



Approver & Proxy Training Presentation

Welcome to PipelineMT

Your Gateway to the MTSU Campus!

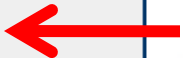


Please Login to Your Secure PipelineMT Account

User Name:

Password:

[Having problems logging in? Click here.](#)



<< Attention !

Recent "phishing" attempts have asked for email usernames, passwords, and even birthdates. These emails claimed to be from MTSU's "Support Team" or similar wording. MTSU Information Technology Division never requests sensitive information via email. These phishing scams are meant to earn your trust and gain information to compromise email accounts to send SPAM, for identity theft, etc. DO NOT reply to these messages or click on their links. Please let the Helpdesk know if you have any questions. Thank You! (help@mtsu.edu or 615-898-5345)

How do I get a user name and password?

[CLICK HERE](#)

I can't remember my password!

[CLICK HERE](#)

Make this my homepage.

[Click here](#) for instructions on how to make your browser load this page on startup.

What's Inside?

You can register for classes, pay fees, check your email, keep a calendar and access your personal data. Login and choose the **RaiderNet** tab for registration, fee payment, and other personal data services. Look for these icons for email and calendaring:



[Email](#)



[Calendar](#)

D2L Online course resources are available on the **My Courses** page!

Supported Browsers

PipelineMT and RaiderNet **will not work properly** if you do not have a current browser from the following list:

- **Internet Explorer.**
Windows: 5.5 SP2 and 6.0 SP2
MAC: 5.1.7(OS 9) and 5.2.3(OS X)
- **Netscape Communicator.**
Windows: 6.2.3 and 7.1
MAC 6.2.x for OS 9 and OS X
- PipelineMT does not support AOL, Safari or other browsers

[Check your browser version](#) | [How to upgrade your browser](#)

What is a browser?

A program that helps users work with the web by displaying documents and making links between computing sites. A graphical web browser such as Internet Explorer or Netscape can display web documents in hypertext format; that is, it

- HAVING TROUBLE?**
Try these solutions:
- [Check Your Browser](#)
 - [Forgot your User Name?](#)
 - [Forgot your password?](#)
 - [How do I get my Email?](#)
 - [Planned Down Time](#)

- > [Authorized User/Parent Login Bill Info](#)
- > [Alumni](#)
- > [Admission Inquiry](#)

PipelineMT Security
Even though a padlock or https: will not appear, PipelineMT is completely secure.

 [Read more about security...](#)

Information Technology Help Desk

Hours: 24 hours/7 days
when classes are in session

Phone: 615-898-5345
Email: help@mtsu.edu

Login At Pipeline MT

<http://mtsu36.mtsu.edu/cp/home/loginf>

Welcome to PipelineMT

Your Gateway to the MTSU Campus!

My Account
Content/Layout

Welcome Dr William Respress
You are currently logged in

e-mail calendar groups logout help

- My Pipeline
- RaiderNet**
- Campus Directory
- MTSU Info
- News
- Tutorial
- Sample

July 16, 2008

Personal Information Employee

Search Go

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Personal Information

- [View Addresses and Phones](#)
- [Update Addresses and Phones](#)
- [View E-mail Addresses](#)
- [Update E-mail Addresses](#)
- [View Emergency Contacts](#)
- [Update Emergency Contacts](#)
- [Name or Social Security Number Change Information](#)
- [Directory Profile](#)
- [What's My MTSU ID Number \(aka M#\)?](#)
- [Answer a Survey](#)
-
- [Class Schedule Search](#)
- [Course Catalog](#)
- [Look Up Classes](#)
- [Display Course Corequisites](#)

Click The RaiderNet Tab

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e-mail calendar groups | logout help

My Pipeline **RaiderNet** Campus Directory MTSU Info News Tutorial Sample

July 16, 2008

Personal Information **Employee**



Search

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Employee

- [Time Sheet](#)
- [Leave Report](#)
- [Benefits and Deductions](#)
- Insurances
- ORP and TCRS Benefits
- 401k, 403b and 457 Plans
- Miscellaneous Benefits and Charitable Givings
- Benefit Statements
- Annual Transfer and Enrollment Period
- [Leave Balances](#)
- [Pay Information](#)
- Direct Deposit Allocation
- Earnings and Deductions History
- Pay Stubs
- [Federal Income Tax Information](#)
- W4 Exemptions and Allowances
- W2 Year End Earnings Statements

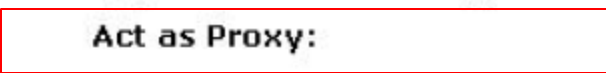


Click The Employee Tab Then Select Leave Report.

Time Reporting Selection

Selection Criteria

	My Choice
Access my Time Sheet:	<input type="radio"/>
Access my Leave Report:	<input type="radio"/>
Access my Leave Request:	<input type="radio"/>
Approve or Acknowledge Time:	<input checked="" type="radio"/>
Act as Proxy:	Self
Act as Superuser:	Natalie Gayle Barker BARKER
	Self



If you are an approver, select this option to approve leave. Then click select.



If you are a proxy, choose appropriate approver from drop down box. Then click select

Select

Approver Selection

Choose an Organization, Pay ID and Pay Period. Determine the Sort Order and then choose Select.


Leave Report

Department and Description	My Choice	Leave Period
M, T20900, Human Resource Services AVP <input checked="" type="radio"/>		AT, Dec 01, 2007 to Dec 31, 2007 <input type="text"/> 

Sort Order

	My Choice
Sort employees' records by Status then by Name: <input checked="" type="radio"/>	
Sort employees' records by Name: <input type="radio"/>	

Select 

 Note: Records for leave period will not appear until at least one employee within the Timekeeping organization has started their leave report.

Department Summary Screen

When you click the **Select** button, you are then taken into the Department Summary screen. A table appears listing all employee records in that timekeeping organization and a summary of each record. To view employees leave report in detail click on employee name.

Department Summary

Select the employee's name to access additional details.

COA:	M, Middle Tennessee State University	Timekeeping Organization and Pay Period Information
Department:	T20900, Human Resource Services AVP	
Leave Period:	Dec 01, 2007 to Dec 31, 2007	
Act as Proxy:	Not Applicable	
Leave Period Leave Entry Status:	Open until Jan 05, 2008, 04:30 P.M.	Deadline for leave reporting process

Pending

ID	Name and Position	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Other Information
M00021246	Jane Doe 609100 - 00	Approve	.00	7.50	.00		<input type="checkbox"/>	<input type="checkbox"/>	Change Leave Record Leave Balance
						Leave submitted waiting for approval			

Not Started

ID	Name and Position	Other Information
M00020614	John Doe	Employees who have not yet started their leave report.

Search Go

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Employee Details

If the information is correct select approve

Select Next or Previous to access another employee.

Employee ID and Name: M00021646 Jane Doe. Department and Description: M T20900 Human Resource Services AVP
 Title: 609100-00 Director Transaction Status: Pending

[Leave Balances](#) | [Comments](#) | [Routing Queue](#)

Leave Report

Earnings	Total Hours	Total Units	Saturday, Dec 01, 2007	Sunday, Dec 02, 2007	Monday, Dec 03, 2007	Tuesday, Dec 04, 2007	Wednesday, Dec 05, 2007	Thursday, Dec 06, 2007	Friday, Dec 07, 2007	Saturday, Dec 08, 2007	Sunday, Dec 09, 2007	Monday, Dec 10, 2007	Tuesday, Dec 11, 2007	Wednesday, Dec 12, 2007
Annual Leave	0				0									
Sick Leave	7.5				7.5									
Total Hours:	7.5				7.5									
Total Units:		0												

Leave Balances as of Jan 02, 2008

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Annual Leave	Hours	0	Dec 19, 2005	315	60	51.4	323.6
Bereavement	Hours	0	Sep 16, 1985	0	0	0	0
Incident Weather	Hours	0	Sep 16, 1985	0	0	0	0
Jury Duty	Hours	0	Sep 16, 1985	0	0	0	0
Military Leave	Hours	0	Sep 16, 1985	0	0	0	0
Leave Without Pay	Hours	0	Sep 16, 1985	0	0	0	0
Non-Faculty Sick Bank	Hours	0	Sep 16, 1985	0	0	0	0
Sick Leave	Hours	0	Dec 19, 2005	788.1	30	21.6	796.5

Comments

Date	Made by	Confidential	Comments
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Personal Information Facility Services Employee Finance

Search [SITE MAP](#) [HELP](#) [EXIT](#)

Employee Details

Select Next or Previous to access another employee.

Employee ID and Name: Title: M T20900 Human Resources Services AVP
Pending

If the information is incorrect there are two options

Option 1

Return for Correction – Clicking on this button will return the leave report to the employee for correction. The employee is not electronically or automatically notified when a leave report is returned for correction, so be sure to notify the employee should you do this. Keep the payroll calendar in mind when the leave report needs to be corrected. The leave report should be corrected and approved by the Leave Period Leave Entry Status Date that appears on the Department Summary. Only send the leave report back to the employee for correction if there is sufficient time to receive it back for approval by this date. Otherwise, the approver should make the necessary corrections, notify the employee about the corrections, and document the corrections made using the comments option.

Option 2

Change Record – This option will allow you to change the leave report for the employee. You are not encouraged to change a leave report, however, if the Leave Period Leave Entry Status Date has passed, the approver must change the leave record because the employee can no longer make changes. Be sure to notify the employee that you have changed his/her record. Once this link has been accessed, the approver is taken to a leave entry screen in which he/she will act as the employee and make the necessary corrections to the employee's record. Save any changes to the record, and once it is in Pending status, you may then approve the record. If you make changes, leave a comment in the Comments field indicating what you changed, for what reason, and place your initials after the comment to identify who made the comment through the approval process.

Approving Step by Step

- Step 1:** Login to Pipeline MT. Click on the Raider Net tab. Click on employee. Click on leave report. Proxies will choose appropriate approver by using drop down menu. From the Approver Selection screen select the option to approve or acknowledge and click on **Select**.
- Step 2:** Click on the employee's name to open the Employee Details screen.
- Step 3:** If the leave report is completed correctly, click on the approve button.
- If time is not entered correctly, return the record to the employee or correct the record. Keep the payroll calendar in mind when the leave report needs to be corrected. The leave report should be corrected and approved by the **Leave Period Leave Entry Status Date** that appears on the Department Summary. Only send the leave report back to the employee for correction if there is sufficient time to receive it back for approval by this date. Otherwise, the approver should make the necessary corrections, notify the employee about the corrections, and document the corrections made using the comments option.
- Step 4:** Click on the **Next** button to view the details of the next record waiting approval in the timekeeping organization. Click on the **Previous Menu** button to return to the Department Summary screen.



For Additional Assistance Please Call

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End Of Session