




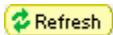
## Peek #6: The refresh button

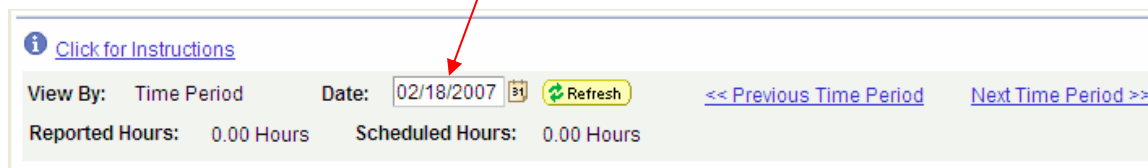
This Peek provides information for all employees, including student employees.

How refreshing!



When you open your new Timesheet in HRMS 8.9, the first day of the current Time Period\* is entered by default in the **Date** field.

If you want to enter a new date, you can either type the date in the **Date** field or you can click on the calendar icon  to select a different date.

Whichever method you choose, you must click the yellow  button to update the dates that appear on the Timesheet. If you hit your “Enter” key, nothing will happen. So please remember to refresh yourself!



[Click for Instructions](#)

View By: Time Period    Date: 02/18/2007      << Previous Time Period    Next Time Period >>

Reported Hours: 0.00 Hours    Scheduled Hours: 0.00 Hours

Also recall from [Peek #3 \(Previous and Next\)](#) that you can use the [<< Previous Time Period](#) and [Next Time Period >>](#) links to navigate between Timesheets.

\* “Time Period” runs from Sunday to Saturday, and is **not equivalent** to “Pay Period.”

For more information about how you’ll enter your time, check the appropriate Quick Guide or iDemo on the MaineStreet website. Visit <http://www.maine.edu/system/mainestreet/> and choose either **Quick Guides for HR Upgrade** or **iDemos for HR Upgrade**.

[Return to List of Peeks.](#)