Approver and Proxy
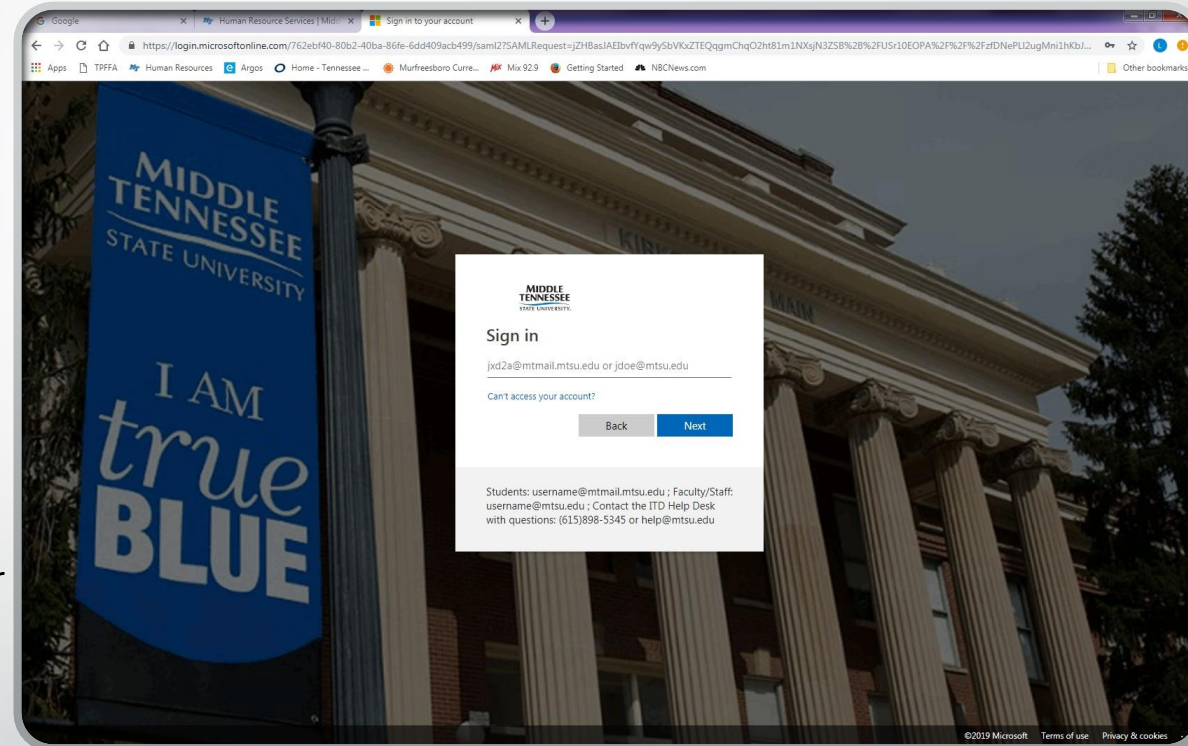
Online Leave Reporting Training Presentation

PipelineMT Login Page

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 or 615-898-5345

Locating the Leave Reports

Time Reporting Selection Page for Approvers

Click the "Approve or Acknowledge Time" choice

Next click the SELECT button

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

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

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

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. *(Most of the errors are because the approval or submission button was clicked twice.)* 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

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.

Leave Report					
Earnings	**Total Hours**	**Total Units**	**Friday , Dec 01, 2017**	**Saturday , Dec 02, 2017**	**Sunday , Dec 03, 20**
Sick Leave	90		7.5		
Total Hours:	90		7.5		
Total Units:		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 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

- 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

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615-898-5852

Lisa Jones, Assistant Director
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

- Employees may view their leave balances through PipelineMT > Employees link > Leave Balance icon