Time Entry – Salaried Overtime

Employees eligible for overtime who are paid on a monthly basis enter Overtime on the Timesheet in MaineStreet.

The Timesheet can be accessed by logging in to myums.maine.edu and under MaineStreet, click Time Entry.
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

Record the number of hours for Annual Leave and Disability Leave by applying the appropriate **Time Reporting Code** to the recorded hours.

Also report overtime hours (hours worked over 40 in a week) using the OTS – Salaried Overtime **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: Once OTS is approved, it will be paid in your next paycheck.
Submit

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