

MONTHLY HOURLY PAYROLL (MH)

JAMIE PARKER

Email: jamie.parker@mtsu.edu

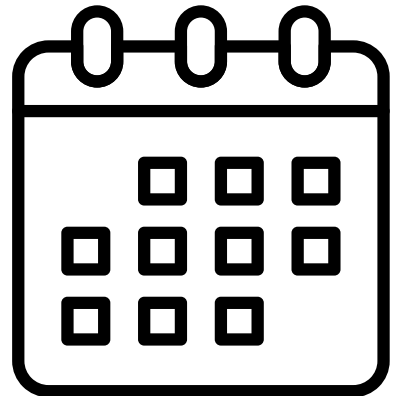
Extension: 5727

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 your employee starts their timesheet by the 12th of the month and submit on the 15th, they can avoid a lot of the auto emails!

NO TIMESHEET = NO PAY!

PIPELINE



PipelineMT

 Home

 Employees

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 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](#)



MTSU ID Card



ITD Help Desk



Calendar



Register to Vote!



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 » Employees

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

Time Reporting Selection

 [PROXY SET UP](#) - use this link to request a proxy

Select a name from the pull-down list to act as a proxy or select the check box to act as a Superuser.

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

PIPELINE



PipelineMT

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-  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 ▼

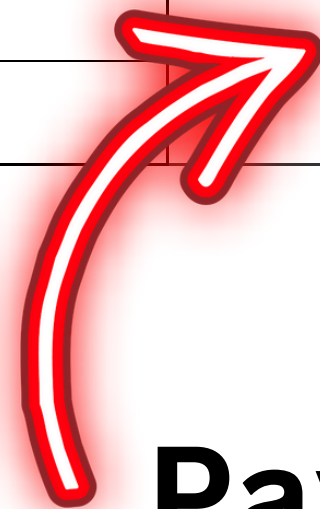
Time Sheet

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

Total Hours Possible in WTE Pay Periods

Time Sheet

Earnings	Shift	Special Rate	Total Hours	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		160	7.5	7.5	7.5	7.5	7.5
Holiday Pay	1		7.5	7.5				
Total Hours:			167.5	15	7.5	7.5	7.5	7.5
Total Units:								



**Pay attention to Total Hours.
Anything more than 7.5 per day needs to be
reviewed.**

CORRECTING A TIMESHEET

Earnings	Shift	Special Rate	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
Monthly Pay/Hrs Worked	1		152.5				7.5	9.5	8	7.5
Holiday Pay	1		7.5							
Total Hours:			160				7.5	9.5	8	7.5
Total Units:				0						

Comments

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

Routing Queue

Name	Action and Date
Tammy Yvette Keylon	Originated Aug 20, 2025 02:27 pm
Tammy Yvette Keylon	Submitted Sep 02, 2025 11:00 am
Jamie Lawson Parker	Pending
Jamie Lawson Parker	In the Queue

Account Distribution Default Data

Pay Period Effective Date	Percent	Index	Fund	Organization	Account	Program	Activity	Location	Project Type	Cost Type
Aug 16, 2025	100.00	263100	110001	20900	61310	450	111111			

[Previous Menu](#) [Approve](#) [Return for Correction](#) [Change Record](#) [Delete](#) [Add Comment](#) [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
Monthly Pay/Hrs Worked	1	0	160		Enter Hours	Enter Hours	7.5	7.5
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours

Earning:Monthly Pay/Hrs Worked

Date:Sep 01, 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
Monthly Pay/Hrs Worked	1	0	160		Enter Hours	Enter Hours	7.5	7.5
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours

Earning:Monthly Pay/Hrs Worked

Date:Sep 01, 2025

Shift:

1

Hours:

Save

Copy

Account Distribution

✓

Correct!

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
Monthly Pay/Hrs Worked	1	0	152.5		Enter Hours	Enter Hours	Enter Hours	7.5
Holiday Pay	1	7.5	7.5		Enter Hours	Enter Hours	7.5	Enter Hours

REVIEW THEN APPROVE

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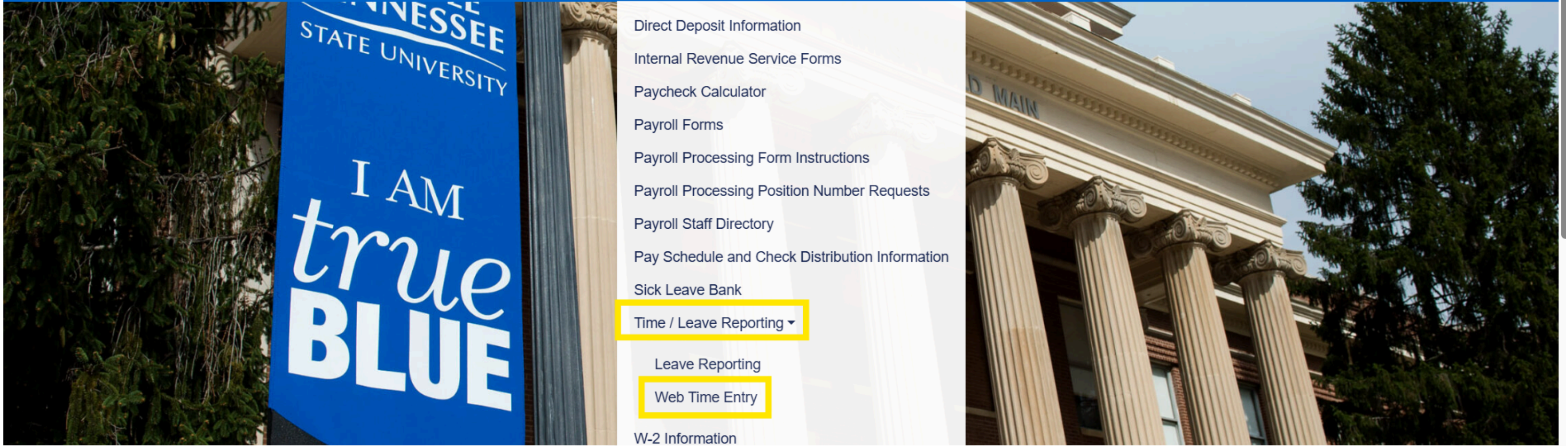
Only click Approve 1 time.
Will “Error” timesheet if Approve is double-clicked.

HR WEBSITE

← ↻ <https://hrs.mtsu.edu> 🔊 ☆ ⋮ 👤 ... 🌈

PipelineMT Athletics A-Z Directory ✉ Give 🔍

MTSU WELCOME ▾ EMPLOYMENT ▾ BENEFITS ▾ **PAYROLL ▾** EMPLOYEE RELATIONS COMPENSATION OTHER INFORMATION ▾



- Direct Deposit Information
- Internal Revenue Service Forms
- Paycheck Calculator
- Payroll Forms
- 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

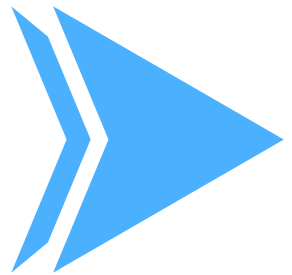
Welcome to Human Resource Services

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

 Privacy - Terms

HR WEBSITE



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

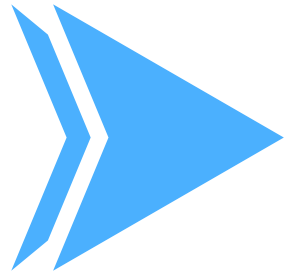
Human Resources

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



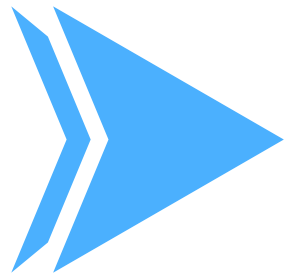
[Student & Temp Hourly](#) positions, use Quick Reference for Student & Temp Hourly Employees

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](#)

USE THIS TO TRAIN YOUR 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?

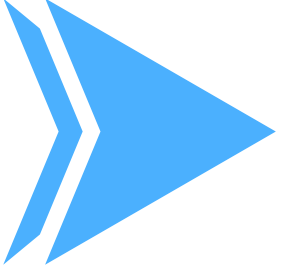
Your T-Org is listed on your timesheet in Pipeline.

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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PROXIES DO NOT RECEIVE AUTO EMAILS FOR PENDING TIMESHEETS

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 your employee does not have the leave to cover the day BEFORE or the day AFTER the holiday, it is possible they could lose their holiday pay.

INCLEMENT WEATHER

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

Departments must plan for Operational Continuity by identifying and notifying designated emergency employees.

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**

➤ ***FOR FULL SICK LEAVE GUIDELINES, SEE THE UNIVERSITY'S OFFICIAL POLICY.***

[Staff Sick Leave Policy](#)

[Faculty Sick Leave Policy](#)

THANK YOU

ANY QUESTIONS?