Entering Time - Salaried

Employees who are paid once a month enter Elapsed Time. Elapsed time is a record of time off — vacation leave and disability leave are entered on the Timesheet. The Timesheet is a part of your Employee Self-Service options in MaineStreet.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the MaineStreet Portal, click the <strong>Employee Self-Service</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Time Reporting</strong> link.</td>
</tr>
<tr>
<td>3.</td>
<td>Click the <strong>Report Time</strong> link.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Time Sheet</strong> link.</td>
</tr>
</tbody>
</table>
Step | Action
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5. | The **View By** default 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.
6. As a salaried employee, you will not record hours worked. Instead, you will report any leave hours used. These hours will be subtracted from your available leave balances.

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.

Enter the number hours under each day for which it is necessary.
Step 7. Click on the drop-down arrow in the **Time Reporting Code** field to lookup and select the appropriate time reporting code.
### Step 8.

In this example, we are entering vacation time so will select **ANLV - Salaried Vacation**. To enter sick time, select **DISA - Salaried Disability Leave**.

**Note:** The list of Time Reporting Codes will vary depending on your Collective Bargaining Unit.
Step | Action
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9. | 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. When ready, click **Submit** to submit your timesheet.
### Timesheet

#### Submit Confirmation

- The Submit was successful.
- Time for the Week of 2012-04-08 to 2012-04-14 is submitted

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<td>10.</td>
<td>Click the [OK] button.</td>
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</table>
### Step 11

The **Reported Hours** field should now indicate the total hours recorded on the timesheet.
Step | Action
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12. | Click on the **Reported Time Status** arrow for a detailed view of reported hours. Click the **Expand section** button.
Step 13. Click on the **Reported Time Summary** arrow for a summary view of reported hours.