

Logging Hours on MaineStreet

MaineStreet UMS (PeopleSoft)

How To Activate Your Account :

1. Go to www.maine.edu
2. Click on “Current Students”
3. Scroll down to [Account Activation: UMS User ID](#)
4. Follow the directions underneath “My UMS account”

How To Log Your Hours :

1. Go to www.maine.edu
2. Click on “Current Students”
3. Scroll down to MaineStreet(PeopleSoft), click below on “Student Access”
4. Enter your User ID and Password
5. Under the “MaineStreet Menu”, click on “Employee Self Service”
6. Next, click “Report Time”, and then click “Time Sheet”
7. Enter the appropriate date, and click “search”
8. Enter “In” and “Out” Times (Only enter ONE week at a time)
9. Hit SUBMIT

For more information or questions please contact:

IT Help Desk	581-2506
UNET	561-3587
Student Payroll	581-3700/3710/3713/3733
Student Employment	581-1349

