

STUDENT EMPLOYEES

10/24/03

- As in the past, you can obtain a Timecard Worksheet on the web at:
<http://usm.maine.edu/hrs/payroll/spayroll/worksheet.gif>
- Instructions for entering time in PeopleSoft can be found on the web:
In MS PowerPoint: <http://usm.maine.edu/hrs/payroll/spayroll/timeentry.pps>
In PDF Format: <http://usm.maine.edu/hrs/payroll/spayroll/timeentry.pdf>
- You can access **Weekly Punch Time** from the Student Payroll web site at:
<http://usm.maine.edu/hrs/payroll/spayroll/spayroll.htm>
- If you have problems with your **User ID** and **Password** please contact USM's Help Desk at 780-4029. Do not contact them about payroll questions.
- It is important to note that PeopleSoft's Time and Labor Process strongly recommends that you **enter your time worked daily**. The last thing you should do just before leaving work each day is to enter your time worked into PeopleSoft's **Weekly Punch Time** system. Time is validated every night. Failure to promptly enter the time you worked may delay your paycheck for an additional two weeks.
- Your **supervisor** must **approve** your **Weekly Punch Time**, by **Noon every Monday** or you will not be paid for the unapproved time that you worked. If you enter time on Monday morning for prior periods, your supervisor will not see it for approval until Time Administrator runs.
- Supervisor Instructions for approving time in PeopleSoft can be found on the web at:
In MS PowerPoint: <http://usm.maine.edu/hrs/payroll/spayroll/timeapproval.pps>
In PDF Format: <http://usm.maine.edu/hrs/payroll/spayroll/timeapproval.pdf>