Entering Time - Student

*Student* employees who are paid on a bi-weekly basis enter Punch Time on a daily basis for each day worked. Punch time is recorded on your employee Timesheet in MaineStreet. This topic walks you through the process of entering Punch Time.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Employee Self-Service homepage, click the <em>Time</em> tile. The default will be the <em>Timesheet</em> page.</td>
</tr>
</tbody>
</table>

The default *View By* value is Day. This view displays the current day.

The *Date* field will default to the today’s date. To enter time for a different Day, enter a date in the *Date* field, then click the refresh icon.

You may also switch days using the *Previous Day* and *Next Day* links.

By clicking the 2 vertical lines in the middle of the page will hide the Time menu on the left.
Step | Action
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3. | 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.

Click the **+** button to add additional time worked on the same day. For example, if you took a meal break and need to clock in/out again.

*Optional:* You may leave a comment by clicking and filling out the comment field. See the following page for details on entering comments.

4. | When ready click the submit button to submit your Timesheet.

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### Timesheet

#### Submit Confirmation

- The Submit was successful.
- Time for the Day of 2016-10-24 is submitted

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### Select Another Timesheet

#### From 10/24/2018 to 10/24/2018

<table>
<thead>
<tr>
<th>Day</th>
<th>Date</th>
<th>Reported Status</th>
<th>In</th>
<th>Out</th>
<th>Punch Total</th>
<th>Taskgroup</th>
<th>Time Zone</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wed</td>
<td>10/24</td>
<td>Submitted</td>
<td>9:00AM</td>
<td>12:00PM</td>
<td>3:00</td>
<td>PSNONTASK</td>
<td>EST</td>
<td>10/24</td>
</tr>
</tbody>
</table>

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Step | Action
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14. | The **Reported Time Status** section should now indicate the total hours recorded on the timesheet and detailed information about the reported hours.

17. | **End of Procedure.**