

News from



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www.maine.edu/system/mainestreet/



Coming in September: Direct deposit of employee reimbursements!

New on MaineStreet!

Is your paycheck directly deposited into your bank account?

If the answer is “yes,” then beginning sometime in September, any reimbursements you receive for University travel or expenses will also be deposited directly into your desired bank account.

This new process should be more convenient for you: funds will be immediately available in your bank account, and you will be able to check the status of reimbursement requests online through MaineStreet Employee Self-Service (*Employee Self-Service* → *Travel and Expenses* → *T&E Direct Deposit*). Cash advances will still be in paper check form.



The initial setup for direct deposit of reimbursements will use the same bank account information that is used for your payroll deposit. However, like payroll, you will be able to change this deposit information at any time.

If you still receive a paper paycheck, you will continue to receive paper checks for your travel or expense reimbursements. Now might be a good time to eliminate that paper. See the column at right for instructions to get started.

For answers to any questions you may have about this direct deposit process, contact your Travel Administrator or your University’s Business Office.

Save paper + gas = save money!

Avoid paper waste and unnecessary trips to the bank. Arrange to have your pay and reimbursements directly deposited into your bank account.










Go to **Employee Self-Service** in MaineStreet, click on **Payroll and Compensation**, and then on **Direct Deposit**.

For more details, visit the [Quick Guide for Direct Deposit](#).

Also in this issue:

- Campus Solutions: what, when who
- MaineStreet Bulletin; The importance of signing out
 - A heads-up about WebDSIS
- Scene on MaineStreet: Financial Aid

Campus Solutions: what, when, who

Go to MaineStreet for:	When?	Affects:
 Begin building fall 2008 class schedule	September 2007 and beyond	Student Records IDP Team; all academic departments (depending on campus)
 Application fees and payments	October 1, 2007 and beyond	Admissions Offices; Business Offices; Shared Processing Center
 Fall 2008 enrollment deposit processing	October 1, 2007 and beyond	Admissions Offices; Business Offices
 Convert ISIS schedule of classes for fall 2008 to new system	September/October 2007	Student Records IDP Team; Student Records Offices
 Begin transfer credit evaluation for fall 2008 new admits	January 2008 and beyond	Admissions Offices; Transfer Officers; Student Records Offices; Financial Aid Offices; academic departments (depending on campus); incoming transfer students
 Academic Advisement (available)	March 2008 and beyond	All academic departments, depending on campus; Academic Advisement IDP Team; Student Records Offices; students
 Fall 2008 registration, including student self-service	March/April 2008 and beyond	All academic departments; all students; Student Records Offices
 Conversion of spring 2008 grades from SIS to PeopleSoft	June 2008	Student Records IDP Team
 Calculating tuition and fees for fall 2008; printing and mailing bills	July 2008 and beyond	Student Financials IDP Team; Business Offices
Spring 2009 registration, including student self-service	November 2008 and beyond	All academic departments; all students; Student Records Offices
Fall 2008 final grades	December 2008 and beyond	All academic departments; Student Records Offices
Disburse Student Financial Aid	February 2009	Financial Aid Offices; Business Offices

The above chart does not include every process in every office that will be shifted to our new system, but is meant to provide an overview of the major events. Many implementation details are campus-based. Highlighted rows have the potential to involve all academic departments, depending on campus.



means milestone has been successfully met.







MaineStreet Bulletin!

On September 2 and 3 the Fall Semester begins for all University of Maine System institutions and all 30,000+ students.

During our successful registration period last spring, load-balancing procedures were in place to ensure that MaineStreet could handle the heavy use (see [Mid-March 2008 News](#)). These precautions will be in place again the first week of classes, to accommodate anticipated heavy load during Add-Drop.

For the week of September 2 – 5 only:

-  Faculty and staff will automatically be timed-out of MaineStreet after 30 minutes of inactivity (down from 60).
-  Students will automatically be timed-out of MaineStreet after 15 minutes of inactivity (down from 20).
-  Large batch processes should be kept to a minimum during this four-day period, especially between 7:00 a.m. and 6:00 p.m.
-  Only critical reports should be run during this four-day period.

On or before September 5, time-outs will return to 60 minutes for faculty and staff and 20 minutes for students.

The importance of signing out

Signing out properly frees up a connection to the MaineStreet system.



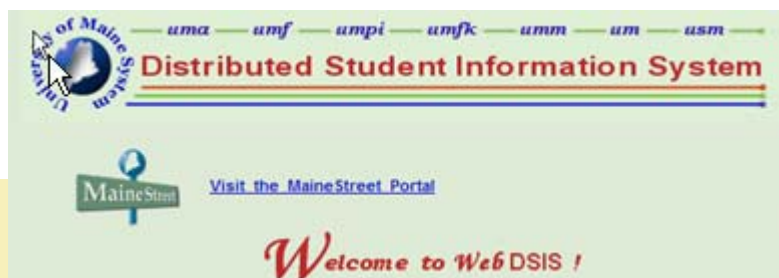
If you haven't been doing so, please remember to click on "Sign out" in the upper right-hand corner (shown here). When you do this, you are taken to a page from which you can close your browser (assuming you really are finished and meant to sign out) or log directly back in to MaineStreet.

(This applies to HR and Financials also, which is a change from past procedure. Clicking on "Return to portal" is still fine, but now you can also click on "Sign out" from HR and Financials.)

A heads-up:

Sometime in September or October, users will find very few functions available in WebDSIS. Students will be able to view Financial Aid screens. Faculty and staff may be able to view other WebDSIS screens, but data there will probably not be current. Reminders guiding users to MaineStreet will appear on WebDSIS screens.

Sometime in the spring of 2009, after Financial Aid moves to MaineStreet, WebDSIS will be retired.



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Scene on MaineStreet

Representatives from the **Financial Aid offices** System-wide are putting in yeoman hours preparing for the implementation of Financial Aid in MaineStreet next February.

Attending a week of system testing in Bangor were **Sherry McCollett** and **Angela Gardner** from UMA; **Ron Milliken** from UMF (pictured at right); **Ellen Cost** from UMFK; **Stephanie Larrabee** from UMM; **Chris Bell** from UMPI; **Keith Dubois** and **Helen Parker** from USM; and **Peggy Crawford, Connie Smith,** and **Kelly Robinson** from UMaine. **Sarah Doheny**, Subject Matter Expert for Financial Aid, and **Eloise Kleban**, trainer from UMS, are also essential cogs in the Financial Aid implementation wheel.




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Your comments are welcome.

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