

# MTSU

## Web Time Entry “Quick Reference” for Student/Hourly Employees

1. Login to PipelineMT. Please contact the ITD Help Desk @ 5345 if you need help with your username and/or password.
2. Click “Employee” in the side bar on the left side of the screen. If completing this on a cell phone, once you log on pipeline, you can click the three horizontal lines at the top right-hand side of your phone and then click the employees tab. If your phone is turned sideways, after you click on pipeline, click on the square person icon and then click employees to continue to the next step.
3. Click the “Time Entry” icon (it looks like a clock) in the upper right portion of the screen.
4. Select position and correct pay period; click on Time Sheet button.  
(If you have multiple positions, it is **extremely important** that you select the correct position to enter hours. **Also, be sure you are entering hours on the correct pay period**).
5. Click on **Enter Hours** for the day you need to enter work hours.
6. The Time In and Time Out form will appear. To enter time correctly, please remember the following:
  - Enter your time worked on your WTE time sheet often ... don’t wait until the end of the pay period to enter time for the entire month.
  - Time must be entered in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Round minutes to nearest quarter hour.
  - Pay attention to dates and times when entering your time worked.
  - Enter hours worked after 12:00 AM on the next day’s Time In and Time Out form.
  - AM = 12:00 midnight to 11:59 noon
  - PM = 12:00 noon to 11:59 mid-night
  - Select **Save** to save hours entered for that day.
  - You can use the comment button to enter any additional information for any work day. Date each comment made since all comments for the month appear in the same box.
  - The **Submit By Date** on your Time Sheet is the date your Approver must have your time sheet to payroll...be sure to submit your time sheet to your approver as soon as possible after your last day worked in the pay period.
  - Only hit the **Submit for Approval** Button after all your hours for the pay period have been entered and you have made sure your time worked is correct and you are ready for your supervisor to approve.
7. Verify that the Time Sheet has been submitted for approval by looking at the bottom of your time sheet. It should say “Waiting for Approval By:” and show your Approvers name.
8. Login again before Payroll due date to verify that your supervisor has approved your time sheet. It should say “Approved By” and show your Approvers and/or Proxies name.
9. If you do not submit your time sheet on time, you will not be paid until the following month and you will be required to complete a manual time sheet signed by your department head.
10. Review the WTE training information found on the HRS website: [https://www.mtsu.edu/hrs/training/docs/WTE\\_Student\\_Hourly\\_Employees.pdf](https://www.mtsu.edu/hrs/training/docs/WTE_Student_Hourly_Employees.pdf)
11. If you have any questions, contact your approver.