

### 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 further expanded to show 'Report Time' and '- Timesheet'. A red circle with the number '1' highlights the '- Timesheet' option. 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

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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
<a href="#">UMFK - Library Clerk</a>	0	KLIBR
<a href="#">UMFK - Tutor</a>	1	KACAD
<a href="#">UMFK - Nursing Res Ctr Asst</a>	2	KNURS

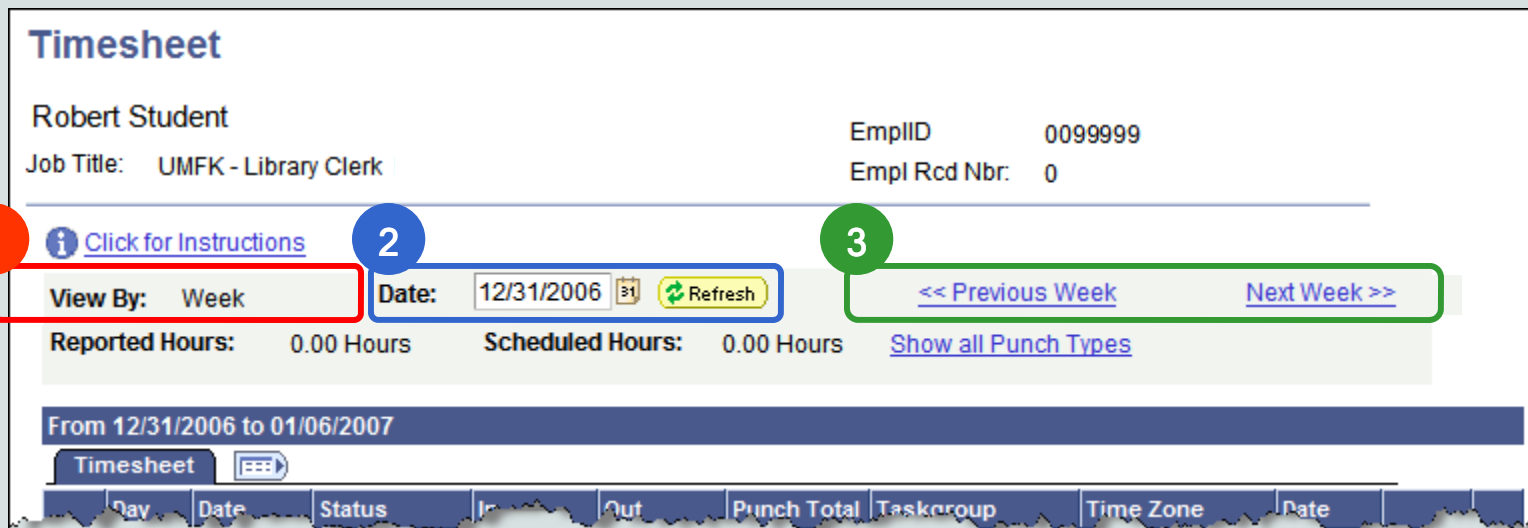
Go To: [Self Service](#)  
[Time Reporting](#)



## ▶ Select a Reporting Period

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- 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.


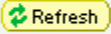


**Timesheet**

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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## ▶ Entering Time

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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.

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





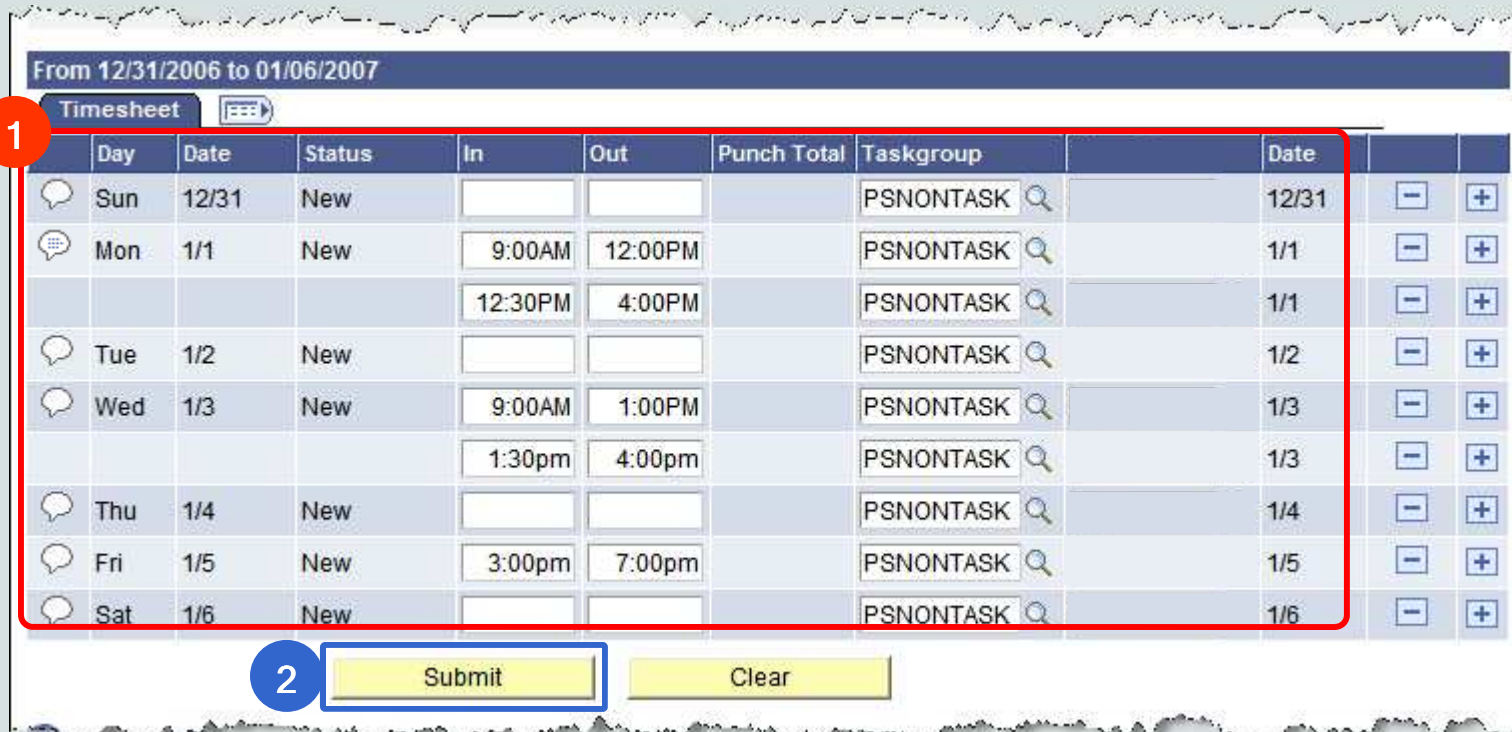
## ▶ Submit Time

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After recording time for the entire Week:

















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

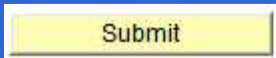

2) Click 



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

Timesheet 

	Day	Date	Status	In	Out	Punch Total	Taskgroup		Date		
	Sun	12/31	New				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				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				PSNONTASK 		1/4	-	+
	Fri	1/5	New	3:00pm	7:00pm		PSNONTASK 		1/5	-	+
	Sat	1/6	New				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
Wed		Submitted	9:00AM	1:00PM		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





## ▶ Submit Time

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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.*

**Timesheet**  
**Submit Confirmation**

✓ The Submit was successful.  
Reported Time for the Week of 2006-12-31 to 2007-01-06 is submitted

1 **OK**

**Timesheet**

Robert Student  
Job Title: UMFK - Library Clerk

[Click for Instructions](#)

View By: Week      Date: 12/31/2006

2 **Reported Hours: 17.00 Hours**      **Scheduled Hours: 0.00 Hours**