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 Faculty Related Payments via Spreadsheet
- 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

**Related Content**
- Manager Frequently Asked Questions
- Manager Frequently Asked Benefits Questions Regarding Medical Leave
- Manager Frequently Asked Payroll Questions Regarding Student Rehire eAuthorization
- 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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**Related Content**
- HR Liaison Frequently Asked Payroll Questions