



Peek #4: Punch time am/pm

This Peek provides information for student employees.

When you enter your time worked into MaineStreet (PeopleSoft), you must enter the time you started work and the time you finished, including AM and PM. (You can use either upper- or lower-case for “am” and “pm.”)



It's very easy to forget that AM or PM designator. (1) With the upgraded version 8.9, though, you'll have several opportunities to make corrections before you actually submit your hours.



And any mistakes that you do make in entering your time will probably be more noticeable. If you neglect to type the AM or PM, and click the “Submit” button, the system will re-order the hours you entered into some peculiar combinations that should catch your eye, especially if it indicates that you worked 44.50 hours in one day. (2)

Even after you submit your hours, you can always go back in to your Timesheet and fix things before the time you submit is approved by your supervisor. (3) Bottom line: remember to include AM and PM.

1) Note lack of AM or PM:

Day	Date	Status	In	Out	Punch Total	Taskgroup
Sun	12/31	New				PSNONTASK
Mon	1/1	Submitted	9:00AM	12:00PM	3.00	PSNONTASK
		Submitted	12:30	4:00	3.50	PSNONTASK
Tue	1/2	New				PSNONTASK
Wed		Submitted	9:00AM	1:00PM	4.00	PSNONTASK

2) Note peculiar re-ordering and Punch Total for Monday:

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

3) Note inclusion of PM (44.50 total will be corrected automatically when “Submit” button is clicked):

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

For more information about submitting time in version 8.9, consult the Quick Guide for [Entering Time: Students](#).

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