Classified Employees

ONLINE WEB TIME ENTRY TIME SHEET TRAINING PRESENTATION

Revised December 2022

> " 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. "
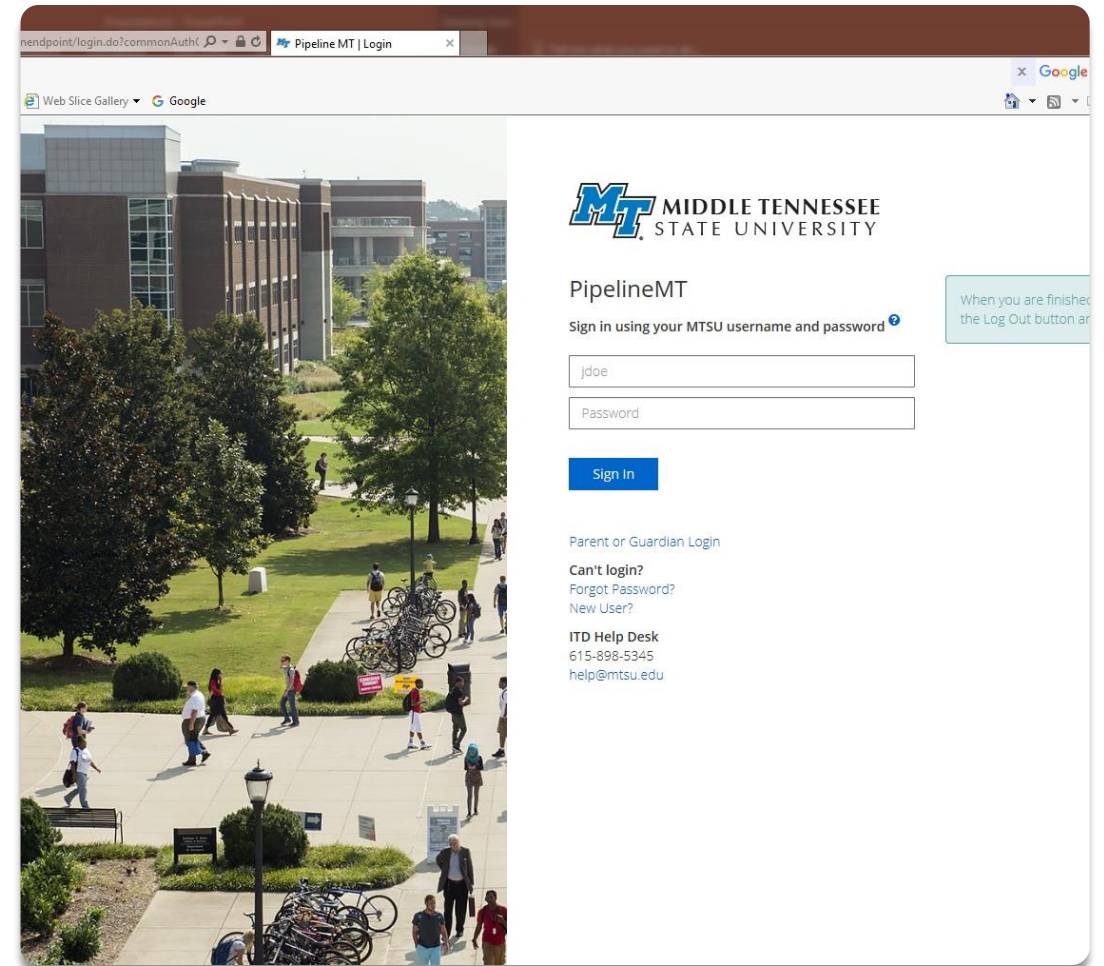
DAN WEBSTER

- 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

Find Your Time Sheet

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

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 bee

Selection Criteria

	My Choice
Access my Time Sheet:	○
Access my Leave Report:	○
Access my Leave Request:	○
Approve or Acknowledge Time:	●
Approve All Departments:	☐
Act as Proxy:	Self ˅
Act as Superuser:	☐

Select
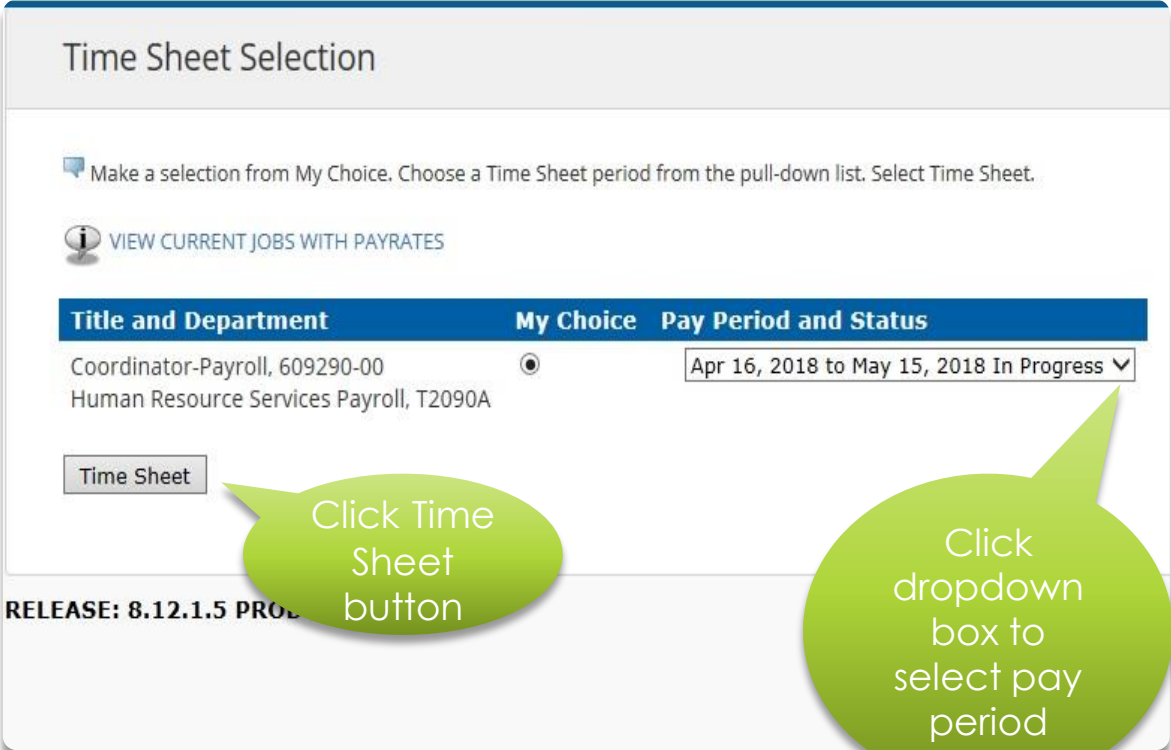
Click Select

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.

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	◉	Apr 16, 2018 to May 15, 2018 In Progress ▾

Time Sheet

RELEASE: 8.12.1.5 PROD

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:	1
Hours:	7.5

DO NOT CHANGE regardless of the shift you work

Save   Copy   Account Distribution

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

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: 1

Hours: 7.5

DO NOT CHANGE regardless of the shift you work

Save | Copy | Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Monday Apr 16, 2018	Tues Apr 1 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	
Holiday Pay	1	0	0		Enter Hours	Ente
Annual Leave	1	0	0		Enter Hours	Ente
Sick Leave	1	0	7.5		Enter Hours	Ente
Comp Time Taken	1	0	0		Enter Hours	Ente
Bereavement Leave	1	0	0		Enter Hours	Ente
Jury Duty	1	0	0		Enter Hours	Ente
Voting Leave	1	0	0		Enter Hours	Ente
Military Leave	1	0	0		Enter Hours	Ente
Inclement Weather Leave	1	0	0		Enter Hours	Ente
Emergency Call Back	1	0	0		Enter Hours	Ente
Hours Worked on Holiday	1	0	0		Enter Hours	Ente
Hours Worked for Other Dept	1	0	0		Enter Hours	Ente
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
☐	☐	☐	☐	☐	☐	☐
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
☐	☐	☐	☐	☐	☐	☐
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
☐	☐	☐	☐	☐	☐	☐
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
☐	☐	☐	☐	☐	☐	☐
Monday May 14, 2018	Tuesday May 15, 2018					
☐	☐					

[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

May 17, 2018 by 04:3(

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:	1
Hours:	7.5

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	Tues Apr 1 2018
Monthly Pay/Hrs Worked	1	0	157.5		7.5	
Holiday Pay	1	0	0		Enter Hours	Ente
Annual Leave	1	0	0		Enter Hours	Ente
Sick Leave	1	0	7.5		Enter Hours	Ente
Comp Time Taken	1	0	0		Enter Hours	Ente
Bereavement Leave	1	0	0		Enter Hours	Ente
Jury Duty	1	0	0		Enter Hours	Ente
Voting Leave	1	0	0		Enter Hours	Ente
Military Leave	1	0	0		Enter Hours	Ente
Inclement Weather Leave	1	0	0		Enter Hours	Ente
Emergency Call Back	1	0	0		Enter Hours	Ente
Hours Worked on Holiday	1	0	0		Enter Hours	Ente
Hours Worked for Other Dept	1	0	0		Enter Hours	Ente
Total Hours:			165		7.5	

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 numb
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 num Distribution component button to query.

Available hours : 7.5

Enter hours to be changed : 7.5

Index: 214260 Default from Index

Fund: 110001

Organization: 18020

Account:

Enter 61310 in this field

Program: 200

Activity: 111111

Location:

Project:

Cost Type:

Previous Menu | Save

RELEASE: 8.12.1.5 PROD - SSBPROD1

Account Distribution Result Screens

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

Position Selection	Comments	Preview	Submit for Approval	Restart	Previous	Next

Submitted for Approval By:

Approved By:

Waiting for Approval From:

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

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/leavereporting/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