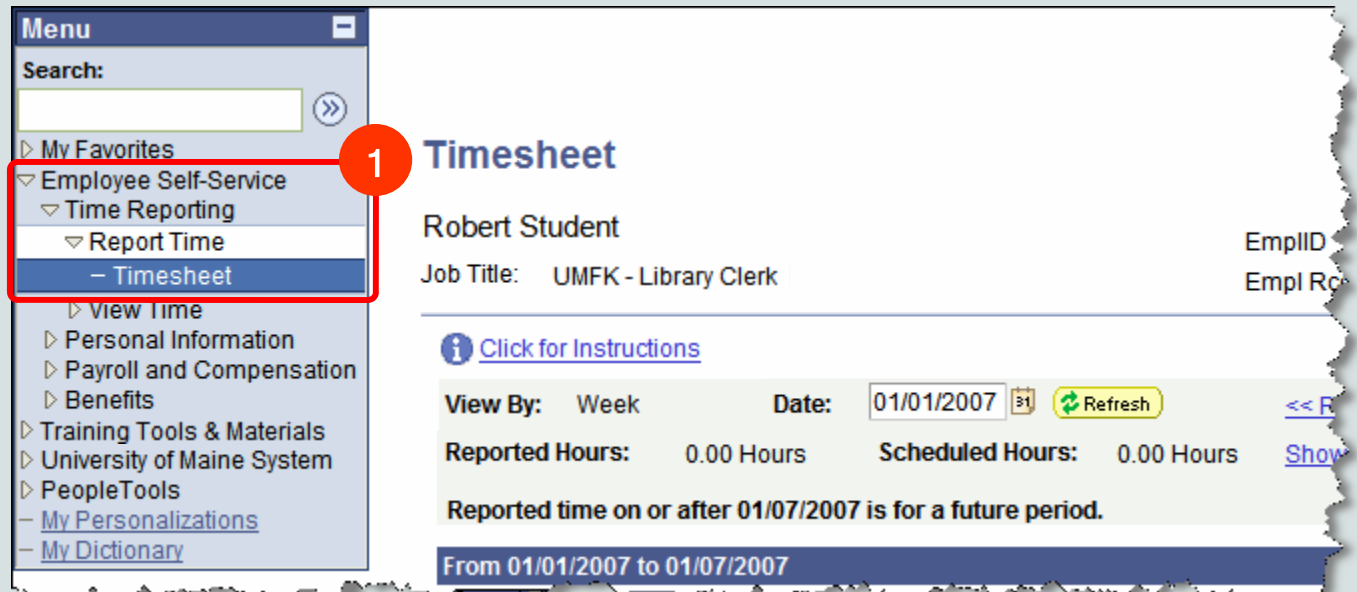
Student Employee Time Entry

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 Service > Time Reporting > Report Time > Timesheet*



The screenshot shows the 'Menu' on the left and the 'Timesheet' page on the right. The 'Menu' is a vertical list with a search box at the top. The 'Employee Self-Service' section is expanded, and 'Time Reporting' is also expanded. 'Report Time' is expanded, and '- Timesheet' is highlighted. A red circle with the number '1' is placed over the '- Timesheet' link. The 'Timesheet' page displays the user's name 'Robert Student' and job title 'UMFK - Library Clerk'. It includes a 'Click for Instructions' link, a 'View By' dropdown set to 'Week', a 'Date' field set to '01/01/2007', and a 'Refresh' button. Below this, it shows 'Reported Hours: 0.00 Hours' and 'Scheduled Hours: 0.00 Hours'. A message states: 'Reported time on or after 01/07/2007 is for a future period.' At the bottom, a blue bar indicates the date range 'From 01/01/2007 to 01/07/2007'.



▶ Choose a Job

QG / Quick Guide

As a student employee, you may have multiple jobs on campus. You record hours for each job separately. Before 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.

Report Time

Timesheet


Job Description	Empl Rcd Nbr	Department
UMFK - Library Clerk	0	KLIBR
UMFK - Tutor	1	KACAD
UMFK - Nursing Res Ctr Asst	2	KNURS

Go To: [Self Service](#)
[Time Reporting](#)

- 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 .
- 3) You may also switch weeks using the *Previous* and *Next* links.


Timesheet

Robert Student
 Job Title: UMFK - Library Clerk
 EmplID: 0099999
 Empl Rcd Nbr: 0

1 [Click for Instructions](#) 2 **View By:** Week **Date:** 12/31/2006  3 [<< Previous Week](#) [Next Week >>](#)

Reported Hours: 0.00 Hours **Scheduled Hours:** 0.00 Hours [Show all Punch Types](#)

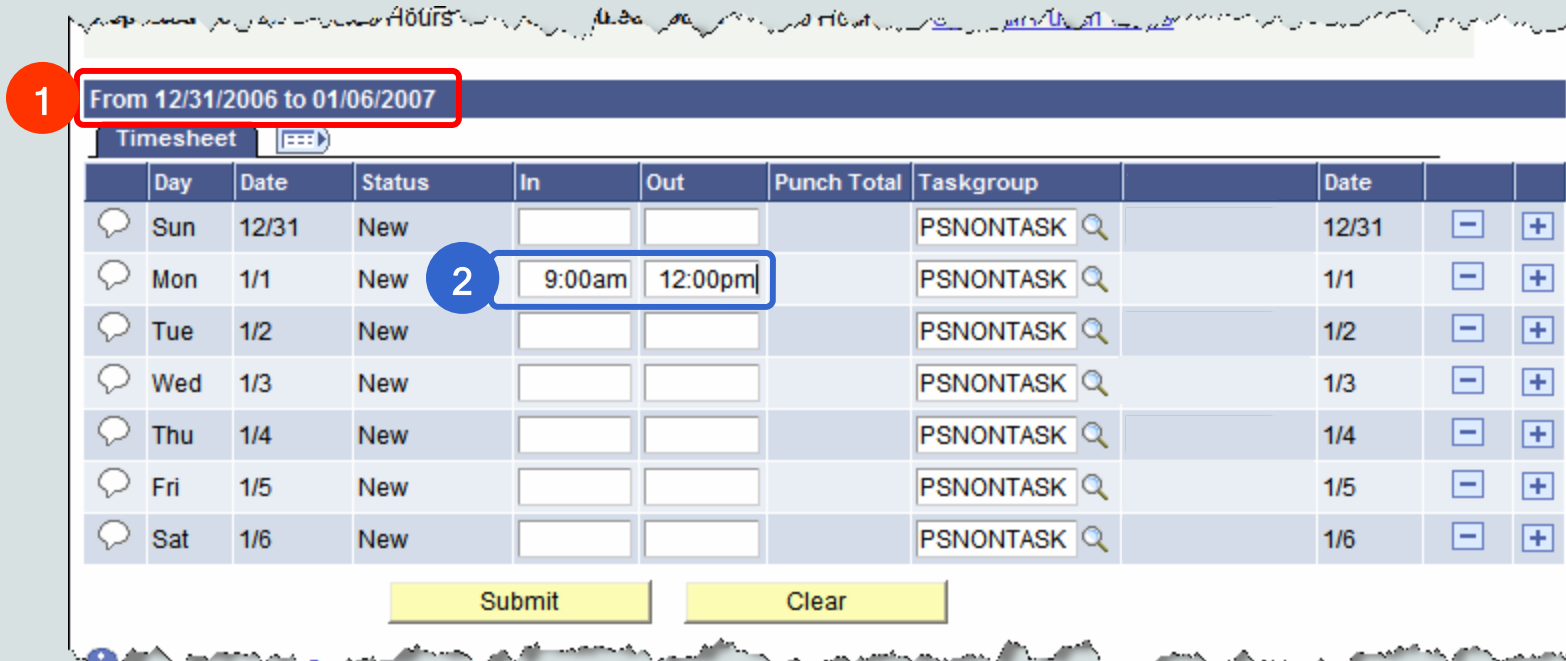
From 12/31/2006 to 01/06/2007

Timesheet 

Day	Date	Status	In	Out	Punch Total	Taskgroup	Time Zone	Date
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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.



Hours

From 12/31/2006 to 01/06/2007

Timesheet

	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	-	+
☞	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	-	+

Submit Clear

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. See the following page for details on entering comments.

From 12/31/2006 to 01/06/2007

Timesheet


	Day	Date	Status	In	Out	Punch Total	Taskgroup		Date		
<input type="button" value="🗨️"/>	Sun	12/31	New				PSNONTASK 🔍		12/31	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="🗨️"/>	Mon	1/1	New	9:00AM	12:00PM		PSNONTASK 🔍		1/1	<input type="button" value="2"/>	<input type="button" value="+"/>
				12:30pm	4:00pm		PSNONTASK 🔍		1/1	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="🗨️"/>	Tue	1/2	New				PSNONTASK 🔍		1/2	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="🗨️"/>	Wed	1/3	New				PSNONTASK 🔍		1/3	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="🗨️"/>	Thu	1/4	New				PSNONTASK 🔍		1/4	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="🗨️"/>	Fri	1/5	New				PSNONTASK 🔍		1/5	<input type="button" value="-"/>	<input type="button" value="+"/>
<input type="button" value="🗨️"/>	Sat	1/6	New				PSNONTASK 🔍		1/6	<input type="button" value="-"/>	<input type="button" value="+"/>



































After recording time for the entire Week:

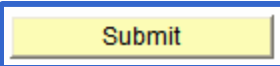

1) Review your recorded time for the Week. If necessary, make corrections.

2) Click 

From 12/31/2006 to 01/06/2007

Timesheet 

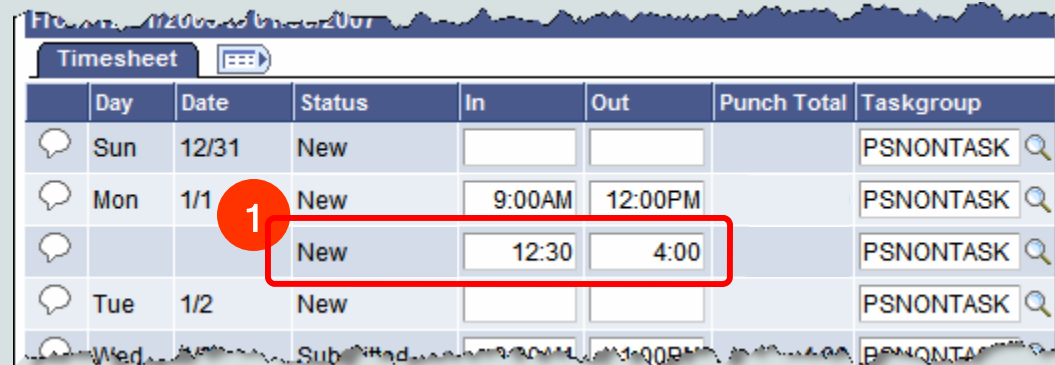
	Day	Date	Status	In	Out	Punch Total	Taskgroup		Date		
	Sun	12/31	New	<input type="text"/>	<input type="text"/>		PSNONTASK 		12/31		
	Mon	1/1	New	9:00AM	12:00PM		PSNONTASK 		1/1		
				12:30PM	4:00PM		PSNONTASK 		1/1		
	Tue	1/2	New	<input type="text"/>	<input type="text"/>		PSNONTASK 		1/2		
	Wed	1/3	New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

2  

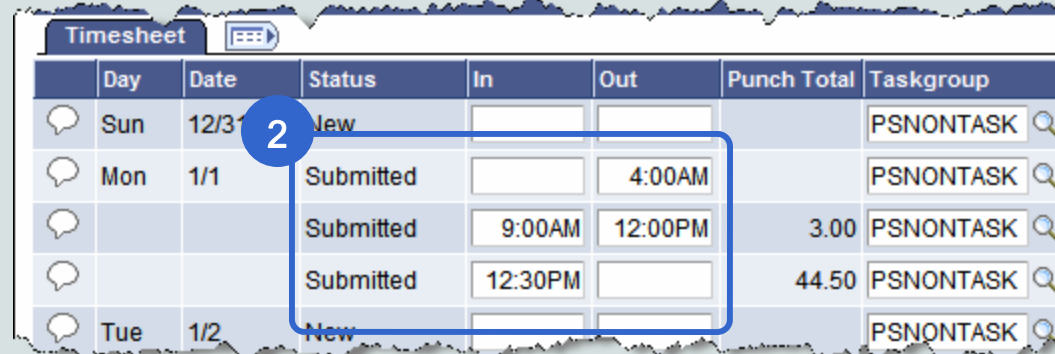
If you omit an *AM* or *PM* designation on one or more time entry fields, *MaineStreet* will re-order your timesheet after your time is submitted.

- 1) *AM* and *PM* have been accidentally omitted from the reported hours for this entry.
- 2) Once the time has been submitted, individual *In* and *Out* fields have been automatically re-ordered. The re-ordering does not accurately reflect the actual hours worked. The *Punch Total* of 44.50 hours is an indicator that the time needs to be edited.
- 3) Correct the time entry by adding *AM* and *PM* designators, then submit the Timesheet again.

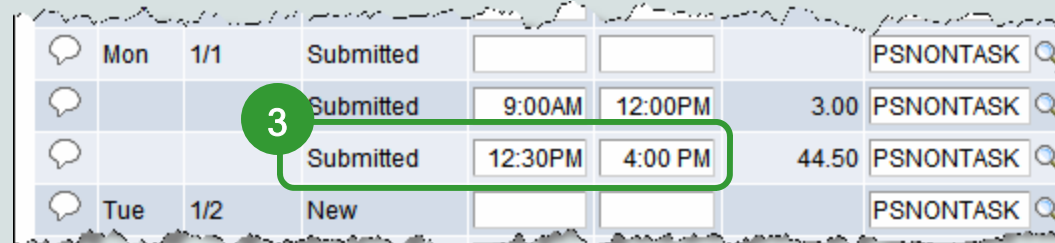
You may re-submit your timesheet any number of times until your time has been approved by your supervisor.



Day	Date	Status	In	Out	Punch Total	Taskgroup
Sun	12/31	New				PSNONTASK
Mon	1/1	New	9:00AM	12:00PM		PSNONTASK
		New	12:30	4:00		PSNONTASK
Tue	1/2	New				PSNONTASK



Day	Date	Status	In	Out	Punch Total	Taskgroup
Sun	12/31	New				PSNONTASK
Mon	1/1	Submitted		4:00AM		PSNONTASK
		Submitted	9:00AM	12:00PM	3.00	PSNONTASK
		Submitted	12:30PM		44.50	PSNONTASK
Tue	1/2	New				PSNONTASK



Day	Date	Status	In	Out	Punch Total	Taskgroup
Mon	1/1	Submitted				PSNONTASK
		Submitted	9:00AM	12:00PM	3.00	PSNONTASK
		Submitted	12:30PM	4:00 PM	44.50	PSNONTASK
Tue	1/2	New				PSNONTASK

After recording time for the entire Week:

- 1) Click **OK** to confirm your timesheet submission.
- 2) **Reported Hours** should indicate the total hours worked for the specified Week.

Your work hours for the week have been submitted.

