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/
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.
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 weeks using the **Previous** and **Next** links.
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.
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.
Leaving a Comment

You may leave a comment for the person who approves your time. For instance, you may wish to indicate why you worked fewer hours than you were initially scheduled. Comments help the person who approves your time to verify the accuracy of the hours you record. To leave a comment:

1) Enter a brief comment in the **Comment** field.
2) Click **Save**
3) Click **OK** to confirm the save. Note that comments cannot be changed once saved.
After recording time for the entire Week:

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

### Timesheet

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

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Status</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Taskgroup</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sun</td>
<td>12/31</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>PSNONTASK</td>
<td>12/31</td>
</tr>
<tr>
<td>Mon</td>
<td>1/1</td>
<td>New</td>
<td>9:00AM</td>
<td>12:00PM</td>
<td>PSNONTASK</td>
<td>1/1</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>12:30PM</td>
<td>4:00PM</td>
<td>PSNONTASK</td>
<td>1/1</td>
<td></td>
</tr>
<tr>
<td>Tue</td>
<td>1/2</td>
<td>New</td>
<td>9:00AM</td>
<td>1:00PM</td>
<td>PSNONTASK</td>
<td>1/2</td>
<td></td>
</tr>
<tr>
<td>Wed</td>
<td>1/3</td>
<td>New</td>
<td>1:30pm</td>
<td>4:00pm</td>
<td>PSNONTASK</td>
<td>1/3</td>
<td></td>
</tr>
<tr>
<td>Thu</td>
<td>1/4</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>PSNONTASK</td>
<td>1/4</td>
</tr>
<tr>
<td>Fri</td>
<td>1/5</td>
<td>New</td>
<td>3:00pm</td>
<td>7:00pm</td>
<td>PSNONTASK</td>
<td>1/5</td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>1/6</td>
<td>New</td>
<td></td>
<td></td>
<td></td>
<td>PSNONTASK</td>
<td>1/6</td>
</tr>
</tbody>
</table>
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.
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.*