

LEAVE REPORTING



**Faculty
and Administrators**

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Overview

Objectives

Welcome to Leave Reporting (LR) Training. The objectives of this training course are to:

- Introduce MTSU Leave Reporting
- Identify basic navigation of a leave report
- Describe how to enter and submit monthly leave usage

Intended Audience

- Administrators
- Faculty

Leave Reporting Introduction

The implementation of Leave Reporting (LR) enables faculty and administrators to report their leave taken via the PipelineMT portal website. LR is a module of the Banner Human Resource administrative system used by the university.

The LR system is used to report approved leave taken each month to Human Resource Services. The departments' internal procedures for requesting and approving leave should remain in place.

Middle Tennessee State University faculty and administrators enter leave taken on web-based leave reports. There are a number of user roles and leave report transaction statuses used in the LR module.

User Roles

Users may have more than one role in the leave reporting process.

Originator

The originator is the creator of the leave report. Once an originator opens a leave report, its status changes from **Not Started** to **In Progress**. Only the originator can enter leave and submit that **In Progress** leave report for approval. If the originator is unable to complete their leave report, they should notify their supervisor. The supervisor will need to work with Human Resources Services in order to complete the leave process for the employee.

The originator can make changes to the leave report while the report is in **In Progress**, **Returned for Correction** or **Error** status. Once submitted for approval, the originator cannot make any changes in the leave report.

Approver

Approvers are typically the head of a department or head of a unit within a department. Approvers have the ability to modify, return, and approve leave reports submitted by the originator. To process a

leave report through the system an approver's action is required. Should an approver return or modify an employee's leave report, the approver **must** promptly notify the employee of those changes.

Proxy

A proxy is someone who can act on another person's behalf to approve or access a leave report. Human Resource Services establishes pre-defined proxies within the department/unit based on the organizational structure. All approvers have their immediate supervisor as a proxy.

Approvers may appoint an individual within their area as the proxy for leave reporting. Users with a proxy role in Leave Reporting have the ability to act and assume all privileges for another person for approval of leave. Proxies are assigned via a request form submitted to Human Resource Services.

http://www.mtsu.edu/hrs/forms/Proxy_Authorization_Form08_2011.pdf.

Transaction Status

A transaction status is assigned to a leave report as it progresses through the leave Reporting process.

Not Started

The originator has not opened the leave report for the pay period.

In Progress

The originator has opened the leave report for the pay period.

Pending

The originator has submitted the leave report for approval.

Error/Warnings

The leave report will show a warning message for hours entered under earnings codes that do not accrue leave (i.e., military leave, jury duty leave, bereavement, etc.). Reports can also appear in error or warning status if the employee does not have enough accrued annual or sick leave to cover the hours entered, or if a leave report is submitted for approval with zero hours entered. Approvers must carefully review any reports in error or warning status to ensure that leave entered is correct.

Returned For Correction

The approver has returned the leave report to the originator for correction. The originator must make the necessary corrections and resubmit to the approver before the **Submit by Date** that appears on the leave report.

Approved

The approver carefully reviews the leave entered by the originator and approves his/her entry. Once the department/unit head approves leave it moves to Human Resource Services control for final processing.

Completed

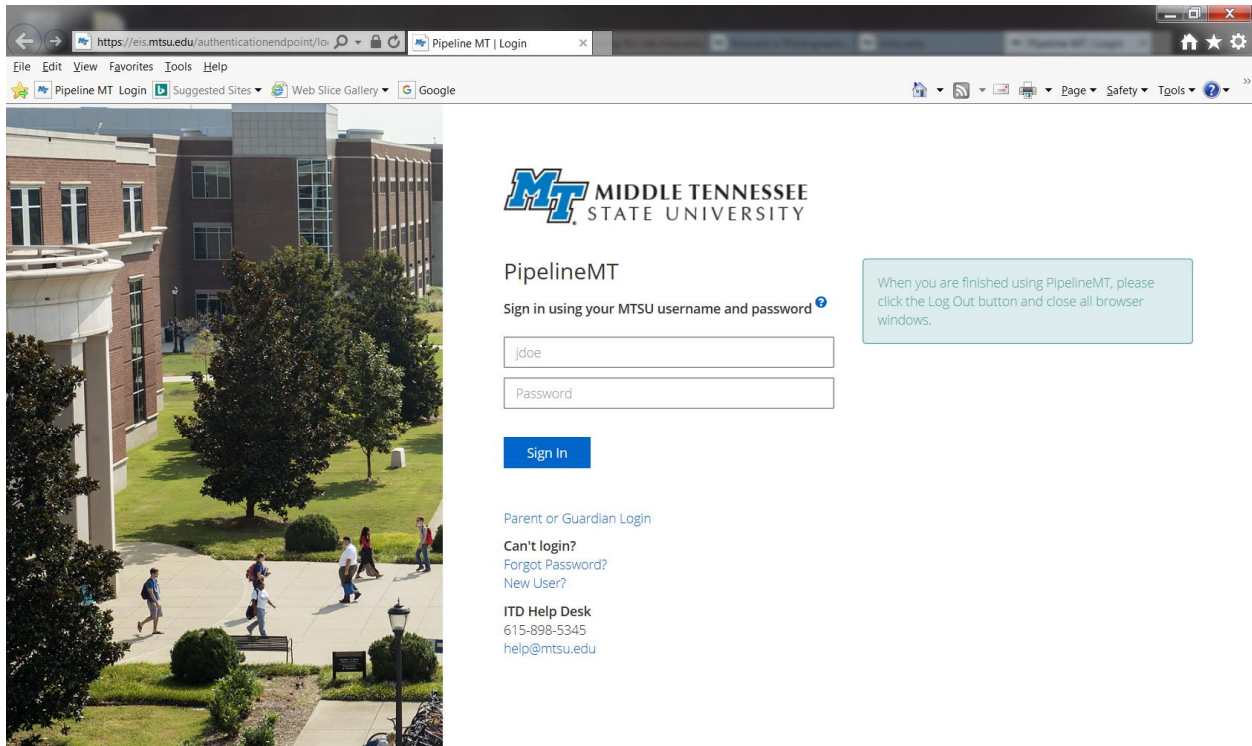
Human Resource Services has successfully approved a leave report and any reported leave usage has deducted from appropriate leave balances of the employee.

Accessing Your Leave Report

Deadlines are in place for submitting your leave report each month. These dates are listed at (http://www.mtsu.edu/hrs/leaverreporting/Deadline_Dates_for_Reporting_Leave.pdf)

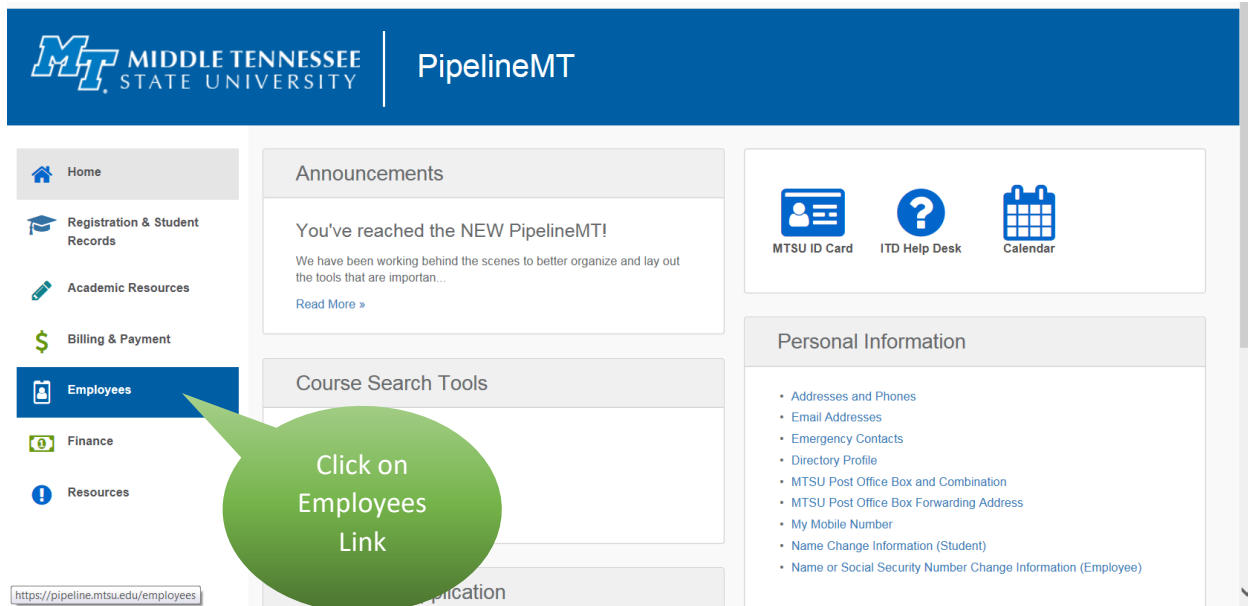
Logging in to your PipelineMT account.

Log in to your PipelineMT account using your MTSU email username and password. When logging in keep in mind that your login is case sensitive. If you have trouble logging in contact the ITD Help Desk at 615-898-5345 or ITD.Help@mtsu.edu.



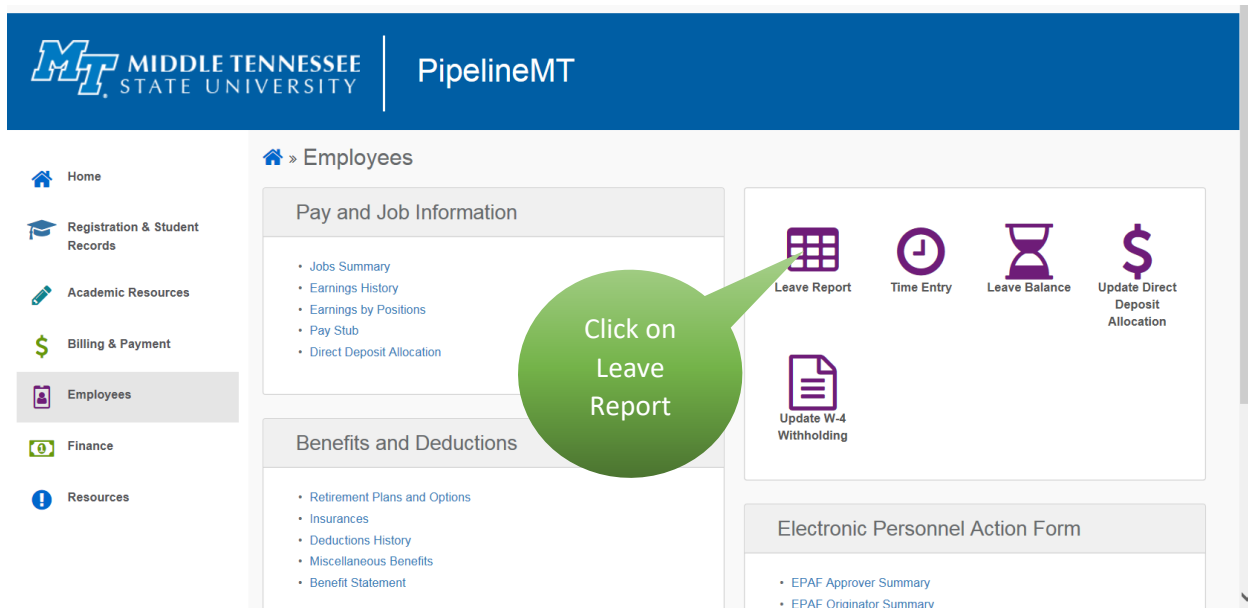
Locating Your Leave Report

To start a leave report the employee must enter the Leave Reporting section by clicking on the “Employees” link on the left side of the page.



The screenshot shows the PipelineMT homepage. The header includes the Middle Tennessee State University logo and the text "PipelineMT". A left-hand navigation menu contains links for Home, Registration & Student Records, Academic Resources, Billing & Payment, Employees (highlighted in blue), Finance, and Resources. A green callout bubble with the text "Click on Employees Link" points to the Employees link. The main content area features an Announcements section with a message about the new PipelineMT, a Course Search Tools section, and a Personal Information section with a list of links including Addresses and Phones, Email Addresses, Emergency Contacts, Directory Profile, MTSU Post Office Box and Combination, MTSU Post Office Box Forwarding Address, My Mobile Number, Name Change Information (Student), and Name or Social Security Number Change Information (Employee). A URL bar at the bottom left shows "https://pipeline.mtsu.edu/employees".

Click on the **Leave Report** picture



The screenshot shows the PipelineMT Employees page. The header includes the Middle Tennessee State University logo and the text "PipelineMT". The left-hand navigation menu is the same as in the previous screenshot, but the "Employees" link is now highlighted. The main content area is titled "Employees" and contains sections for Pay and Job Information, Benefits and Deductions, and Electronic Personnel Action Form. A green callout bubble with the text "Click on Leave Report" points to the Leave Report icon in the Pay and Job Information section. The Pay and Job Information section includes links for Jobs Summary, Earnings History, Earnings by Positions, Pay Stub, and Direct Deposit Allocation. The Benefits and Deductions section includes links for Retirement Plans and Options, Insurances, Deductions History, Miscellaneous Benefits, and Benefit Statement. The Electronic Personnel Action Form section includes links for EPAF Approver Summary and EPAF Originator Summary. A URL bar at the bottom left shows "https://pipeline.mtsu.edu/employees".

Faculty and administrators use the Leave Report icon to report leave. MTSU hourly employees use Time Entry. If Time Entry is chosen click the “Employees” link to the left to return to this page.

Time Reporting Selection

Individuals who have the role of approver or proxy will begin at the Time Reporting Selection page. This page requires you to tell the system what you want to do, such as accessing your leave report or accessing leave reports for approval. (Note: Accessing my Leave Request is not available at this time.) Individuals without these roles begin with the Leave Report Selection page.

Begin by clicking the **Access my Leave Report** radio button under **My Choice** and then the **Select** button.

The screenshot shows the 'Time Reporting Selection' page. On the left is a navigation menu with icons and labels for Home, Registration & Student Records, Academic Resources, Billing & Payment, Employees, Finance, and Resources. The main content area has a title 'Time Reporting Selection' and a sub-header 'PROXY SET UP - use this link to request a proxy'. Below this is a warning: 'DO NOT CLICK ON Proxy Set Up at the bottom of this screen. It has been disabled.' The 'Selection Criteria' section includes a 'My Choice' header, a radio button for 'Access my Time Sheet', a selected radio button for 'Access my Leave Report', a radio button for 'Access my Leave Request', a radio button for 'Approve or Acknowledge Time', a checkbox for 'Approve All Departments', a dropdown menu for 'Act as Proxy' set to 'Self', and a checkbox for 'Act as Superuser'. A 'Select' button is at the bottom left, and a 'Proxy Set Up' link is at the bottom right. Two green callout bubbles are present: one pointing to the 'Access my Leave Report' radio button with the text 'Click Access my Leave Report', and another pointing to the 'Select' button with the text 'Then SELECT'. At the bottom of the page, it says 'RELEASE: 8.12.1.5 PROD04'.

Leave Report Section

The Leave Report Selection page contains a dropdown box of available leave reports related to the position in that row. Click the dropdown box to display the available leave reports. Leave reports are displayed in chronological order by leave period and shows the status of the report (i.e., Not Started, In Progress, Pending, etc.).

Be sure to select the appropriate month when entering your leave usage. Click the Leave Report button to open the leave report after choosing the appropriate month.

The screenshot shows a web application interface for 'Leave Report Selection'. On the left is a navigation menu with icons and labels: Home, Faculty, Advisors, Registration & Student Records, Academic Resources, Billing & Payment, and Employees. The main content area has a table with three columns: 'Title and Department', 'My Choice', and 'Leave Report Period and Status'. The table contains one row with the following data: 'Supervisor-Payroll, 609300-00' and 'Human Resource Services Payroll, T2090A' in the first column; a radio button in the second column; and 'Oct 01, 2017 to Oct 31, 2017 Not Started' in the third column. Below the table is a 'Leave Report' button. Two green callout boxes are present: one pointing to the 'Leave Report' button with the text 'Click Leave Report button', and another pointing to the dropdown menu in the table with the text 'Choose Leave Period'. At the bottom left of the main content area, there is a release notice: 'RELEASE: 8.12.1.5 PR'.

Title and Department	My Choice	Leave Report Period and Status
Supervisor-Payroll, 609300-00 Human Resource Services Payroll, T2090A	<input type="radio"/>	Oct 01, 2017 to Oct 31, 2017 Not Started

Leave Report

RELEASE: 8.12.1.5 PR

Entering hours on your Leave Report.

Upon opening your leave report, notice the certification statement near the top of the page. This statement legally acknowledges your login to the leave report and submission of the leave report to be true and accurate, just the same as if you signed a paper document.

Below the certification statement is your position number, department, and leave period information.

Please pay special attention to the **Submit by Date**. Your leave report must be submitted and approved by this date. This date is usually around the fifth to eighth day of the following month. Employees are strongly encouraged to enter their leave throughout the month. Employees should have their leave reports completed and submitted for approval by the second or third of the following month. The approvers then have time to review, return for correction, and approve the leave report.

ALWAYS REPORT THE TYPE OF LEAVE YOU TAKE EVEN IF YOUR LEAVE BALANCE IS INSUFFICIENT. Enter sick leave as "Sick Leave" regardless of your Sick Leave balance. The Banner system will automatically adjust using your Annual Leave, if needed. NOTE: This pertains to Administrative employees and 12 Month Faculty only. 9/10 Month Faculty do not accrue Annual Leave.

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

* I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID.

[VIEW LEAVE BALANCES](#)

Certification Statement

Advisors

Registration & Student Records

Academic Resources

Billing & Payment

Employees

Finance

Leave Report

Title and Number:	Supervisor-Payroll -- 609300-00
Department and Number:	Human Resource Services Payroll -- T2090A
Leave Report Period:	Oct 01, 2017 to Oct 31, 2017
Submit By Date:	Nov 06, 2017 by 04:35 PM
Earning:	Annual Leave
Date:	Oct 02, 2017
Hours:	<input type="text"/>
<input type="button" value="Save"/> <input type="button" value="Copy"/>	

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
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The leave report is in a grid format with days of the week displaying across the top of the grid. A list of available types of leave are along the left side of the grid; and links entitled “Enter Hours” display in each date block within the grid.

Earning: Annual Leave
 Date: Oct 02, 2017
 Hours:

Save Copy

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Leave is entered for each appropriate day of the leave period and can be copied to multiple days. We discuss the copy feature in the “Entering Multiple Days at a Time” section later in this document.

The leave report displays one week at a time. To advance to the next week of the leave period, click on the **NEXT** button. Click the **PREVIOUS** button to return to the previous week of the leave period (the “Previous” button will not appear the first week of the month since there are no previous dates to view).

Total Units: 0 0 0 0 0 0 0 0 0 0

Position Selection Comments Preview Submit for Approval Restart Previous Next

Submitted for Approval By: _____

Position Selection

If you have changed positions within the leave period, contact the Payroll Services department for help if you see more than one leave report available.

Total Units: 0 0 0 0 0 0 0 0 0 0

Position Selection Comments Preview Submit for Approval Restart Previous Next

Submitted for Approval By: _____

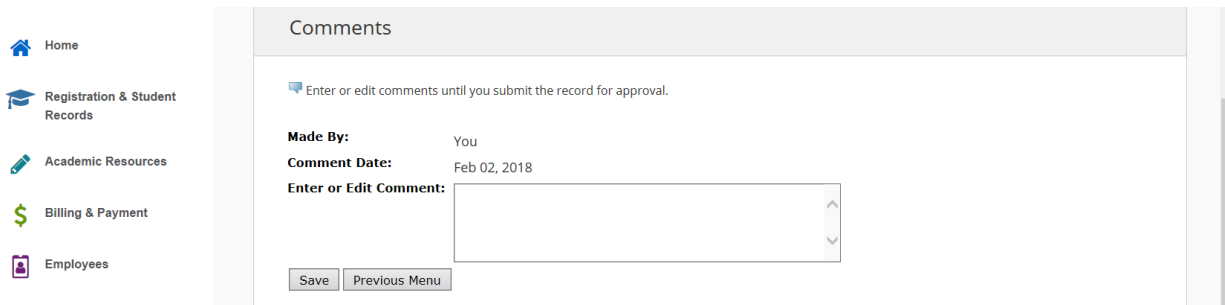
Comment

You may add comments to your leave report by clicking on the **Comments** button. Enter your message and click on the **Save** button to save the entry. Click on the “Previous Menu” button to return to your leave report. Comments can be edited or deleted **before** your leave report is submitted for approval. However, once submitted comments are permanent. Comments are not confidential, do not go away, and are a part of the employee’s permanent record.

Total Units: 0 0 0 0 0 0 0 0 0 0

Position Selection Comments Preview Submit for Approval Restart Previous Next

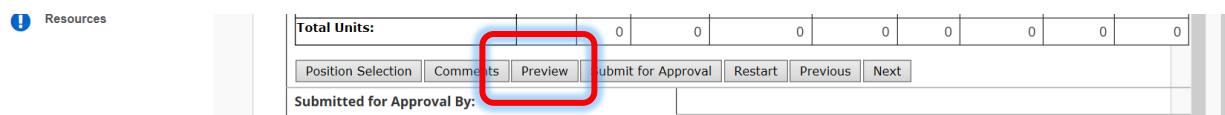
Submitted for Approval By: _____



Previewing the Leave Report

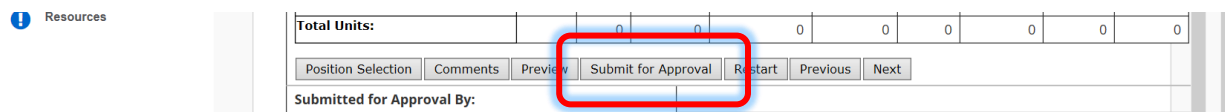
You may preview your leave report by clicking on the **Preview** button. The preview feature displays the leave period horizontally across the web page. Use the horizontal scroll bar to view days not being displayed in the initial view.

The Leave Reporting System is designed as a “paperless” system and not designed for printer friendly purposes. If you must print a copy of your report, use the landscape setting. NOTE: Your report will not print on one page.



Submit for Approval

Click the **Submit** button **only** after all leave is entered for month, previewed by you, and is ready for approval. Once you have submitted your leave report for approval, you may no longer make any changes.



Restarting the Leave Report

If you make errors while entering your leave, you can clear the entire leave report while it is in **In Progress, Returned for Correction** and **Error** status by clicking on the **Restart** button. Restarting a leave report will clear all entries and return the report status to **In Progress**.

To restart, click on the **Restart** button and a confirmation screen will appear. Confirm the restart by clicking on the **Submit** button. The leave report will reappear with no time entered in any fields. You may then begin entering time.



Entering only one day of leave at a time:

NOTE: 9/10 Month Faculty do not have a choice of Annual Leave

Scroll to the day you need to report leave and click on “Enter Hours” of the appropriate leave type. This link will open a dialog box that you will enter the number of hours. Click on the blue “Enter Hours” link and enter number of hours used in the “Hours” box. Use decimals as needed to report parts of hours (7.3 = 7 hours and 15 minutes, 7.5 = 7 hours and 30 minutes, etc.) See the “Reporting Partial Hours Grid” section later in this document.

Earning: Annual Leave
Date: Oct 02, 2017
Hours:

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Leave Report Period: Oct 01, 2017 to Oct 31, 2017
Submit By Date: Nov 06, 2017 by 04:35 PM

Earning: Annual Leave
Date: Oct 02, 2017
Hours:

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Leave Report Period: Oct 01, 2017 to Oct 31, 2017
Submit By Date: Nov 06, 2017 by 04:35 PM

Earning: Annual Leave
Date: Oct 02, 2017
Hours: 7.5

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Click on the **SAVE** button and your leave will be entered.

Earning	Total Hours	Total Units	Friday Sep 01, 2017	Saturday Sep 02, 2017	Sunday Sep 03, 2017	Monday Sep 04, 2017	Tuesday Sep 05, 2017	Wednesday Sep 06, 2017	Thursday Sep 07, 2017
Annual Leave	15.1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	1	2.2
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Entering multiple days at a time

NOTE: 9/10 Month Faculty do not have a choice of Annual Leave

- Home
- Faculty
- Advisors
- Registration & Student Records
- Academic Resources
- Billing & Payment
- Employees
- Finance
- Resources

Select the link under a date to enter hours or days. Select Next or Previous to navigate through the dates within the period.

** I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID.*

[VIEW LEAVE BALANCES](#)

Leave Report

Title and Number: _____

Department and Number: _____

Leave Report Period: Oct 01, 2017 to Oct 31, 2017

Submit By Date: Nov 06, 2017 by 04:35 PM

Earning: Annual Leave

Date: Oct 02, 2017

Hours:

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Scroll to the day you need to report leave and click on "Enter Hours". This link will open a dialog box that you will enter the number of hours. Click on the blue "Enter Hours" link and enter number of hours used in the "Hours" box

- Records
- Academic Resources
- Billing & Payment
- Employees
- Finance
- Resources

Leave Report Period: Oct 01, 2017 to Oct 31, 2017

Submit By Date: Nov 06, 2017 by 04:35 PM

Earning: Annual Leave

Date: Oct 02, 2017

Hours:

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Leave Report Period: Oct 01, 2017 to Oct 31, 2017
 Submit By Date: Nov 06, 2017 by 04:35 PM

Earning: Annual Leave
 Date: Oct 02, 2017
 Hours: 7.5

Save Copy

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Click on the **COPY** button.

Leave Report Period: Oct 01, 2017 to Oct 31, 2017
 Submit By Date: Nov 06, 2017 by 04:35 PM

Earning: Annual Leave
 Date: Oct 02, 2017
 Hours: 7.5

Save Copy

Earning	Total Hours	Total Units	Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

The following screen will appear.

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Leave Code: Annual Leave, Shift 1
 Date and leave time to copy: Oct 02, 2017, 7.5 Hours

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Oct 08, 2017	Monday Oct 09, 2017	Tuesday Oct 10, 2017	Wednesday Oct 11, 2017	Thursday Oct 12, 2017	Friday Oct 13, 2017	Saturday Oct 14, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Oct 15, 2017	Monday Oct 16, 2017	Tuesday Oct 17, 2017	Wednesday Oct 18, 2017	Thursday Oct 19, 2017	Friday Oct 20, 2017	Saturday Oct 21, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sunday Oct 22, 2017	Monday Oct 23, 2017	Tuesday Oct 24, 2017	Wednesday Oct 25, 2017	Thursday Oct 26, 2017	Friday Oct 27, 2017	Saturday Oct 28, 2017
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Check the box under each date that you intend to enter leave **OR** if you are entering leave for the entire month click the box on the "Copy from date displayed to end of the leave period:" line. Do not click on the "Include Saturdays" or "Include Sundays:" unless these are normal workdays for you.

NOTE: Please make sure that you do not enter leave for holidays or weekends. 9/10 Month Faculty will not report leave on Fall/Spring breaks.

Scroll to the bottom of the page and click on the **COPY** button once you have marked your Leave Report.

Copy from date displayed to end of the leave period:

Include Saturdays:

Include Sundays:

Copy by date:

Sunday Oct 01, 2017	Monday Oct 02, 2017	Tuesday Oct 03, 2017	Wednesday Oct 04, 2017	Thursday Oct 05, 2017	Friday Oct 06, 2017	Saturday Oct 07, 2017
Sunday Oct 08, 2017	Monday Oct 09, 2017	Tuesday Oct 10, 2017	Wednesday Oct 11, 2017	Thursday Oct 12, 2017	Friday Oct 13, 2017	Saturday Oct 14, 2017
Sunday Oct 15, 2017	Monday Oct 16, 2017	Tuesday Oct 17, 2017	Wednesday Oct 18, 2017	Thursday Oct 19, 2017	Friday Oct 20, 2017	Saturday Oct 21, 2017
Sunday Oct 22, 2017	Monday Oct 23, 2017	Tuesday Oct 24, 2017	Wednesday Oct 25, 2017	Thursday Oct 26, 2017	Friday Oct 27, 2017	Saturday Oct 28, 2017
Sunday Oct 29, 2017	Monday Oct 30, 2017	Tuesday Oct 31, 2017	Wednesday Oct 01, 2018	Thursday Oct 02, 2018	Friday Oct 03, 2018	Saturday Oct 04, 2018

Leave Report Copy

RELEASE: 8.12.1.5 PROD02

Click on the **Leave Report** button and you will be directed back to the Leave form. At this point, you will be able to submit your report or log out. Once you have submitted your leave report for approval, you will not be able to make any changes.

Leave Reporting

Select the link under a date to enter hours or days. Select the period.

* I certify that the time and/or leave entered represents a true and accurate record of my leave. I am responsible for any changes made to this record using my ID.

[VIEW LEAVE BALANCES](#)

Leave Report

Title and Number:	Supervisor-Payroll - 609300-00
Department and Number:	Human Resource Services Payroll - T2090A
Leave Report Period:	Sep 01, 2017 to Sep 30, 2017
Submit By Date:	Oct 05, 2017 by 04:35 PM

Earning	Total Hours	Total Units	Friday Sep 01, 2017	Saturday Sep 02, 2017	Sunday Sep 03, 2017	Monday Sep 04, 2017	Tuesday Sep 05, 2017	Wednesday Sep 06, 2017	Thursday Sep 07, 2017
Annual Leave	15.1		Enter Hours	Enter Hours	Enter Hours	Enter Hours	7.5	1	2.2
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By: _____

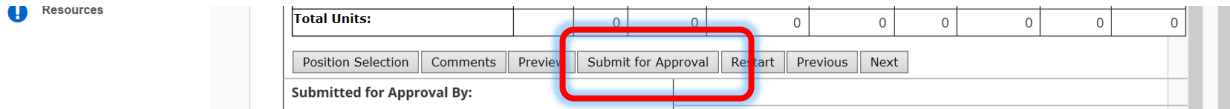
Approved By: _____

Waiting for Approval From: _____

RELEASE: 8.14.0.1 PROD01

Submitting your Leave Report for Approval

Before submitting your leave report for approval, click the **Preview** button to review your entries. If you have no corrections after previewing and are ready to submit, click on the **Submit for Approval** button. Remember, once you have submitted your leave report for approval you cannot make changes.



The screenshot shows a web interface for submitting a leave report. At the top left, there is a 'Resources' link. Below it, a table displays 'Total Units' with several columns, each containing the number '0'. Below the table is a navigation bar with buttons for 'Position Selection', 'Comments', 'Preview', 'Submit for Approval', 'Restart', 'Previous', and 'Next'. The 'Submit for Approval' button is highlighted with a red rectangular box. Below the navigation bar, there is a field labeled 'Submitted for Approval By:'.

After submitting your leave report, its status changes from **In Progress** to **Pending**. It will remain in **Pending** status until your designated approver takes some type of action. At this point, you are permitted to view the leave report, but you cannot make changes unless the approver returns the leave report for correction.

Once you submit your leave report a message appears under the certificate statement indicating that it has been successfully submitted, a message will also appear if any errors or warnings are found by the system.

CAUTION! Be careful when entering leave, as very few error checks take place upon submission. For example, if you mistakenly enter 75 hours instead of 7.5 hours in a single day, the system will NOT reject this entry.

Reporting Partial Hours Grid

Report hours using whole hours and tenths of an hour only. (e.g., 3, 7.5, 4.3, etc.)

Minutes	Partial Hour
1 – 6	.1 hour
7 – 12	.2 hours
13 – 18	.3 hours
19 – 24	.4 hours
25 – 30	.5 hours
31 – 36	.6 hours
37 – 42	.7 hours
43 – 48	.8 hours
49 – 54	.9 hours
55 – 60	1 hours

Important Notes

- Once Human Resource Services approves the submitted leave report, the leave usage is deducted from the employee's balances.
- Current month leave accruals (leave earned by employees) are added to the employee's balance during payroll processing.
- Leave balances print on the employee's pay stub, but leave usage each month does not.
- Leave balances shown on the pay stub include the current month accrual but do not reflect the leave usage for the month.
- Employees may view their leave balance through the PipelineMT > Employees > Leave Balance. Note: PipelineMT will always show you the leave balance "As of Current Date". Your leave usage and/or leave accrual may not be reflected. If you have questions contact the Payroll Services department.

The screenshot displays the PipelineMT interface for employees. The top navigation bar includes the Middle Tennessee State University logo and the PipelineMT title. A left-hand sidebar provides quick access to various services, with 'Employees' currently selected. The main workspace is organized into several functional areas. The 'Pay and Job Information' section offers links to view job summaries, earnings history, and pay stubs. The 'Benefits and Deductions' section provides access to retirement plans, insurance details, and benefit statements. On the right side, there are four prominent icons: 'Leave Report', 'Time Entry', 'Leave Balance' (which is circled in red), and 'Update Direct Deposit Allocation'. Below these icons is an option to 'Update W-4 Withholding'. At the bottom, the 'Electronic Personnel Action Form' section allows users to view approver and originator summaries.

- **FOR ADMINISTRATIVE EMPLOYEES AND 12 MONTH FACULTY ONLY:** Always use sick leave, not annual leave, when you are sick regardless of your Sick Leave balance. The Banner system will adjust your leave balances using your annual leave when you have exhausted all of your sick leave.
- Submission and approval deadlines can be found on the Human Resource Services website at http://www.mtsu.edu/hrs/leaveporting/Deadline_Dates_for_Reporting_Leave.pdf

Contact Information

If you have questions or need help with your leave report please contact:

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