How to Enter Time - Salaried

Special COVID Time Entry:

Salaried employees not able to work due to the COVID-19 situation March 15th through April 4th will continue to be paid their regular salary. For reporting purposes, hours not worked should be reported as COVDS - COVID Leave Salaried. Tracking COVID-19 related costs will be important should the university be able to seek reimbursement from federal and state agencies at a later date.

Excerpt from Chancellor’s Message Dated 3/19/20:

Please continue to work remotely if possible or as part of our limited on-campus presence as already planned with your supervisor. However,

- if you are unable to work due to the temporary suspension or reduction of your department operations;
- if you need to be away from work to tend to children who are home from school or daycare;
- if you are following self-quarantine guidelines,
- are ill or tending to a family member who is ill;
- or if you simply need time away from work to tend to matters that you are confronting due to the crisis,

you will continue to be paid through April 4, and there is no need to utilize sick leave or vacation time for these reasons.

Description:

Salaried employees are paid on a monthly basis and enter Elapsed Time as they use sick (“Disability Leave”) or vacation (“Annual Leave”) time only. Elapsed Time is recorded on your employee Timesheet in MaineStreet. This topic walks you through the process of entering Elapsed Time. Some salaried employees are eligible for overtime which would be entered in the same manner.

Navigation: From the MaineStreet portal, click Employee Self-Service and then Timesheet under the Time Reporting menu. Depending on how you access self-service, you may also click Time tile on the Employee Self-Service homepage.

Time Entry:

If you have multiple jobs, select the job for which you need to enter time.

The default View By value is Day. This view displays the current date. To view a different day, enter a different date in the Date field, then click the refresh icon. You may also navigate to a different day by using the Previous Day and Next Day links.

To enter time, enter the total number of hours taken as paid leave in the box under each applicable day. You must also select the Time Reporting Code, or TRC, by clicking on the dropdown menu labeled Time Reporting Code. For example, if you are out sick on Wednesday, you will enter in 8 in the box under Wednesday’s date and choose the “DISA – Salaried Disability Leave” Time Reporting Code.

When ready, click the Submit button to submit your Timesheet.

If you need to remove or change entered time from your Timesheet, you may do so at any time by following the process you just learned. If your previously entered time has already been approved by your supervisor, please note that they will need to approve any changes or deletions on your Timesheet as well.

Optional: You may leave a comment by clicking and filling out the comment field.

When ready, click the submit button to submit your Timesheet.

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

Payable Time Detail:

The Payable Time Detail screen allows you to view previously entered time, as well as find out if your supervisor has approved your time.

Time will not show in Payable Time Detail until after the overnight Time Administration process has successfully run.

From the Employee Self-Service homepage, click the Time tile. On the left-hand menu, click Payable Time Detail. If you have multiple jobs, please select the job you wish to view your submitted time for.

The default Start Date and End Date will be the Sunday and Saturday of the current week. To view a different time period, enter different dates in the Start and End Date fields, then click the refresh icon. Note that you can view a period of up to 6 months at a time.

- If the Status says Needs Approval, this means that your supervisor has not yet approved your time.
- If the Status says Approved, this means that your supervisor has approved your time and it will be paid in the next payroll cycle.
- If the Status says Closed with a Reason Code of Not Distributed, this means that the time has already been processed on a paycheck.
• If the Status says **Rejected**, please notify Payroll at payroll@maine.edu or 581.9104.

In summary, it is the responsibility of the employee to enter leave time each day. After a manager approves the time, it will be update leave balances in accordance with the payroll schedule.

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• How to Set up Voluntary Deduction
• How to Enter Time Guides
• How to Complete Form I-9 Employment Eligibility Verification via Employee Self-Service
• How-to Articles - Employee Self-Service Onboarding