Entering Time - Student

As a student employee, you’ll be entering time in MaineStreet — the same system you use to view and edit your student information.

Work hours are recorded on the Timesheet. This quick guide walks you through the process of filling out and submitting a timesheet.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Click the Employee Self-Service link.</td>
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<tr>
<td>2.</td>
<td>Click the Time Reporting link.</td>
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<td>3.</td>
<td>Click the Report Time link.</td>
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<tr>
<td>4.</td>
<td>Click the Time Sheet link.</td>
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</table>
5. As a student employee, you may have multiple jobs on campus. You record hours for each job separately. Before reporting time, you must first select a job.

The default View By value is Calendar Period. This view displays a Sunday to Saturday work week.

The Date field will default to the first day of the current Week. To enter time for a different Week, enter a date in the Date field, then click the refresh icon.

You may also switch weeks using the Previous and Next links.
6. To enter time on the Timesheet, first verify you are entering time for the correct week.

Enter your start time in the In field, and your clock-out time in the Out field. Be sure to use AM and PM designators to specify morning and afternoon. You may enter AM and PM in either upper-case or lower-case; MaineStreet will convert to upper-case when the Timesheet is submitted.
Step | Action
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7. | If you worked multiple shifts during the day, after entering the hours worked for the first block of time, click the button at the end of the date row.
Step | Action
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8. | Enter the hours worked for the second block of time. Repeat the previous steps to record more blocks of time for the same day.
Step | Action
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9. | You may leave a comment for the person who approves your time. For instance, you may wish to indicate why you worked fewer hours than you were initially scheduled. Comments help the person who approves your time to verify the accuracy of the hours you record.

When ready, click the **Submit** button.

**Note:** You may correct and re-submit your timesheet any number of times until your time has been approved by your supervisor.
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<td>10.</td>
<td>Click the <strong>OK</strong> button.</td>
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Step | Action
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11. | Click the **Reported Time Summary** drop-down arrow to view summary information about the reported hours.

12. | **End of Procedure.**