

TAMS

Time and Management System

Entering Your Time

HR will have given you an A number and a temporary password to sign into TAMS. If you lose this, ask your manager/mentor for assistance.

From your desktop double-click on the TAMS shortcut.



Type your A number in the username section and your password and click OK.

A Windows-style dialog box titled "Connect to portal.lb.state.me.us". The title bar is blue and contains a question mark icon and a close button (X). The main area has a light beige background. At the top left, there is an icon of two keys (one silver, one gold). Below the icon, the text reads: "The server portal.lb.state.me.us at tams requires a username and password." There are two input fields: "User name:" with a dropdown menu showing a person icon, and "Password:" with a text box. Below the password field is a checkbox labeled "Remember my password". At the bottom right, there are two buttons: "OK" and "Cancel".

On your first visit you will want to **change your password** and **create a signature**.

To enter time, click on Timesheet.

MS-TAMS Logon

Employee: [Timesheet](#) - [Employee History](#) - [Leave](#) - [Profile](#) - [Change Password](#) - [Change Signature](#)

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Time and Attendance

Welcome to MS-TAMS

Important news will often be posted here, otherwise it is blank.

The annual open enrollment period for health, dental & vision insurance will be held from May 20th through June 8, 2013.

You may enroll by selecting the online enrollment form above. "ANNUAL ENROLLMENT".

For health plan participants, the annual Health Credit Premium program is going on now through May 29, 2013.

Go to www.maine.gov/deh for more information on both programs.

TIMESHEET SCREEN

<u>Job Class Title</u> INFO SYSTEM SUPPORT SPEC	<u>Pay Period Ending</u> 06/22/2013 ▼	<u>Status</u> New Timesheet	<u>Name</u> Moiseenko, Natasha	<u>Version</u>
<u>Work Week</u> Standard	<u>Biweekly Hours</u> 40	<u>Overtime Eligible</u> Yes		
<u>Last BiWeekly Leave Posted for</u> (Pay Period ending: 05/25/2013, in hours)	<u>Sick</u> 0	<u>Vacation</u> 0	<u>Personal</u> 0	<u>Comp</u> 0

Week 1

Su Jun 09	M Jun 10	Tu Jun 11	W Jun 12	Th Jun 13	F Jun 14	Sa Jun 15	Description	Project/Task	Cost Center	Activity	Site	Total	
Hours Week 1							<input type="text"/>	Total Pay Hrs		<input type="text" value="0"/>	Total Non-Pay Hrs		<input type="text" value="0"/>

Week 2

Su Jun 16	M Jun 17	Tu Jun 18	W Jun 19	Th Jun 20	F Jun 21	Sa Jun 22	Description	Project/Task	Cost Center	Activity	Site	Total	
Hours Week 2							<input type="text"/>	Total Pay Hrs		<input type="text" value="0"/>	Total Non-Pay Hrs		<input type="text" value="0"/>

[Timesheet History](#)

By entering my electronic signature and pressing 'Accept/Sign', I am certifying that I have worked on the indicated cost objectives/activities/programs.

Time and Attendance

Employee: [Timesheet](#) - [Employee History](#) - [Leave](#) - [Profile](#) - [Change Password](#) - [Change Signature](#)

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TIMESHEET SCREEN

Job Class Title INFO SYSTEM SUPPORT SPEC	Pay Period Ending 06/08/2013	Status Modified By Employee	Name Moiseenko, Natasha	Version 1
Work Week Standard	Biweekly Hours 40	Overtime Eligible Yes	Personal 0	Comp 0
Last BiWeekly Leave Posted for (Pay Period ending: 05/25/2013, in hours)	Sick 0	Vacation 0		

Messages

TAMS-305-WARNING: ENTERED BI-WEEKLY HOURS TOTAL IS MORE THAN THE REGULAR BI-WEEKLY HOURS TOTAL

Week 1

Su May 26	M May 27	Tu May 28	W May 29	Th May 30	F May 31	Sa Jun 01	Description	Project/Task	Cost Center	Activity	Site	Total
	8	9.5	6	3	7	2	REGULAR	ALL OIT ALL, M16 ADMINISTRATION				35.5
							Hours Week 1	35.5	Total Pay Hrs	35.5	Total Non-Pay Hrs	0

Su May 26	M May 27	Tu May 28	W May 29	Th May 30	F May 31	Sa Jun 01
	8	9.5	6	3	7	2
	8	9.5	6	3	7	2

Fill in your **hours** each day. Don't forget to select your **Description** and **Project /Task**.
 If you take time **other than "Regular"** time you will need to use a separate line. You may also have to portion out your time to **different projects or tasks**.

If you make any changes to your time card you will need to **save them**.

When you time card is done, you will need to **sign it** with your **electronic signature** before it can be processed by payroll. Once you sign it, you can no longer edit it.

Your card will be sent to your mentor for approval. If there are any issues it will be sent back to you for correction (you will receive an email).

If you have any questions about how to fill out your timecard, please ask your mentor.

Week 2

Su Jun 02	M Jun 03	Tu Jun 04	W Jun 05	Th Jun 06	F Jun 07	Sa Jun 08	Description	Project/Task	Cost Center	Activity	Site	Total
	8	9	6	8.5	8.5		REGULAR	ALL OIT ALL, M16 ADMINISTRATION				40
8	9	6	8.5	8.5			Hours Week 2	Total Pay Hrs	40	Total Non-Pay Hrs	0	

[Timesheet History](#)

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Comment (date is required when adding a comment)	Date	Entered By	Entered Date

[Go to MS-TAMS Help](#)