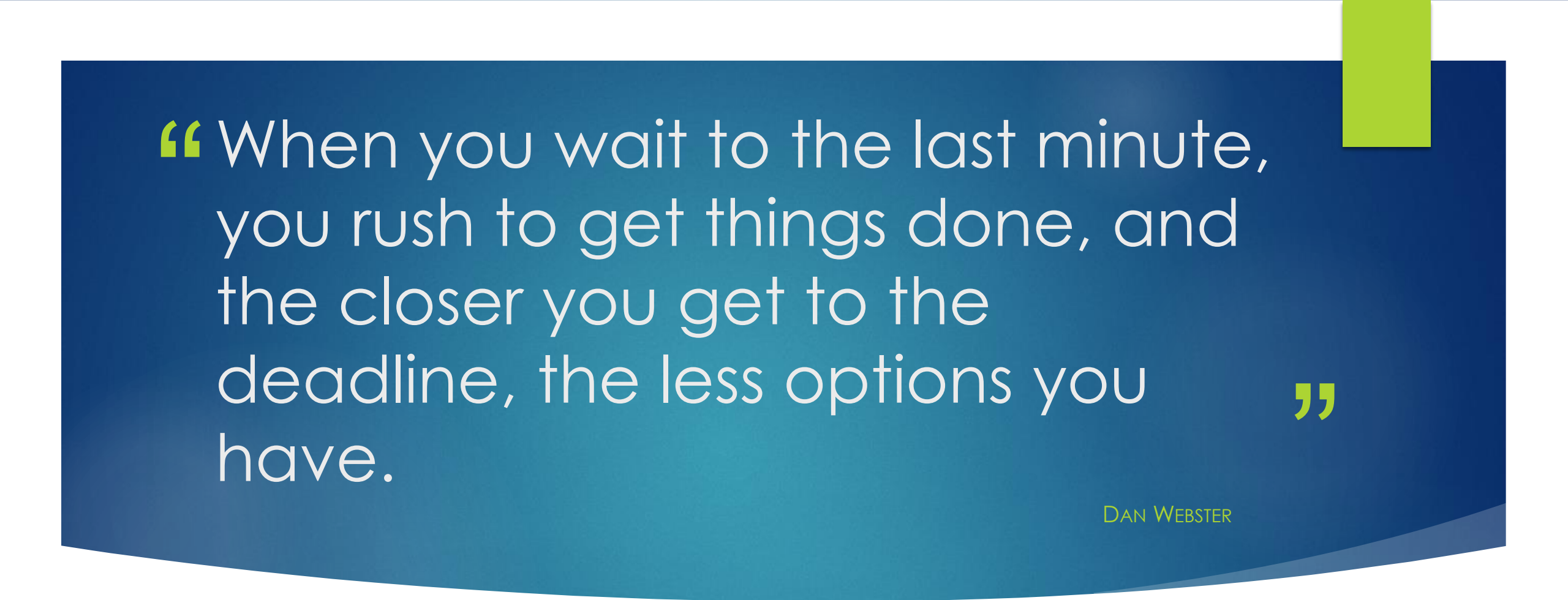




Classified Employees

ONLINE WEB TIME ENTRY TIME SHEET TRAINING PRESENTATION



“ When you wait to the last minute, you rush to get things done, and the closer you get to the deadline, the less options you have. ”

DAN WEBSTER

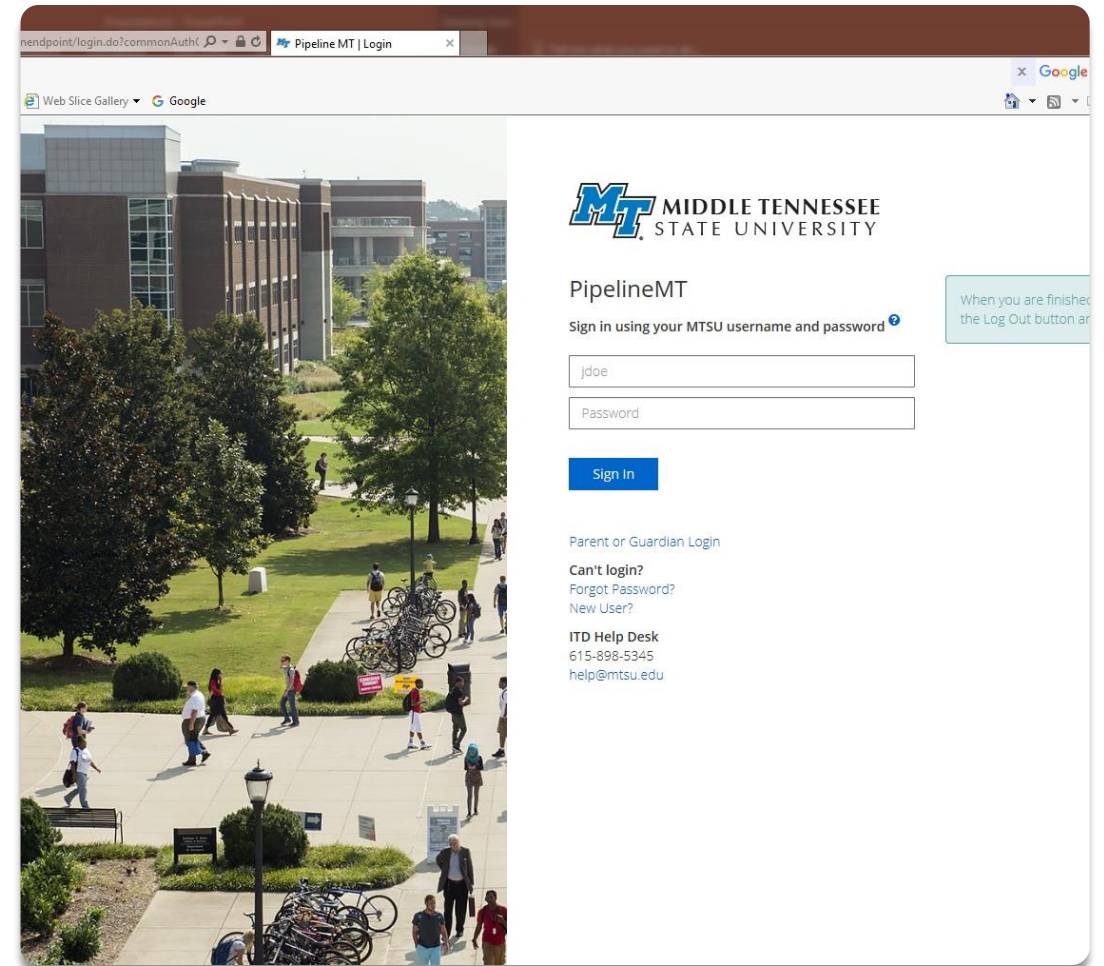
- Don't wait until the last minute to start your time sheet. Remember, this is how you get paid!
- Meet your submission deadlines.
- The end of the pay period is always on the 15th of the month. The submission deadline is two working days after the 15th.

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



Endpoint/login.do?commonAuth< Pipeline MT | Login

Web Slice Gallery Google

MT MIDDLE TENNESSEE STATE UNIVERSITY

PipelineMT

Sign in using your MTSU username and password

jdoe

Password

Sign in

Parent or Guardian Login

Can't login?
Forgot Password?
New User?

ITD Help Desk
615-898-5345
help@mtsu.edu

When you are finished the Log Out button ar

Find Your Time Sheet



PipelineMT

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

» Employees

Pay and Job Information

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

First click the Employees Link

B

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



Leave Report



Time Entry



Leave Balance



Update Direct Deposit Allocation



Update W-4 Withholding

Next click the Time Entry Icon

Electronic Personal

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

Time Reporting Selection Page

Employees with Approver and Proxy privileges will see this page. All other employees go to the Time Sheet Selection Page (see next slide)

Click the "Access my Time Sheet" choice

Next click the SELECT button

TENNESSEE UNIVERSITY | PipelineMT

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

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 <input type="text"/>
Act as Superuser:	<input type="checkbox"/>

Select

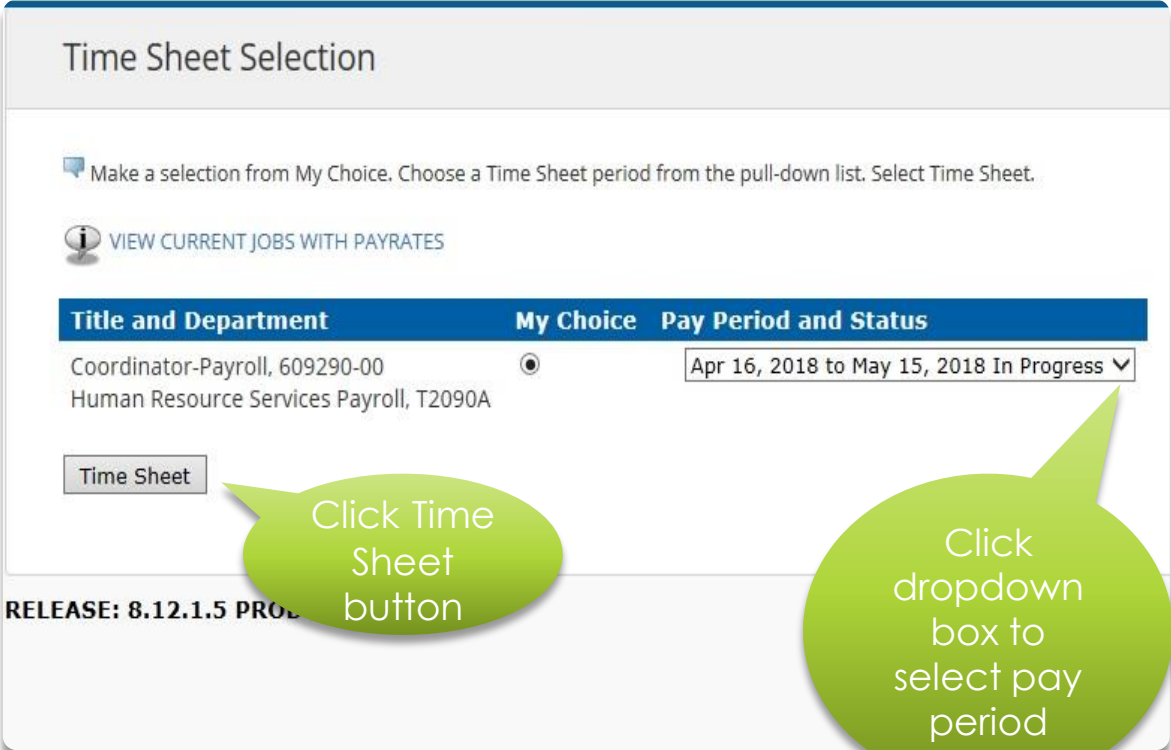
Click Select

Click "Access my Time Sheet"
Note: "Approve or Acknowledge Time" is the default

Time Sheet Selection Page

The default "Pay Period and Status" is the latest month. You have access to the three previous months' time sheets from this page.

Choose your time sheet period and click the TIME SHEET button.



The screenshot shows a web interface titled "Time Sheet Selection". It includes a help message, a link to "VIEW CURRENT JOBS WITH PAYRATES", a table with columns for "Title and Department", "My Choice", and "Pay Period and Status", and a "Time Sheet" button. Two callouts point to the button and the dropdown menu.

Time Sheet Selection

Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

[VIEW CURRENT JOBS WITH PAYRATES](#)

Title and Department	My Choice	Pay Period and Status
Coordinator-Payroll, 609290-00 Human Resource Services Payroll, T2090A	<input checked="" type="radio"/>	Apr 16, 2018 to May 15, 2018 In Progress ▼

RELEASE: 8.12.1.5 PRO

Click Time Sheet button

Click dropdown box to select pay period

Time Sheet – Entering Hours Worked or Leave Taken One Day at a Time

1. Click the "Enter Hours" link under the appropriate date and hours worked or leave type to enter your hours

Submit By Date: May 17, 2018 by 04:30

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tuesday Apr 17, 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	7.5
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours
Sick Leave	1	0	7.5		Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours
Inclement Weather Leave	1	0	0		Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours
Total Hours:			165		7.5	7.5
Total Units:				0	0	0

Position Selection | Comments | Preview | Submit for Approval | Restart | Next

Entering Your Time One Day at a Time

1. Check the "Earning:" line to make sure you are entering the correct type of hours worked or leave taken
2. Check the "Date:" to make sure you are on the correct date
3. Enter hours in the box across from the "Hours:" line (see Partial Hour Grid on next slide for how to enter hours)
4. Click SAVE

Earning: Monthly Pay/Hrs Worked

Date: Apr 16, 2018

Shift:

Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tuesday Apr 17, 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours
Sick Leave	1	0	7.5		Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours
Inclement Weather Leave	1	0	0		Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours
Total Hours:			165		7.5	

DO NOT CHANGE
regardless of the shift
you work

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
55-60	1 hour

Entering Your Time Using Copy Button

1. Check the "Earning:" line to make sure you are entering the correct type of hours worked or leave taken
2. Check the "Date:" to make sure you are on the correct date
3. Enter hours in the box across from the "Hours:" line
4. Click COPY

Earning: Monthly Pay/Hrs Worked

Date: Apr 16, 2018

Shift:

Hours:

Save **Copy** Account Distribution

DO NOT CHANGE regardless of the shift you work

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tuesday Apr 17, 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours
Sick Leave	1	0	7.5		Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours
Inclement Weather Leave	1	0	0		Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours
Total Hours:			165		7.5	

Copy

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying from, your hours will be deleted. When you select Copy, the Hours or Units and the Account Distribution is also copied.

Earnings Code:

Monthly Pay/Hrs Worked, Shift 1

Date and Hours to Copy:

Apr 16, 2018, 7.5 Hours

Copy from date displayed to end of the pay period:

Include Saturdays:

Include Sundays:

Copy by date:

Monday Apr 16, 2018	Tuesday Apr 17, 2018	Wednesday Apr 18, 2018	Thursday Apr 19, 2018	Friday Apr 20, 2018	Saturday Apr 21, 2018	Sunday Apr 22, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Apr 23, 2018	Tuesday Apr 24, 2018	Wednesday Apr 25, 2018	Thursday Apr 26, 2018	Friday Apr 27, 2018	Saturday Apr 28, 2018	Sunday Apr 29, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday Apr 30, 2018	Tuesday May 01, 2018	Wednesday May 02, 2018	Thursday May 03, 2018	Friday May 04, 2018	Saturday May 05, 2018	Sunday May 06, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday May 07, 2018	Tuesday May 08, 2018	Wednesday May 09, 2018	Thursday May 10, 2018	Friday May 11, 2018	Saturday May 12, 2018	Sunday May 13, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monday May 14, 2018	Tuesday May 15, 2018					
<input type="checkbox"/>	<input type="checkbox"/>					

Time Sheet

Previous Menu

Copy

1. Check the "Copy from date displayed to end of the pay period" box to enter time in every date at one time, or if entering time for only a few days, then check each box under the desired dates
2. Click the COPY button
3. Click the Time Sheet button to return to time sheet

Entering Hours Worked for Other Departments

1. Click the "Enter Hours" link on the Hours Worked for Other Dept. line

Submit By Date:

May 17, 2018 by 04:30

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tuesday Apr 17, 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	7.5
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours
Sick Leave	1	0	7.5		Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours
Inclement Weather Leave	1	0	0		Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours
Total Hours:			165		7.5	7.5
Total Units:				0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Next

Entering Worked for Other Departments Continued

1. Check the "Earning:" line to make sure you are entering the correct type of hours worked or leave taken
2. Check the "Date:" to make sure you are on the correct date
3. Enter hours in the box across from the "Hours:" line (see Partial Hour Grid on next slide for how to enter hours)
4. Click the ACCOUNT DISTRIBUTION button

Earning: Monthly Pay/Hrs Worked

Date: Apr 16, 2018

Shift:

Hours:

Save Copy **Account Distribution**

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tuesday Apr 17, 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	
Holiday Pay	1	0	0		Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours
Sick Leave	1	0	7.5		Enter Hours	Enter Hours
Comp Time Taken	1	0	0		Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours
Inclement Weather Leave	1	0	0		Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours
Total Hours:			165		7.5	

DO NOT CHANGE regardless of the shift you work

Current Account Distribution

Type of Pay:	Hours Worked for Other Dept, Shift 1
Day and Date:	Wednesday, May 16, 2018

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
263100	110001	20900	61310	450	111111			

Select Update or a number under Hours or Units to change the account distribution.

Update Account Distribution

Total Hours Available, Hours Worked for Other Dept:						7.5			
Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
									Update
									Total: 8

Account Distribution Page

Click the Update link

Account Distribution Criteria

- Enter hours to be changed – enter the number of hours worked for the other department
- Enter the Index number of the department paying for these hours
- Click the Default from Index button

Enter the number of hours to apply. Choose Index or enter the index number
Distribution component button to query.

Available hours : 7.5

Enter hours to be changed :

Index:

Default from Index

Fund:

Organization:

Account:

Program:

Activity:

Location:

Project:

Cost Type:

Previous Menu

Save

Account Distribution Criteria Page

- Enter the account number **61310** (used for all index numbers) into the Account field
- Click Save button

Account Distribution Criteria

Enter the number of hours to apply. Choose Index or enter the index number. Click the Distribution component button to query.

Available hours : 7.5
Enter hours to be changed :

Index:

Fund: 110001
Organization: 18020
Account: Enter 61310 in this field

Program: 200
Activity: 111111
Location:
Project:
Cost Type:

RELEASE: 8.12.1.5 PROD - SSBPROD1

Account Distribution Result Screens

Account Distribution

Current Account Distribution

Type of Pay: Hours Worked for Other Dept, Shift 1
 Day and Date: Wednesday, May 16, 2018

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
263100	110001	20900	61310	450	111111			

Select Update or a number under Hours or Units to change the account distribution.

Update Account Distribution

Total Hours Available, Hours Worked for Other Dept: 7.5

Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type	Hours
	110001	18020	61310	200	111111				7.5
									Update
									Total: 7.5

Copy Time Sheet Previous Menu

Submit By Date: Jun 19, 2018

Earning: Hours Worked for Other Dept
 Date: May 16, 2018
 Shift: 1
 Hours: 7.5 **

Save Copy Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Wednesday May 16, 2018	Th Ma 20
Monthly Pay/Hrs Worked	1	0	0		Enter Hours	E
Holiday Pay	1	7.5	7.5		Enter Hours	E
Annual Leave	1	0	0		Enter Hours	E
Sick Leave	1	0	0		Enter Hours	E
Comp Time Taken	1	0	0		Enter Hours	E
Bereavement Leave	1	0	0		Enter Hours	E
Jury Duty	1	0	0		Enter Hours	E
Voting Leave	1	0	0		Enter Hours	E
Military Leave	1	0	0		Enter Hours	E
Inclement Weather Leave	1	0	0		Enter Hours	E
Emergency Call Back	1	0	0		Enter Hours	E
Hours Worked on Holiday	1	0	0		Enter Hours	E
Hours Worked for Other Dept	1	0	7.5		7.5 **	E
Total Hours:			15		7.5	
Total Units:				0	0	

Position Selection Comments Preview Submit for Approval Restart Next

Submitted for Approval By:



Navigating the Control Buttons

Position Selection: Click this button to return to the "Time Sheet Selection" page

Comments: Comments can be added to the time sheet by clicking this button

Preview: Click to preview your time sheet once hours have been entered

Submit for Approval: click this button ONLY after all time 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 time sheet

Holiday						
Hours Worked for Other Dept	1	0	0	Enter Hours	Enter Hours	
Total Hours:			165	7.5	7.5	
Total Units:		0	0	0	0	
Submitted for Approval By:						
Approved By:						
Waiting for Approval From:						

Position Selection Comments Preview Submit for Approval Restart Previous Next

Submitting Your Time Sheet for Approval

Once you have entered your hours, always PREVIEW your time sheet to make sure all entries are correct. Once your time sheet is correct and complete click the SUBMIT FOR APPROVAL button.

(click for [Possible Hours In WTE Pay Period document](#))

Note: You no longer have access to make any changes to your time sheet once you click the Submit for Approval button

Requested for	1	0	0	Enter Hours	E
:		165		7.5	
			0	0	
Selection	Comments	Preview	Submit for Approval	Restart	Previous
or Approval By:					
y:					
Approval From:					

VIEW LEAVE BALANCES

** Account Distribution adjusted on this day.

Time Sheet

Title and Number:	Coordinator-Payroll -- 609290-00
Department and Number:	Human Resource Services Payroll -- T2090A
Time Sheet Period:	Apr 16, 2018 to May 15, 2018
Submit By Date:	May 17, 2018 by 04:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tuesday Apr 17, 2018	Wednesday Apr 18, 2018	Thursday Apr 19, 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	7.5	7.5	
Holiday Pay	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours

Submit By Date:

The "Submit By Date" is the deadline to submit your time sheet in order to be paid for month. Make sure you have submitted it by 4:30 on this date to give your approver time to review and approve your time sheet.

Don't wait until the last minute. REMEMBER, THIS IS HOW YOU GET PAID!

Notes and Information

For more information or assistance contact

Jamie Parker, Payroll Supervisor
Jamie.Parker@mtsu.edu
615-898-5727

Additional information can be found at
http://www.mtsu.edu/hrs/leaverreporting/web_time_entry.php

- ▶ Classified employees are paid on the last business day of each month.
- ▶ Pay is held two weeks in arrears.
- ▶ Classified employees pay periods run from the 16th of the month to the 15th of the next month.
- ▶ The **Submit By Date** on your time sheet is the date that you **MUST** have your time sheet submitted in order for you to be paid that month.
- ▶ When you are sick always report sick leave, not annual leave, regardless of your Sick Leave balance.
- ▶ Employees may view their leave balances through PipelineMT > Employees link > Leave Balance icon