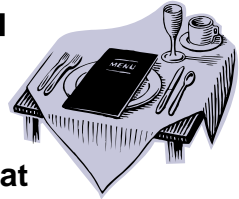




Peek #1: The new menu



This Peek provides information for employees other than student employees. A future Peek will look at punch time screens for student employees.

When the HRMS upgrade to PeopleSoft version 8.9 occurs (planned for late winter/early spring 2007), you'll see that your menus, both the left-side vertical menu and the folders view, will offer some new and different words.

Here's a peek at what you'll actually see. This series of screen shots leads you through 1) "Self-Service" to 2) "Time Reporting" to 3) "Report Time" to 4) the Timesheet on which you will actually enter your time—four clicks.

(The words "Report Time" replace the old "Elapsed Time" option, and more accurately describe what you do on that screen, anyhow.)

You can see that the timesheet itself also looks a bit different from what we've been using; it's really much more user-friendly and easier to navigate!

1

Menu

Search:

- My Favorites
- Self Service
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
- Manager Self Service
- University of Maine System
- PeopleTools
- My Personalizations

Main Menu >

Self Service

Navigate to your self service information and activities.

- Time Reporting**
Report and review your time, schedules, request absences and more.
 - Report Time
 - View Time
- Personal Information**
Review and update your personal information.
 - Personal Information Summary
 - Home and Mailing Address
 - Phone Numbers
 - 2 More...
- Payroll and Compensation**
Review your pay and compensation history. Update your direct deposit and other deduction or contribution information.
 - View Paycheck
 - Check Modeling
 - W-2 Reissue
 - 2 More...

2

Menu

Search:

- My Favorites
- Self Service
 - Time Reporting
 - Report Time
 - View Time
 - Personal Information
 - Payroll and Compensation

Main Menu > Self Service >

Time Reporting

Report and review your time, schedules, request absences and more.

- Report Time**
Report your time and request planned overtime and absences.
 - Timesheet
- View Time**
View your schedules, forecasted, payable and comp time, exceptions and more.
 - Payable Time Summary
 - Payable Time Detail

3

Menu

Search:

- ▶ My Favorites
- ▼ Self Service
 - ▼ Time Reporting
 - ▼ Report Time
 - Timesheet

Main Menu > Self Service > Time Reporting >

Report Time

Report your time and request planned overtime and absences.

Timesheet
Report your time and task details for a day, week, or time period.

4

[Click for Instructions](#)

View By: Date: [Refresh](#) [<< Previous Time Period](#) [Next Time Period >>](#)

Reported Hours: 0.00 Hours Scheduled Hours: 0.00 Hours

Reported time on or after 12/31/2006 is for a future period.

From Sunday 01/14/2007 to Saturday 01/20/2007

Timesheet

Sun 1/14	Mon 1/15	Tue 1/16	Wed 1/17	Thu 1/18	Fri 1/19	Sat 1/20	Total	Time Reporting Code	Taskgroup			
									<input type="text"/>	PSNONTASK	<input type="text"/>	<input type="text"/>
									<input type="text"/>	PSNONTASK	<input type="text"/>	<input type="text"/>
									<input type="text"/>	PSNONTASK	<input type="text"/>	<input type="text"/>

[Reported Time Status - click to hide](#)

Date	Status	Total	Time Reporting Code	Comments
		0.00		

[Reported Hours Summary - click to view](#)

[Balances - click to view](#)

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