How to Enter Time - Salaried

COVID Administrative Leave

Description: COVID Administrative Leave is used in accordance with the following guidance:
- COVID Leave effective October 1, 2021
- COVID Time Reporting for getting Vaccinated (max 2 hours)

Description: Salaried employees are Exception Elapsed Time Reporters which means generally, they only report their time not worked which should be paid using annual leave and/or disability leave. There is also an Unpaid option that can be used once leave accruals have all been exhausted.
- 0580.50 Time Reporting Codes

Salaried Overtime

Salaried employees who are considered FLSA non-exempt are eligible for overtime (contact HR Partner for questions on status). If an overtime-eligible salaried employee works more than 40 hours in any week, they must report their overtime hours using the Overtime time reporting code. Once approved, overtime hours will be added to the employee’s monthly paycheck. Employees may also save overtime hours as Compensatory Time.

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 Time Administration process has successfully processed the time; the process is scheduled to run overnight and weekdays at 10am, noon and 2pm.

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 and it’s time that has not been processed through payroll yet, please disregard this status and the time will be paid in the next payroll.

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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