# Frequently Asked Questions: Administrative Employee and Faculty Leave Reporting

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*Payroll Services Contact Information for Leave Reporting*

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https://www.mtsu.edu/hrs/payroll/index.php

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*General Frequently Asked Questions*

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## What is the purpose of the Online Leave Reporting System?

The purpose of the online leave reporting system is to collect and process the leave usage for all faculty and administrative employees at MTSU.  It is the responsibility of each faculty member or administrative employee to enter his/her leave usage each month into the system and it is the responsibility of each approver to ensure that all leave is submitted and correct.  *It is very important for each department to report all leave usage of their employees.*

## What is the best way to ensure completion of the leave reporting process by the deadline?

1.  Have departmental internal control processes in place that clearly state how an employee requests and submits leave on his/her leave report.
2.  Do not wait until the last minute to complete your leave report.  Enter leave as it is taken throughout the month without clicking the submit button.  Submit your leave report for approval by the first or second day of the following month to insure that your approver has ample time to review and approve your leave report.

## Why is another party unable to enter leave for an employee?

The Online Leave Reporting system is accessed through your PipelineMT account using your secure username and password.  PipelineMT houses personal information on you and therefore, it is unadvisable to share usernames and passwords.

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## Are there instructions on how to enter, submit, and approve leave?

Yes, the Human Resource Services website offers both user guides and training module presentations for the employee and approver/proxy. These documents are available on the Leave Reporting for Faculty and Administrators page (https://www.mtsu.edu/hrs/leavereporting/index.php)

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*Employee Specific Frequently Asked Questions*

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## When will my leave report appear in PipelineMT for the current month?

Leave reports appear on the first day of each month and are available to update until the posted submission deadlines for employees. Once the deadline has past, you will be able to review your leave report but will not have update capability.

## When should I enter my leave and submit my report for approval?

Human Resource Services encourages you to enter your leave throughout the month as taken. You can enter and save your leave at any time without submitting the report for approval. Submit your leave report for approval by the first or second day of the following month. Check for submission deadlines at the link provided below.

*Deadline Dates for Reporting Leave* document
*(https://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf)*

## Do I have to submit a Leave Report if I do not take leave?

Human Resource Services has left it to the discretion of each department head to determine whether leave reports are required for submission when no leave is taken within the reporting period. You should check with your department for details concerning internal procedures for submitting your leave reports.

## What if I do not have enough earned leave to cover the days that I have missed?

Always enter the number of hours you use under the correct type of leave. For example, if you are an employee that earns annual leave and have used more sick leave than you have available then you still enter your time as sick leave. The Banner system will make the appropriate adjustment of your annual leave for you. Once all earned leave has been used, you may be placed on "Leave without Pay". If you are going to be out an extended period, contact the Benefits Department in Human Resource Services.

## What if I miss the deadline to enter my leave?

Contact the person responsible for approving your leave. If the approval deadline has not passed then he/she will be able to enter your leave for you. If the deadline has passed then you will need to submit an email with the dates and hours used to your approver. Your approver must then forward that email to the Payroll Services Department verifying that he/she approves your leave. Payroll Services will manually enter and approve your leave. The email will be placed in your permanent personnel record.

## Can I see a previous month's report?

Yes, PipelineMT allows employees to see four leave reports, the current month and three previous months.  To view these reports click the dropdown arrow under the "Leave Report Period and Status" on the Leave Report Selection page.

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