

ADMINISTRATIVE EMPLOYEES AND FACULTY

Online Leave Reporting Training Presentation

PIPELINEMT LOGIN PAGE

www.mtsu.edu/pipelinemt

Log in to your account by using your MTSU username and password.

If you need assistance logging into your PipelineMT account contact the MTSU Helpdesk at help@mtsu.edu or 615-898-5345



FIND YOUR LEAVE REPORT

The screenshot shows the PipelineMT web application interface. At the top, the Middle Tennessee State University logo and 'PipelineMT' are displayed. A left-hand navigation menu includes links for Home, Registration & Student Records, Academic Resources, Billing & Payment, Employees (highlighted), Finance, and Resources. The main content area is titled 'Employees' and contains several sections: 'Pay and Job Information' with links for Jobs Summary, Earnings History, Earnings by Position, Pay Stub, and Direct Deposit; 'Benefits' with links for Retirement, Insurances, Deductions History, Miscellaneous Benefits, and Benefit Statement; and 'Electronic Personnel Action Form' with links for EPAF Approver Summary, EPAF Originator Summary, New EPAF, EPAF Proxy Records, and Act as a Proxy. A secondary panel on the right contains icons for Leave Report, Time Entry, Leave Balance, Update Direct Deposit Allocation, and Update W-4 Withholding. Two green callout bubbles provide instructions: one points to the 'Employees' link in the navigation menu, and the other points to the 'Leave Report' icon in the secondary panel.

First click the Employees Link

Next click the Leave Report Icon


TIME REPORTING SELECTION PAGE


Employees with Approver and Proxy privileges will see this page. For all other employees go to the Leave Report Selection Page

Click the “Access my Leave Report” choice

Next click the SELECT button

Time Reporting Selection

 PROXY SET UP - use this link to request a proxy

 DO NOT CLICK ON Proxy Set Up at the bottom of this screen. It has been disabled

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"/>
Approve All Departments:	<input type="checkbox"/>
Act as Proxy:	Self 
Act as Superuser:	<input type="checkbox"/>

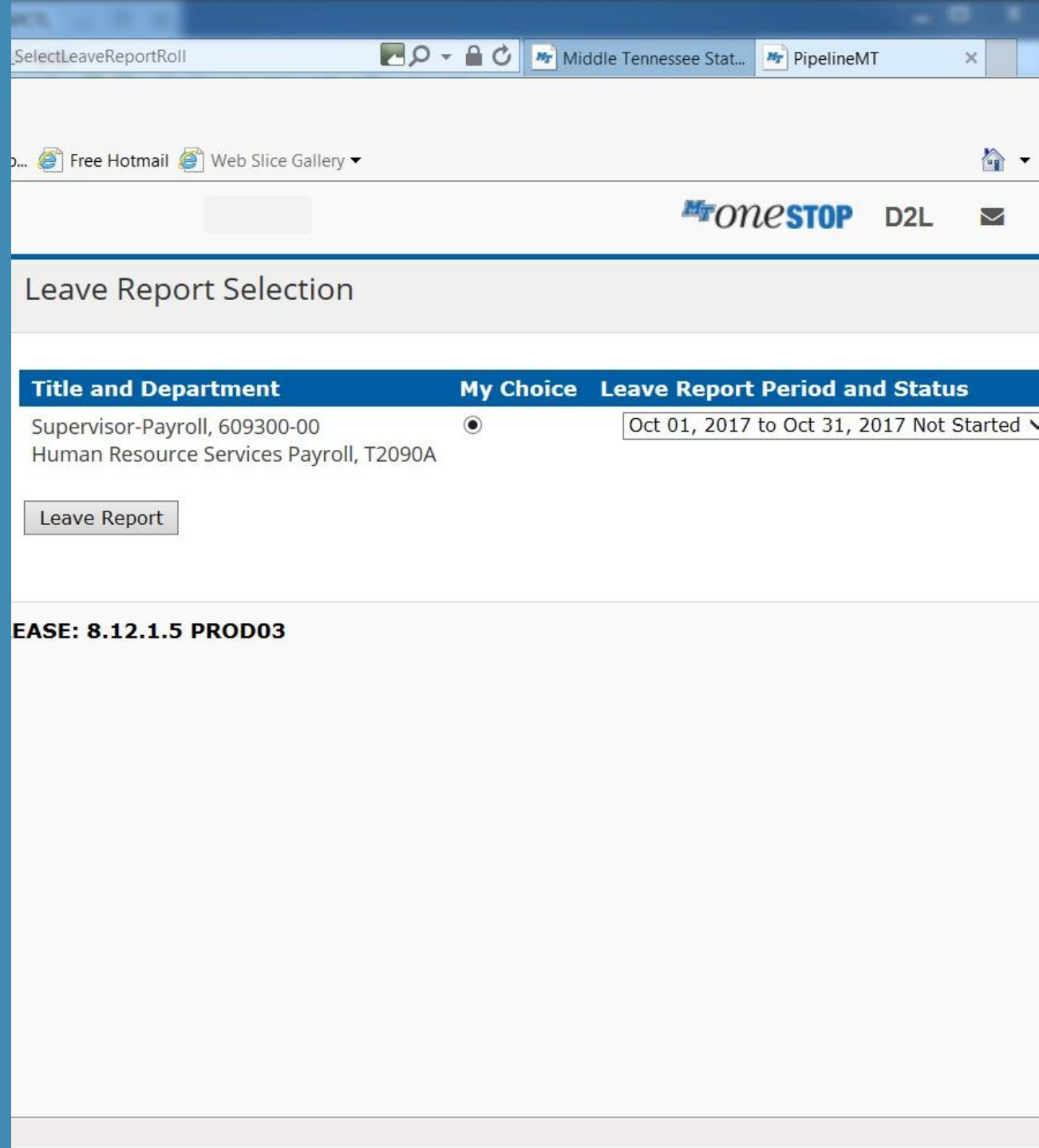
Select

Click “Access my Leave Report”
Note: “Approve or Acknowledge Time” is the default

LEAVE REPORT SELECTION PAGE

The default “Leave Report Period and Status” is the latest month. You have access to the three previous months’ leave reports from this page.

Choose your leave report period and click the LEAVE REPORT button.



The screenshot shows a web browser window with the URL `SelectLeaveReportRoll`. The browser tabs include "Middle Tennessee Stat..." and "PipelineMT". The page header features the "oneSTOP" logo, "D2L", and a mail icon. The main content area is titled "Leave Report Selection" and contains a table with the following data:

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

Below the table is a "Leave Report" button. At the bottom of the page, the text "EASE: 8.12.1.5 PROD03" is visible.

PARTIAL HOURS GRID

Report hours using whole hours and tenths of an hour only. Do not use leading or ending zeros.

Example: 7.5, 5, 4.3, .7

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
55-30	1 hour

NAVIGATING THE CONTROL BUTTONS

Position Selection: Click this button to return to the “Leave Report Selection” page

Comments: Comments can be added to the leave report by clicking this button

Preview: Click to preview your report once hours have been entered

Submit for Approval: click this button ONLY after all leave is entered, previewed by you, and is ready for approval

Restart: Clears ALL entries made

Previous/Next: takes you to the previous or next seven days in the report

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oneSTOP D2L

July Day					Hours		Hours	Hours	Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather Leave	1	0	15		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			105		8.5	7.5	6.5	7.5	
Total Units:			0		0	0	0	0	

Position Selection Comments Preview Submit for Approval Restart Previous Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

CONTINUED... ENTERING MULTIPLE DAYS

Click the checkbox for days that you wish to enter leave or click the "Copy from date displayed to end of the leave period" box. (This will copy leave to each day of month.)

Click the COPY button

Click the Leave Report button and you will be taken back to the leave report page.

Preview your leave report to make sure all entries are correct before submitting for approval

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"/>
Sunday Oct 29, 2017	Monday Oct 30, 2017	Tuesday Oct 31, 2017				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				

Leave Report

Copy

SUBMITTING YOUR LEAVE REPORT FOR APPROVAL

Once you have entered your leave, always **PREVIEW** your report to make sure all entries are correct. Once you are satisfied with your report click the **SUBMIT FOR APPROVAL** button.

Note: You no longer have access to make any changes to your leave once your report is submitted.

Web Slice Gallery Google

oneSTOP D2L

July Day	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Inclement Weather Leave	1	0	15	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Call Back	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			105	8.5	7.5	6.5	7.5
Total Units:			0	0	0	0	0

Position Selection Comments Preview **Submit for Approval** Restart Previous Next

Submitted for Approval By:
Approved By:
Waiting for Approval From:

NOTES AND INFORMATION

For more information or assistance contact

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- 9/10 Month Faculty accrue 7.5 hours of Sick Leave each month from August-April
- Only Administrative employees and 12 Month Faculty accrue annual leave
- Always use sick leave, not annual leave, when you are sick regardless of your Sick Leave balance.
- Submission and approval deadlines are found on the HRS website at http://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf
- Employees may view their leave reports through PipelineMT > Employees link > Leave Balance icon