



# Approver and Proxy

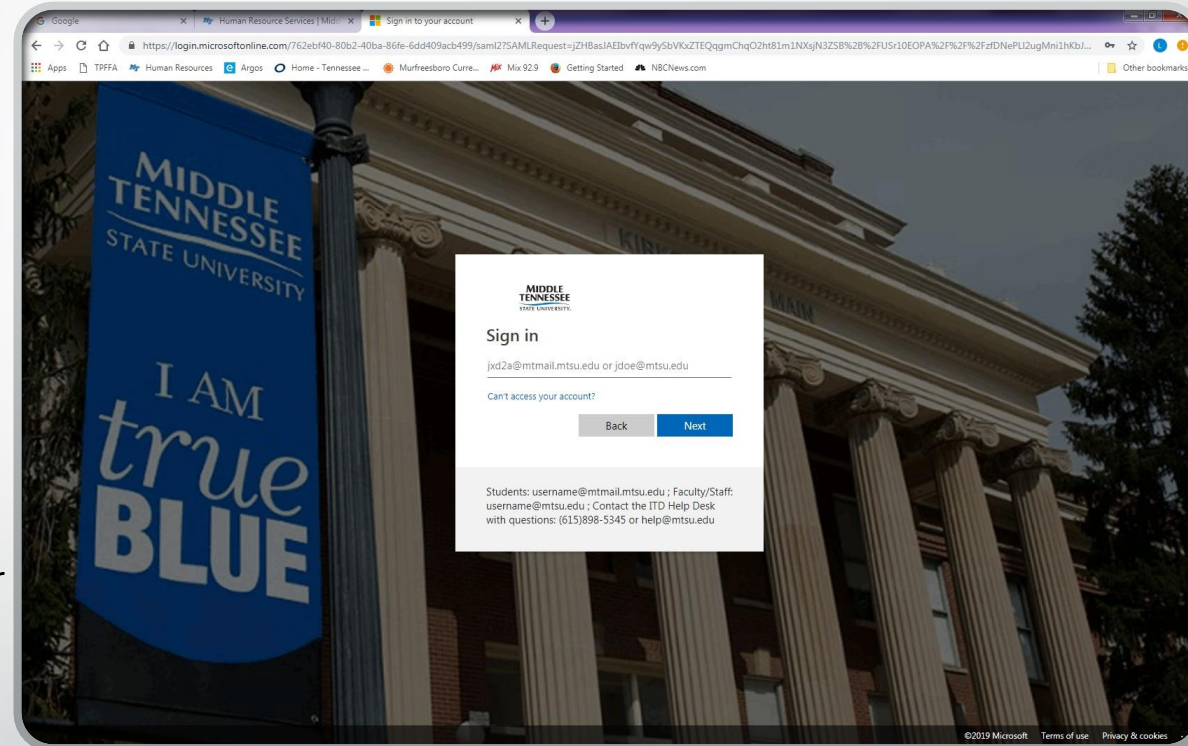
Online Leave Reporting Training Presentation

# PipelineMT Login Page

[www.mtsu.edu/pipelinemt](http://www.mtsu.edu/pipelinemt)

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

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



# Locating the Leave Reports

The screenshot displays the PipelineMT web application interface. At the top, the Middle Tennessee State University logo and 'PipelineMT' are visible. The left sidebar contains a navigation menu with the following items: 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 Pay Period, Pay Statement, 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). On the right side, there are four icons: a calendar for 'Leave Report', a clock for 'Update W-4 Withholding', an hourglass for 'Update Direct Deposit Allocation', and a dollar sign for 'Update Direct Deposit Allocation'. A blue speech bubble points to the 'Employees' link in the sidebar with the text 'First click the Employees Link'. Another blue speech bubble points to the 'Leave Report' icon with the text 'Next click the Leave Report Icon'.

MIDDLE TENNESSEE STATE UNIVERSITY | PipelineMT

Home » Employees

Home

Registration & Student Records

Academic Resources

Billing & Payment

**Employees**

Finance

Resources

Pay and Job Information

- Jobs Summary
- Earnings History
- Earnings by Pay Period
- Pay Statement
- Direct Deposit

Benefits

- Retirement
- Insurances
- Deductions History
- Miscellaneous Benefits
- Benefit Statement

Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy

Leave Report

Update W-4 Withholding

Update Direct Deposit Allocation

Update Direct Deposit Allocation

Next click the Leave Report Icon

First click the Employees Link

# Time Reporting Selection Page for Approvers

Click the "Approve or Acknowledge Time" choice  
Next click the SELECT button

The screenshot shows the PipelineMT interface for the Time Reporting Selection page. At the top, the NNESSEE UNIVERSITY logo and PipelineMT title are visible. Below the title bar, the page is titled "Time Reporting Selection". There are two informational messages: one with an information icon about proxy setup and another with a warning icon advising not to click on the proxy setup link at the bottom. The "Selection Criteria" section contains several options with radio buttons and checkboxes. The "Approve or Acknowledge Time" option is selected. The "Act as Proxy" dropdown menu is set to "Self". A "Select" button is located at the bottom of the form.

	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

# Time Reporting Selection Page for Proxies

Click the "Approve or Acknowledge Time" choice

Click dropdown box under "My Choice" for the "Act as Proxy" and select the person you are a proxy for

Next click the SELECT button

The screenshot shows the PipelineMT interface for the 'Time Reporting Selection' page. At the top, the 'NNESSEE UNIVERSITY' logo and 'PipelineMT' title are visible. Below the title, there is a section for 'Time Reporting Selection'. It includes a 'PROXY SET UP' link with an information icon and a warning message: 'DO NOT CLICK ON Proxy Set Up at the bottom of this screen. It has been...'. The 'Selection Criteria' section contains several options with radio buttons and checkboxes. A blue bar highlights the 'My Choice' column. The 'Act as Proxy' dropdown menu is highlighted with a blue box, showing 'Self' as the selected option. A 'Select' button is located at the bottom of the form.

	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

# Approver Selection Page

Select the department

Click dropdown box to access correct month

"Sort employee's records by Status then by Name" is the default and recommended sort order

Click the SELECT button

*NOTE: Records for leave period will not appear until at least one employee has begun his/her leave report*

**MIDDLE TENNESSEE STATE UNIVERSITY** | PipelineMT

Home  
Registration & Student Records  
Academic Resources  
Billing & Payment  
Employees  
Finance

Approver Selection

PROXY SET UP

Leave Report

Department and Description	My Choice	Leave Period
M, T11000, Presidents Office	<input checked="" type="radio"/>	AT, Jan 01, 2018 to Jan 31, 2018
M, T11100, Institutional Equity and Compliance	<input type="radio"/>	AT, Jan 01, 2018 to Jan 31, 2018
M, T11200, Audit and Consulting Services	<input type="radio"/>	AT, Jan 01, 2018 to Jan 31, 2018
M, T11300, Legal Assistant	<input type="radio"/>	AT, Jan 01, 2018 to Jan 31, 2018

Sort Order

My Choice

Sort employees' records by Status then by Name:

Sort employees' records by Name:

Select

RELEASE: 8.12.1.5 PROD01

# Department Summary Page

Employees are listed by Transaction Status if Sort Order was not changed

Click on the employee's name to enter the Employee Detail page

**Middle Tennessee State University | PipelineMT**

Home  
Registration & Student Records  
Academic Resources  
Billing & Payment  
Employees  
Finance  
Resources

### Department Summary

Select the employee's name to access additional details.

COA:	M, Middle Tennessee State University
Department:	TS2560, Financial Aid and Scholarships
Leave Period:	Feb 01, 2018 to Feb 28, 2018
Act as Proxy:	Not Applicable
Leave Period Leave Entry Status:	Open until Mar 06, 2018, 04:35 PM

Change Selection

Pending										
ID	Name, Position and Title	Required Action	Total Days	Total Hours	Total Units	Queue Status	Approve or FYI	Return for Correction	Cancel	Other Information
528170 - 00	Asst Dir-Financial Aid Off		.00	60.00	.00	In the Queue				Leave Balance

In Progress							
ID	Name, Position and Title	Total Days	Total Hours	Total Units	Cancel	Other Information	
528160 - 00	Assoc Dir-Financial Aid Off		.00	6.30	.00	Leave Balance	
528150 - 00	Asst Dir-Financial Aid Off		.00	7.50	.00	Leave Balance	

Not Started		
ID	Name, Position and Title	Other Information
528240 - 00	Coordinator-Financial Aid Off	
794010 - 00	Coordinator-Financial Aid	

Home  
Registration & Student Records  
Academic Resources  
Billing & Payment  
Finance

## Transaction Status Possibilities

A Transaction Status heading appears directly above the ID and displays the status of a leave report

Status	Description
Pending	Employee has submitted leave report for approval
In Progress	Employee has started leave report but has not submitted for approval
Returned for Correction	Has been returned to employee by you or HRS for correction. Employee has not resubmitted for approval
Not Started	Leave report has not been started
Error	There is an error on the report. <i>(Most of the errors are because the approval or submission button was clicked twice.)</i> Clicking the message will help you decide what the appropriate action should be



# Employee Detail Page Navigation

- **Previous Menu:** Click this button to return to the “Department Summary” page
- **Approve:** Click this button to approve the employee’s leave report
- **Return for Correction:** Click to send the leave report back to the employee for correction. The employee will not receive any type of automated notification so remember to inform your employee of your action
- **Change Record:** use this option ONLY if there is not enough time for the employee to make corrections
- **Delete:** DO NOT USE THIS BUTTON
- **Add Comment:** Add a comment on the employee’s record.
- **Next:** Takes you to the next person’s record

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Leave Balances | Routing Queue

*Leave Report*

Earnings	Total Hours	Total Units	Thursday , Feb 01, 2018	Friday , Feb 02, 2018	Saturday , Feb 03, 2018	Sunday , Feb 04, 2018	Monday , Feb 05, 2018	Tuesday , Feb 06, 2018	Wednesday , Feb 07, 2018	Thursday , Feb 08, 2018	Friday , Feb 09, 2018
Sick Leave	8.5									8.5	
<b>Total Hours:</b>	8.5									8.5	
<b>Total Units:</b>		0									

*Leave Balances as of Feb 08, 2018*

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement	Hours	0	Aug 01, 2017	0	0	0	0
Inclement Weather	Hours	0	Aug 01, 2017	0	0	0	0
Jury Duty	Hours	0	Aug 01, 2017	0	0	0	0
Military Leave	Hours	0	Aug 01, 2017	0	0	0	0
Leave Without Pay	Hours	0	Aug 01, 2017	0	0	0	0
Sick Leave	Hours	0	Aug 01, 2017	285	45	14.5	315.5

*Routing Queue*

Name	Action and Date
	Originated Feb 08, 2018 06:35 am
	Submitted Feb 08, 2018 06:36 am
	Pending
	In the Queue

Previous Menu Approve Return for Correction Change Record Delete Add Comment Next

Leave Report | Routing Queue

# Employee Detail Page

As the approver, you are responsible for ensuring that leave entered by your employee is accurate.

Use the scroll bar at the bottom of the page to view each day in the report before approving.

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

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

**Leave Report**

Earnings	Total Hours	Total Units	Thursday , Feb 01, 2018	Friday , Feb 02, 2018	Saturday , Feb 03, 2018	Sunday , Feb 04, 2018	Monday , Feb 05, 2018	Tuesday , Feb 06, 2018	Wednesday, Feb 07, 2018	Thursday , Feb 08, 2018	Friday , Feb 09, 2018
Sick Leave	8.5								8.5		
<b>Total Hours:</b>	8.5								8.5		
<b>Total Units:</b>		0									

**Leave Balances as of Feb 08, 2018**

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement	Hours	0	Aug 01, 2017		0	0	0
Inclement Weather	Hours	0	Aug 01, 2017		0	0	0
Jury Duty	Hours	0	Aug 01, 2017		0	0	0
Military Leave	Hours	0	Aug 01, 2017		0	0	0
Leave Without Pay	Hours	0	Aug 01, 2017		0	0	0
Sick Leave	Hours	0	Aug 01, 2017		285	45	14.5

**Routing Queue**

Name	Action and Date
Kenisha Finnell Burke	Originated Feb 08, 2018 06:35 am
Kenisha Finnell Burke	Submitted Feb 08, 2018 06:36 am
Heather Lyn Hundley	Pending
Lisa A Mitchell	In the Queue

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [Next](#)

[Leave Report](#) | [Routing Queue](#)

### *Leave Report*

<b>Earnings</b>	<b>Total Hours</b>	<b>Total Units</b>	<b>Friday , Dec 01, 2017</b>	<b>Saturday , Dec 02, 2017</b>	<b>Sunday , Dec 03, 20</b>
Sick Leave	90		7.5		
<b>Total Hours:</b>	90		7.5		
<b>Total Units:</b>		0			

## Leave Report Section

This section displays a day-by-day breakdown of the leave entered for the pay period

*Leave Balances as of Feb 08, 2018*

Type of Leave	Hours or Days	Banked	Date Available	Available Beginning Balance	Earned	Taken	Available Balance
Bereavement	Hours	0	Sep 01, 1996	0	0	0	0
Inclement Weather	Hours	0	Sep 01, 1996	0	0	0	0
Jury Duty	Hours	0	Sep 01, 1996	0	0	0	0
Sick Leave	Hours	0	Dec 19, 2005	1235	45	450	830
Leave Without Pay	Hours	0	Sep 01, 1996	0	0	0	0
Military Leave	Hours	0	Sep 01, 1996	0	0	0	0

## Leave Balances Section

This section lists available balances for the employee. Leave used during current pay period are not reflected in these totals until approval and processing by the Payroll Office is complete

**Routing Queue**

Name	Action and Date
Employee Name	Originated Feb 08, 2018 06:35 am
Employee Name	Submitted Feb 08, 2018 06:36 am
Approver Name	Pending
Lisa A Mitchell	In the Queue

## Routing Queue Box

This section displays the name, action, and date of each person assigned to the routing queue for the timekeeping organization

## Step-by-Step Guide to Approving Leave Reports

Deadline Dates for Reporting Leave can be found on the HRS website at:

[http://www.mtsu.edu/hrs/leavereporting/Deadline\\_Dates\\_for\\_Reporting\\_Leave.pdf](http://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf)

- Click the Employee link within PipelineMT navigation main page to access the Employee pages
- Click the Leave Reporting icon on the Employees page
- From the Time Reporting Selection page select the option to “Approve or Acknowledge” and click the SELECT button
- If you have permission to approve more than one timekeeping organization click the button under “My Choice” and then click the SELECT button
- Click on the employee’s name under the “Pending” transaction status section to open the **Employee Details** page
- If leave has been entered correctly, click the APPROVE button. If the entry is not correct, return the record for correction or make the necessary changes yourself
- Click the NEXT button to view the details of the next employee record
- Click the PREVIOUS MENU button to return to the Department Summary page

## Notes and Information

For more information or assistance  
contact

Shannon Sexton, Payroll Coordinator  
[Shannon.Sexton@mtsu.edu](mailto:Shannon.Sexton@mtsu.edu)  
615-898-5852

Lisa Jones, Assistant Director  
[Lisa.Jones@mtsu.edu](mailto:Lisa.Jones@mtsu.edu)  
615-898-2168

- 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](http://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf)
- Employees may view their leave balances through PipelineMT > Employees link > Leave Balance icon