How-To Articles

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Employee Articles

• How-to Articles - Employee Self-Service Benefits
• How-to Articles - Employee Self-Service Onboarding
• How-to Articles - Employee Self-Service Pay
• How-to Articles - Employee Self-Service Personal Details
• How-to Articles - Employee Self-Service Student Work Center
• How-to Articles - Employee Self-Service Talent Profile
• How-to Articles - Employee Self-Service Time
• How-to Articles - Employee Self-Service UMS Recreation Release Form

Manager Articles

• How-to Articles - Manager Self-Service: Student Hire
• How-to Articles - Manager Self-Service: Team Talent Profile
• How-to Articles - Manager Self-Service: Time Approver WorkCenter
• How-to Articles - Manager Self-Service: UMS My Team
• How to Complete Form I-9 MaineStreet as Manager

HR Partner & Liaison Articles

• How to Complete Form I-9 MaineStreet as Administrator
• How to Complete Form I-9 with Examples
• How to Create and View Jira Service Requests
• How to Find Data Elements for Completing a Form
• How to ImageNow Print Capture
• How to Process Faculty Related Payments via Smartsheet
• How to Process Pay Changes via Smartsheet
• How to Process Retroactive Distribution of Earnings (Actuals)
• How to Process Smartsheet Actions
• How to Process Temporary and/or Additional Pay via Smartsheet
• How to Process Testing Ambassador Assignments
• How to Schedule the Import/Export process using the Financial Aid Interface
• How to Submit Paperwork, Forms and Spreadsheets
• How to Utilize WebNow
• How to View, Run and Create a Query

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• Manager Frequently Asked Benefits Questions Regarding Medical Leave
• Manager Frequently Asked Payroll Questions Regarding Student Rehire
• Manager Frequently Asked Payroll Questions Regarding Time Approval and Payroll

Finance Articles

• 0560.00 Earnings Distribution to General Ledger
• How to Process Faculty Related Payments via Smartsheet - 3 Approvals
• How to Process Retroactive Distribution of Earnings (Actuals)
• New GL compensation accounts and retro distributions of payroll
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