Entering Elapsed Time

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*.

*For information on signing in to MaineStreet, refer to the documentation at* [http://www.maine.edu/system/mainestreet/](http://www.maine.edu/system/mainestreet/).

Navigating to the *Timesheet*

1) Navigate to *Employee Self Service > Time Reporting > Report Time > Timesheet*
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 time periods using the Previous and Next links.
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. For instructions on viewing your leave balances, see Page 7.

1) Verify that you are entering time for the correct Week.
2) 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.
3) Enter the number hours — under each day for which it is necessary — to apply to the Time Reporting Code.
4) Click to look up a Time Reporting Code.

<table>
<thead>
<tr>
<th>Date</th>
<th>Total Time</th>
<th>Time Reporting Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun 12/31</td>
<td>4.0</td>
<td>PSNONTASK</td>
</tr>
<tr>
<td>Mon 1/2</td>
<td>8.0</td>
<td>PSNONTASK</td>
</tr>
<tr>
<td>Fri 1/5</td>
<td></td>
<td>PSNONTASK</td>
</tr>
<tr>
<td>Sat 1/6</td>
<td></td>
<td>PSNONTASK</td>
</tr>
</tbody>
</table>

Submit
1) You may look up a Time Reporting code by entering some text in the search field. You may also select a TRC from the list without searching.

2) Click **Look Up**

3) Select the Time Reporting code.

**NOTE**

The list of Time Reporting Codes will vary depending on your Collective Bargaining Unit.
1) 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.

2) Click [Submit] to submit your timesheet.

3) Click [OK] to confirm the time submission.
Verify the number of hours reported:

1) The **Reported Hours** field should now indicate the total hours recorded on the timesheet.
2) The **Total** field will display the total hours recorded for each Time Reporting code.
3) **Reported Time Status** provides a detailed view of reported hours.

You have now finished reporting elapsed time for the specified week.
To review your Leave Balances:

1) Click **Balances - click to view**
2) Leave Balances are displayed by **Plan Type**.

*Note that Leave Balances are current as of your last pay period.*