

Quick Guide for Administrative and Faculty Leave Reporting

- All Administrative employees and Faculty report leave through the online Leave Reporting system in PipelineMT.
- Use your department's internal controls for requesting leave.
- Always report the type of leave you take even if your leave balance is insufficient. For example, report sick leave as sick leave even if you take more sick leave than you have in your balance.
- To access your leave report go to: Pipeline MT > Employees Link (on left) > Leave Report (grid on right side of page)
- Use the drop down menu to select the correct "My Choice Leave Period".
- Seven days at a time are visible on the page; use the **NEXT** and **PREVIOUS** buttons to navigate through the month.
- Be careful to enter leave in the cell that corresponds to the correct type of leave (choices are on left side of grid).
- Be careful to enter leave correctly. As there are no edits, the system will accept what you enter. Do not enter leave on a holiday or weekend unless you are a person scheduled to work these days.
- One day of leave is 7.5 hours. Partial hours are reported as follows:

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	1.0 hours

- Do not use leading zeros in the field where the amount of leave taken is entered.
- Do not use the **BACK** button in your browser to navigate once in PipelineMT.
- All users should submit leave reports by the first or second day of each month to give approvers time to process the leave report for HRS processing.
- Use the **SAVE** button to save the leave you are entering on the report.
- Use the **COPY** button to copy the leave entered to additional dates in the month. Click the "COPY" button again *after* clicking the appropriate checkboxes on the Copy screen then click **LEAVE REPORT** to go back to the report.
- Use the **PREVIEW** button to check the report to be sure your leave is correct and complete before submitting.
- Use the **SUBMIT FOR APPROVAL** button to send the leave report to your supervisor.
- Once your leave report is submitted you are not able to make any further changes. If changes are needed contact your approver.
- If you know you are going to be out at the end of the month go ahead and submit your leave report before you leave.
- Contact Shannon Sexton in the Payroll Office at Shannon.Sexton@mtsu.edu or at extension 5852 if you have trouble.
- A complete Leave Report Guide for Users is located on the Human Resource Services website at <http://www.mtsu.edu/hrs/leavereporting/index.php>.