
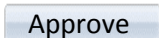
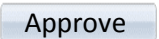


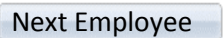





# Time Approval - MaineStreet

## Approve Payable Time in MaineStreet

1.	After signing into MaineStreet, select <a href="#">Enterprise Applications</a> .
2.	Click the <a href="#">Human Resources Employee</a> link.
3.	Click the <a href="#">Manager Self-Service</a> link.
4.	Click the <a href="#">Time Management</a> link.
5.	Click the <a href="#">Approve Time and Exceptions</a> link.
6.	Click the <a href="#">Payable Time</a> link.
7.	<p>Use the <b>Approve Time for Time Reporters</b> page to lookup employees for whom you have approval authority and who have payable time that needs approval.</p> <p>Enter your search criteria (most supervisors use the "Time Reporter Group" field). Use the <b>Start Date</b> and <b>End Date</b> fields to search for specific date ranges. Taking out the <b>Start Date</b> will allow you to view all unapproved time for your student employees.</p> <p>When ready, click the  button.</p>
8.	<p>The list of employees who match your search request appear listed in the <b>Employees For ...</b> section.</p> <p>We recommend that supervisors click on each of their students individually to review time. You may all click the <a href="#">Select All</a> link to approve time for all employees.</p>
9.	<p>You can use the <b>Approve Payable Time</b> page to approve time entries for individual days or for all days the employee submitted time for.</p> <p>The <b>Date</b> field displays the date/s the employee worked. One row will appear for each date and type of time. <b>Time Reporting Codes</b> (TRCs) show which type of time the employee has reported. The <b>Quantity</b> field displays the number of hours for the TRC in this row.</p> <p>The <a href="#">Select All</a> link lets you select all of the listed time records for this employee.</p> <p>If you need to adjust time for a student employee, please refer to page 2.</p>
10.	<p>On the Approve Payable Time page, you can:</p> <p><b>Approve Individual entries</b> submitted by the student employee by checking the box under the column labeled <b>Select</b> on the corresponding row and then clicking the  button.</p> <p>or</p> <p><b>All time</b> submitted by the student employee by clicking the <a href="#">Select All</a> link.</p>
11.	Click the  button.
12.	A pop up will as if you would like to approve the time selected. Click the  button.
13.	On the <b>Save Confirmation</b> page, click the  button.
14.	To approve time for another employee, click the  button.
15.	When finished approving time for this student employee, click the <a href="#">Return to Approval Summary</a> link.

# Time Approval - MaineStreet

<b>Adjust Student Employee Time in MaineStreet</b>	
<b>1.</b>	<p>The <a href="#">Adjust Reported Time</a> link allow you to open the <b>Timesheet</b> page where you can adjust the student employee's reported time.</p> <p>This could be done in the case that the student incorrectly entered their time. Student employees may also adjust their time on their own, prior to approval.</p>
<b>2.</b>	<p>On the <b>Timesheet</b> page, you can adjust the reported time entries and can enter comments regarding the reported time.</p> <p>Note: be very cautious when entering comments. They cannot be deleted! Click the <a href="#">Comments</a> button. </p>
<b>3.</b>	<p>Enter your comment in the <b>Comment</b> field.</p>
<b>4.</b>	<p>Click the  button.</p>
<b>5.</b>	<p>Click the  button.</p>
<b>6.</b>	<p>When finished on the <b>Timesheet</b> page, scroll down and click the <a href="#">Return to Approval Details</a> link to return to the <b>Approve Payable Time</b> page.</p>