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!

Also recall from Peek #3 (Previous and Next) that you can use the and 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.

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