Time Entry - Hourly

Employees who are paid on a biweekly basis enter Elapsed Time. Elapsed Time is recorded on your employee Timesheet in MaineStreet.

The Timesheet page can be accessed two ways:

1. Log in to myums.maine.edu and under MaineStreet, click Time Entry OR

2. Log in to mainestreet.maine.edu and go to Employee Self-Service > Time Reporting > Report Time > Timesheet
Select Period

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

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.
Enter Time

Entering elapsed time involves recording the number of hours worked each day and then applying the appropriate Time Reporting Code to the recorded hours.

Hours worked over 40 in a week that will be saved as Compensatory Time instead of paid as overtime should be entered at the end of the week.
Time Reporting Code

Click on the drop-down arrow in the **Time Reporting Code** field to lookup and select the appropriate time reporting code.

**Note** - The list of Time Reporting Codes will vary depending on your Collective Bargaining Unit.

Continue to report hours, using a new row for each new Time Reporting Code. You may apply hours to different Time Reporting Codes for the same day.
Submit

When ready, click the **Submit** button to submit your Time Sheet. Then click **OK** on the Submit Confirmation page.
Reported Time

The **Reported Hours** section should now indicate the total hours recorded on the timesheet.

Click on the **Reported Time Status** drop-down arrow to view detailed information about the reported hours.

Click on the **Reported Time Summary** drop-down arrow to view summary information about the reported hours.