

MONTHLY HOURLY PAYROLL (MH)

JAMIE PARKER

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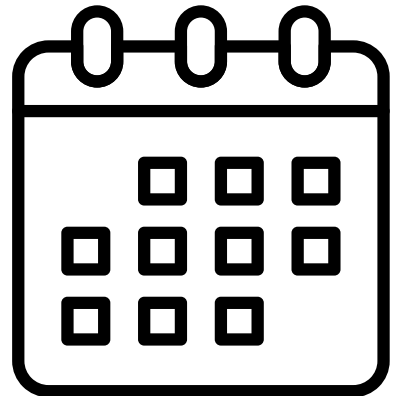
Extension: 5727

TAMMY KEYLON

Email: tammy.keylon@mtsu.edu

Extension: 2186

(MH) PAY PERIOD



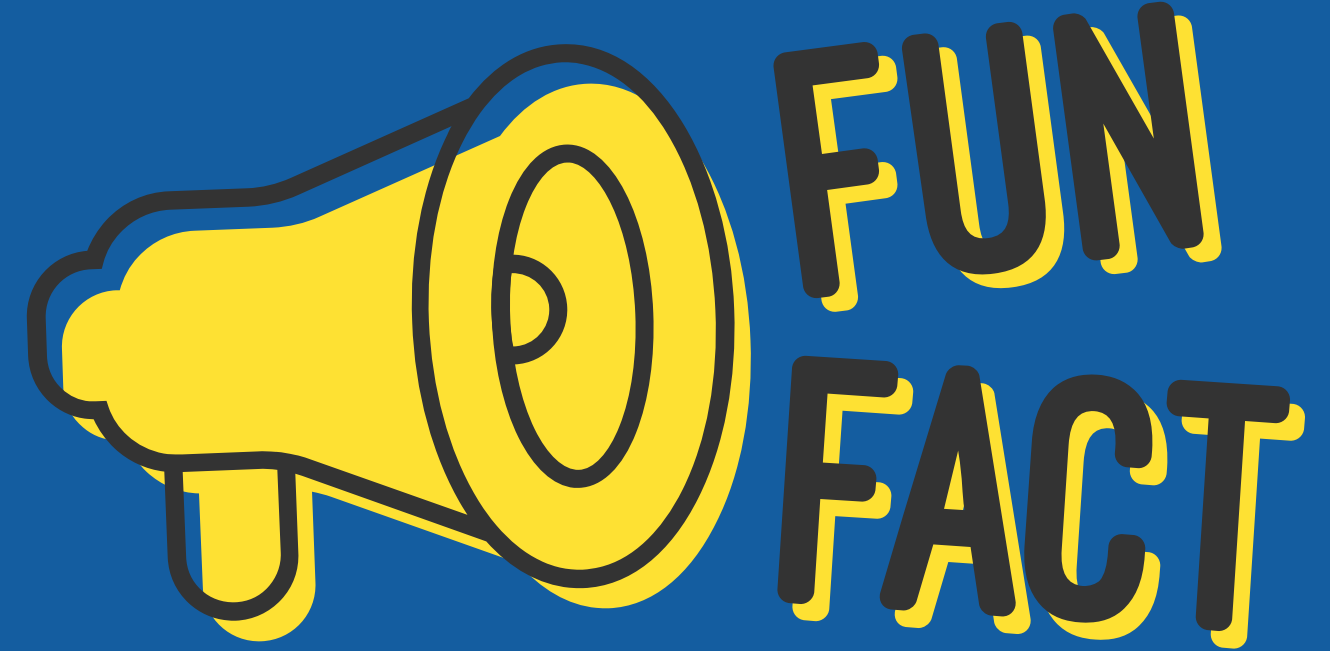
16th of the month to the 15th of the month
(example: 8/16 - 9/15)



Payday is on the last WORKING day of the month
(except December)

AUTO EMAILS

- Start timesheet
- Complete timesheet
- Submit timesheet
- Approve timesheet
(*Approvers*)



If you start your timesheet by the 12th of the month and submit on the 15th, you can avoid a lot of the auto emails!

NO TIMESHEET = NO PAY!

PIPELINE



PipelineMT

 Home

 Employees

 Finance

 Resources

Announcements

Fall 2025 Fee Payment and Confirmation Deadline

The fee payment and confirmation deadline for the Fall 2025 semester is 6:00 p.m. on September 2, 2025. Class schedules will be deleted for nonpayment or nonconfirmation at 6:00 p.m. on September 2nd.

[Undergraduate Research & Creative Activity Grants: Apply for Fall Funding](#)



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ITD Help Desk



Calendar



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Pay and Job Information

- [Jobs Summary](#)
- [Earnings History](#)
- [Earnings by Positions](#)
- [Pay Stub](#)
- [Direct Deposit Allocation](#)



Leave Report



Time Entry



Leave Balance



Update Direct
Deposit
Allocation



Update W-4
Withholding



Edison (State of
TN Benefits)



Security
Awareness



Title IX and Title
VI Training

PIPELINE



PipelineMT

-  Home
-  Employees
-  Finance
-  Resources

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, 609130-00 Human Resource Services Payroll, T2090A	☒	Aug 16, 2025 to Sep 15, 2025 In Progress ▼

Time Sheet

**Pay attention to which Pay Period you
are selecting on drop down**

PIPELINE

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 30, 2025	Sunday Aug 31, 2025	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025
Monthly Pay/Hrs Worked	1	0	77.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Jury Duty	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Voting Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Military Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Emergency Call Back	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hours Worked on Holiday	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Hours Worked for Other Dept	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Adm/Wea/Emerg	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Parental Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:			85		0	0	7.5	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Position Selection

Comments

Preview

Submit for Approval

Restart

Previous

Next

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

Earning: Monthly Pay/Hrs Worked
Date: Aug 31, 2025
Shift:
Hours:

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 30, 2025	Sunday Aug 31, 2025	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025
Monthly Pay/Hrs Worked	1	0	77.5		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Annual Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	1	0	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Be careful of copy feature with a Holiday!
It can total 15+ hrs that day.

Earnings Code:

Monthly Pay/Hrs Worked, Shift 1

Date and Hours to Copy:

Aug 31, 2025, 0 Hours

Copy from date displayed to end of the pay period:

☐

Include Saturdays:

☐

Include Sundays:

☐

Copy by date:

Saturday Aug 16, 2025	Sunday Aug 17, 2025	Monday Aug 18, 2025	Tuesday Aug 19, 2025	Wednesday Aug 20, 2025	Thursday Aug 21, 2025	Friday Aug 22, 2025
☐	☐	☐	☐	☐	☐	☐
Saturday Aug 23, 2025	Sunday Aug 24, 2025	Monday Aug 25, 2025	Tuesday Aug 26, 2025	Wednesday Aug 27, 2025	Thursday Aug 28, 2025	Friday Aug 29, 2025
☐	☐	☐	☐	☐	☐	☐
Saturday Aug 30, 2025	Sunday Aug 31, 2025	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025
☐	☐	☐	☒	☒	☒	☒
Saturday Sep 06, 2025	Sunday Sep 07, 2025	Monday Sep 08, 2025	Tuesday Sep 09, 2025	Wednesday Sep 10, 2025	Thursday Sep 11, 2025	Friday Sep 12, 2025
☐	☐	☒	☒	☒	☒	☒
Saturday Sep 13, 2025	Sunday Sep 14, 2025	Monday Sep 15, 2025				
☐	☐	☒				

Time Sheet

Previous Menu

Copy

Total Hours Possible in WTE Pay Periods

Tammy Keylon
Coordinator-Payroll, 609130-00

Human Resource Services Payroll, T2090A

Time Sheet

Earning Code	Shift	Total Hours	Total Units	Saturday , Aug 16, 2025	Sunday , Aug 17, 2025	Monday , Aug 18, 2025	Tuesday , Aug 19, 2025	Wednesday, Aug 20, 2025	Thursday , Aug 21, 2025	Friday , Aug 22, 2025
Monthly Pay/Hrs Worked	1	152.5				7.5	9.5	8	7.5	7.5
Holiday Pay	1	7.5								
Total Hours:		160				7.5	9.5	8	7.5	7.5
Total Units:			0							

Comments

Date	Made by	Comments
Aug 20, 2025 02:30 pm	You	Tuesday, August 19 = worked 7:30AM-5:00PM w/ no lunch; Wednesday, August 20 = worked 7:30AM-4:30PM w/ a 1 hour lunch.

Previous Menu

Position Selection Comments **Preview** Submit for Approval Restart Previous Next

CORRECTION

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 30, 2025	Sunday Aug 31, 2025	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025
Monthly Pay/Hrs Worked	1	0	153.5		Enter Hours	Enter Hours	Enter Hours	7.5	8.5	7.5	7.5
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Earning:Monthly Pay/Hrs Worked

Date:Sep 03, 2025

Shift:

1

Hours:

8.5

Save

Copy

Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 30, 2025	Sunday Aug 31, 2025	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025
Monthly Pay/Hrs Worked	1	0	153.5		Enter Hours	Enter Hours	Enter Hours	7.5	8.5	7.5	7.5
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours

Earning:Monthly Pay/Hrs Worked

Date:Sep 03, 2025

Shift:

1

Hours:

7.5

Save

Copy

Account Distribution

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Saturday Aug 30, 2025	Sunday Aug 31, 2025	Monday Sep 01, 2025	Tuesday Sep 02, 2025	Wednesday Sep 03, 2025	Thursday Sep 04, 2025	Friday Sep 05, 2025
Monthly Pay/Hrs Worked	1	0	153.5		Enter Hours	Enter Hours	Enter Hours	7.5	8.5	7.5	7.5
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours	Enter Hours	Enter Hours	Enter Hours

SUBMIT FOR APPROVAL

Other Dept					Hours	Hours	Hours			Hours
Adm/Wea/Emerg	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Paid Parental Leave	1	0	0	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Total Hours:		85	0	0	7.5	0	0	0	0	0
Total Units:		0	0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Only click Submit 1 time.

Will “Error” timesheet if Submit is double-clicked.

HR WEBSITE

← ↻ https://hrs.mtsu.edu

PipelineMT Athletics A-Z Directory Give

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Payroll Processing Form Instructions
Payroll Processing Position Number Requests
Payroll Staff Directory
Pay Schedule and Check Distribution Information
Sick Leave Bank
Time / Leave Reporting ▾
 Leave Reporting
 Web Time Entry
W-2 Information

Human Resources

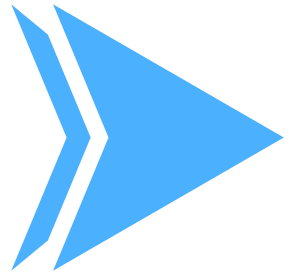
Welcome to Human Resource Services

Our department provides a wide range of human resources and personnel related services to the University. [Our staff](#) will be glad to assist you

Human Resource Services
Middle Tennessee State University
2269 Middle Tennessee Boulevard
204 Sam H. Ingram Building

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HR WEBSITE



Full-Time Benefited in a Classified position, use Quick Reference for Classified Employees

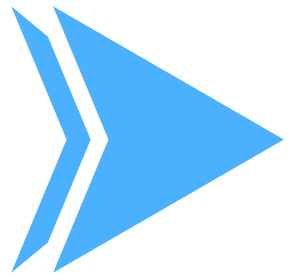
Human Resources

Web Time Entry

Classified and Administrative Non-Exempt Employees

- [Web Time Entry Time Sheet Training Presentation](#)
- [Web Time Entry "Quick Reference" for Classified Employees](#)
- [Classified Employees WTE Back Hour Instructions/Time Sheet](#)
- [2025 Possible Hours in WTE Pay Periods](#)
- [How to Report Hours Worked on a Holiday on WTE](#)
- [How to Report Inclement Weather Time on WTE](#)
- [How to Report a Partial Hour](#)

HR WEBSITE

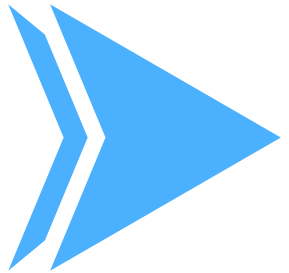


Student & Temp Hourly positions, use Quick Reference for Student & Temp Hourly Employees

Student and Hourly Employees

- [Web Time Entry Student and Hourly Training Presentation](#)
- [Web Time Entry “Quick Reference” for Student & Hourly Employees](#)
- [Student & Hourly WTE Back Hour Instructions/Time Sheet](#)
- [Time Log for Student and Hourly Employees](#)

HR WEBSITE



Approvers & Proxies: Quick Reference for Approvers and Proxies

All Employees

- [Employee Rights and Responsibilities – Fair Labor Standards Act](#)
- [Web Time Entry “Quick Reference” for Approvers and Proxies](#)
- [2025 Web Time Entry Payroll Deadline Dates](#)
- [Proxy Authorization Form](#)
- [Timekeeping Org Codes for Web Time Entry Electronic Time Sheets – Alpha Order](#)
- [Timekeeping Org Codes for Web Time Entry Electronic Time Sheets – Numerical Order](#)
- [How to Print Web Time Entry Timesheets](#)
- [Web Time Entry Troubleshooting Guide](#)
- [Web Time Entry Frequently Asked Questions](#)

T-ORGS

Time Sheet

Title and Number:	Coordinator-Payroll -- 609130-00
Department and Number:	Human Resource Services Payroll -- T2090A
Time Sheet Period:	Aug 16, 2025 to Sep 15, 2025
Submit By Date:	Sep 17, 2025 by 04:30 PM



01

MAP

T-Org's do not drive pay!
T-Orgs drive the universe!

02

WHAT IS MY T-ORG?

Your T-Org is listed on your timesheet in Pipeline.

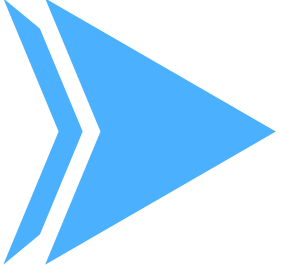
03

APPROVER

There can only be 1 approver per T-Org.

You can have multiple Proxies!

HR WEBSITE



Proxy Authorization Form

All Employees

- 
- [Employee Rights and Responsibilities – Fair Labor Standards Act](#)
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 - [Web Time Entry Troubleshooting Guide](#)
 - [Web Time Entry Frequently Asked Questions](#)

HOURS OF WORK – POLICY 802

- **7.5 HOURS PER DAY**
- **37.5 HOURS PER WEEK = SATURDAY - FRIDAY**
- **OVERTIME = STRAIGHT TIME IN EXCESS OF 37.5 HOURS**
- **PREMIUM OVERTIME = $\frac{1}{2}$ TIMES RATE FOR HOURS WORKED IN EXCESS OF 40 HOURS PER WEEK**
- **OVERTIME IS LISTED ON THE PAY STUB SEPARATELY**

HOLIDAY PAY

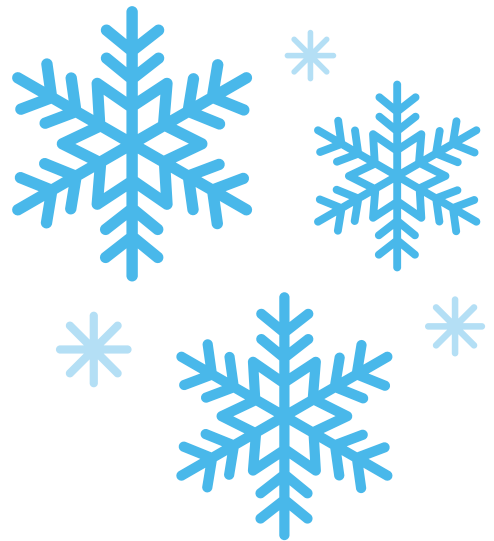
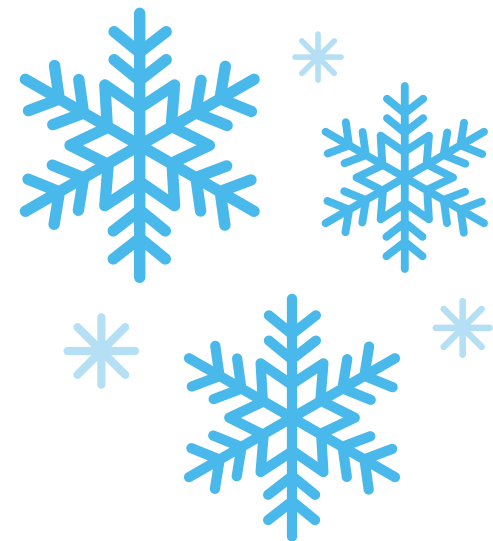


- **HOURS WORKED ON A HOLIDAY MUST BE APPROVED!**
- **MUST BE IN “ACTIVE” PAY STATUS TO GET HOLIDAY**

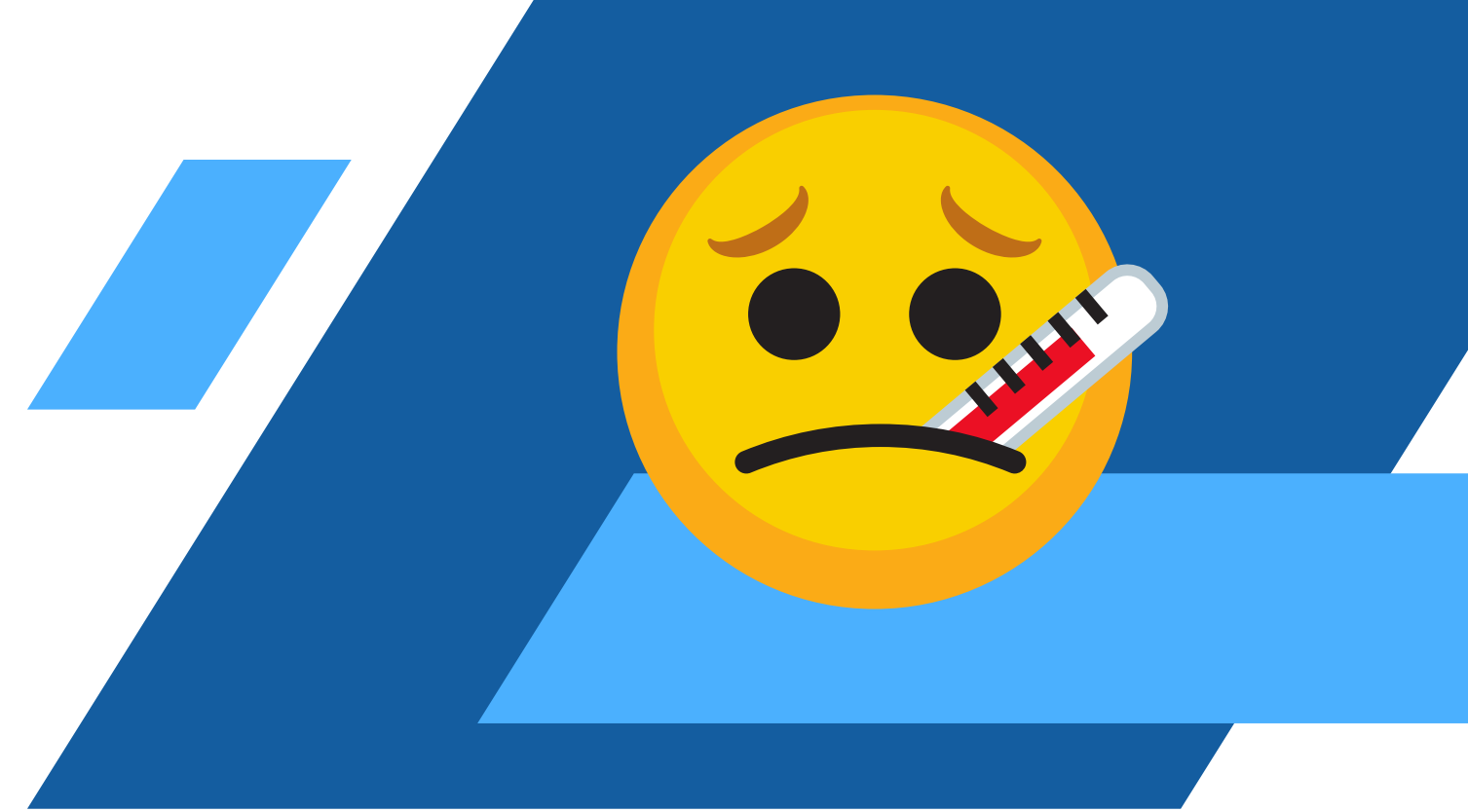
If you do not have the leave to cover the day BEFORE or the day AFTER the holiday, it is possible you could lose your holiday pay.

INCLEMENT WEATHER

- **PRESIDENT MCPHEE MAY ELECT TO CLOSE CAMPUS, OR**
- **DELAY THE START OF CLASSES, OR**
- **ACTIVATE THE CAMPUS INSTRUCTION CONTINUITY PLAN**



SICK LEAVE BANK



For members unplanned personal illness, injury, disability or quarantine, or illness of the member's minor child and who have exhausted their personal sick and annual leave.



**OPEN ENROLLMENT
OCTOBER 1-31**



**ONE TIME DONATION
OF 2 SICK DAYS**



**REASSESSMENT HAS
ONLY HAPPENED TWICE
IN 30 YEARS**

THANK YOU

ANY QUESTIONS?