Entering Time - Hourly

Employees who are paid on a bi-weekly basis enter Elapsed Time. Elapsed Time is recorded on your employee Timesheet in MaineStreet. This topic walks you through the process of entering Elapsed Time.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>From the MaineStreet Portal, click the Employee Self-Service link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the Time Reporting link.</td>
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<tr>
<td>3.</td>
<td>Click the Report Time link.</td>
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<tr>
<td>4.</td>
<td>Click the Time Sheet link.</td>
</tr>
</tbody>
</table>
Step | Action
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5. | The default **View By** value is Calendar Period. This view displays a Sunday to Saturday work week.

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 the refresh icon.

You may also switch weeks using the **Previous** and **Next** links.
Step | Action
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6. | Entering elapsed time involves recording the number of hours worked and then applying the appropriate *Time Reporting Code* to the recorded hours.

By default, you are provided with three blank rows per day to enter elapsed time. Unused rows will be removed when you submit your timesheet. You can add rows using the + button, and manually remove rows using the - button.
Step | Action
---|---
7. | Enter the number hours under each day for which it is necessary.
Step | Action
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8. | Click on the drop-down arrow in the *Time Reporting Code* field to lookup and select the appropriate time reporting code.
### Step 9

**Note** - The list of Time Reporting Codes will vary depending on your Collective Bargaining Unit.

In this example, we will select the **REG** Time Reporting Code.
Step 10. Continue to report hours, using a new row for each new Time Reporting Code. You may apply hours to different Time Reporting Codes for the same day.
Step | Action
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11. | For this row, we will look up and select the VAC Time Reporting Code to enter vacation time.
12. When ready click the **Submit** button to submit your Time Sheet.
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<td>13.</td>
<td>Click the <strong>OK</strong> button.</td>
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</table>

The submit was successful.

**OK**: Time for the Week of 2012-04-08 to 2012-04-14 is submitted.
Step | Action
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14. | The *Reported Hours* section should now indicate the total hours recorded on the timesheet. Click on the *Reported Time Status* drop-down arrow to view detailed information about the reported hours.
### Step 15
Click on the **Reported Time Summary** drop-down arrow to view summary information about the reported hours.
Step | Action
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16. | Click on the *Leave and Compensatory Time Balances* arrow for a detailed view of reported hours.
17. | End of Procedure.