MONTHLY HOURLY PAYROLL (MH)

STUDENT / TEMP HOURLY EMPLOYEES

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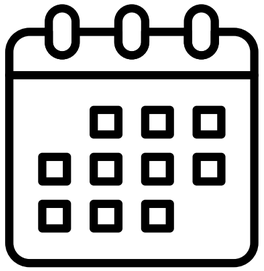
(MH) PAY PERIOD

REMINDERS



Pay period dates run from 16th of the month to the 15th of the next month
(*example: 8/16 - 9/15*)

Payday is on the <u>last WORKING day</u> of the month
(*except December*)

AUTO EMAILS

TO HELP YOU REMEMBER

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

FUN FACT

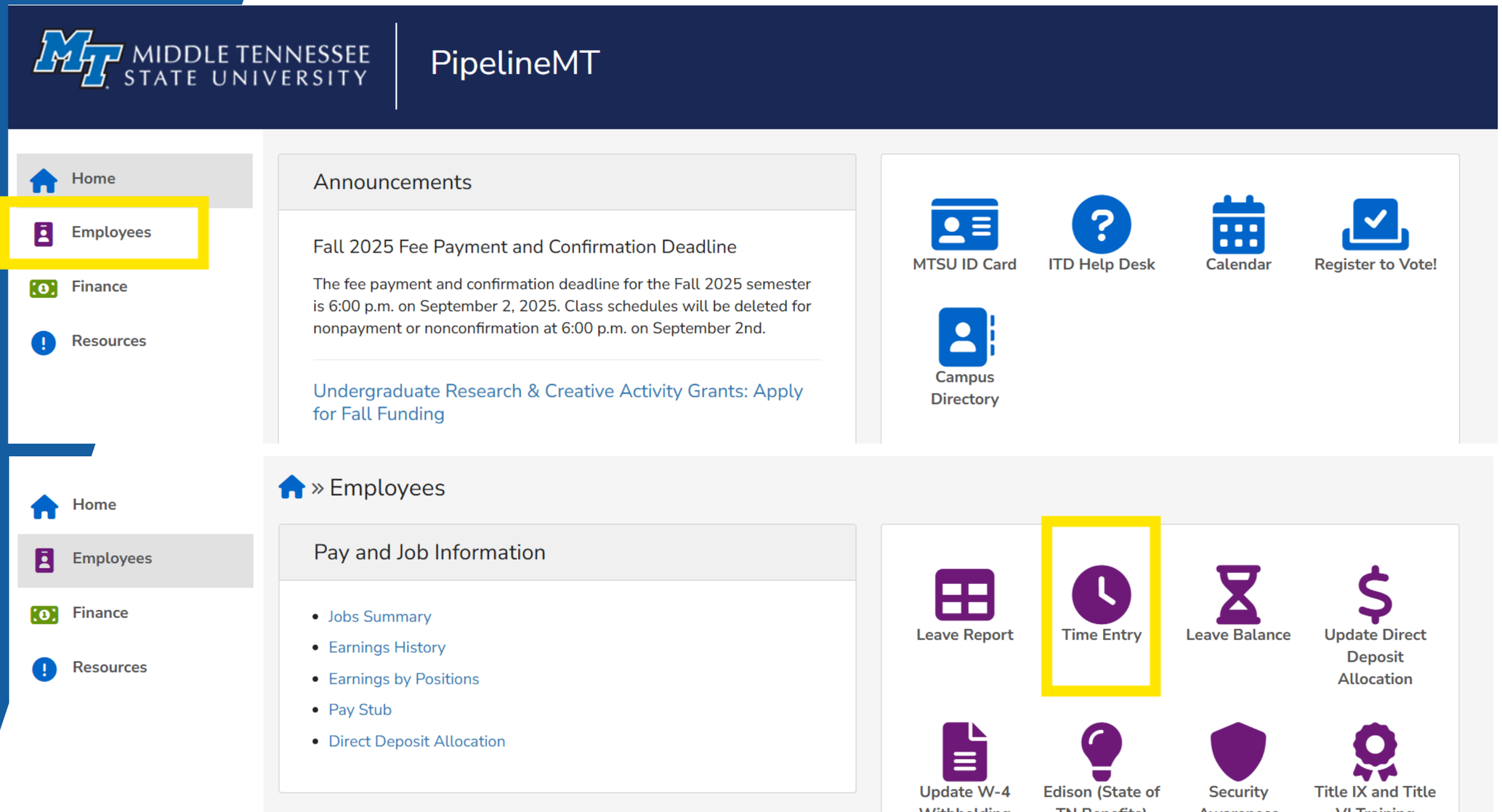
If you start your timesheet by the 12th of the month and submit on the 15th, you can avoid a lot of the auto emails!

NO TIMESHEET = NO PAY!

PIPELINE

Click on **“Employees”** in the side bar of the left side of the screen.

Then click on the **“Time Entry”** icon in the upper right portion of the screen.



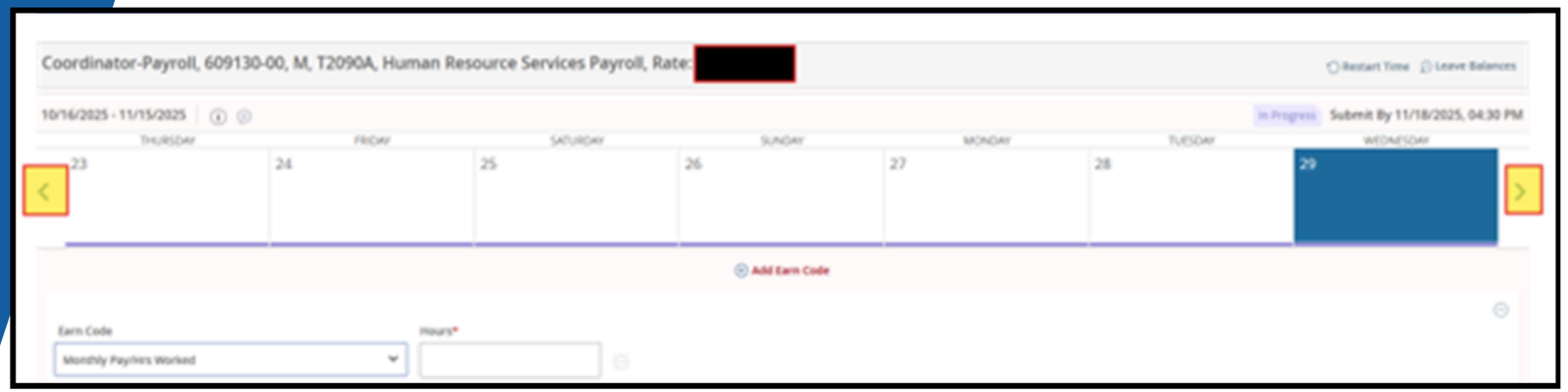
PIPELINE

Click **“Start Timesheet”**

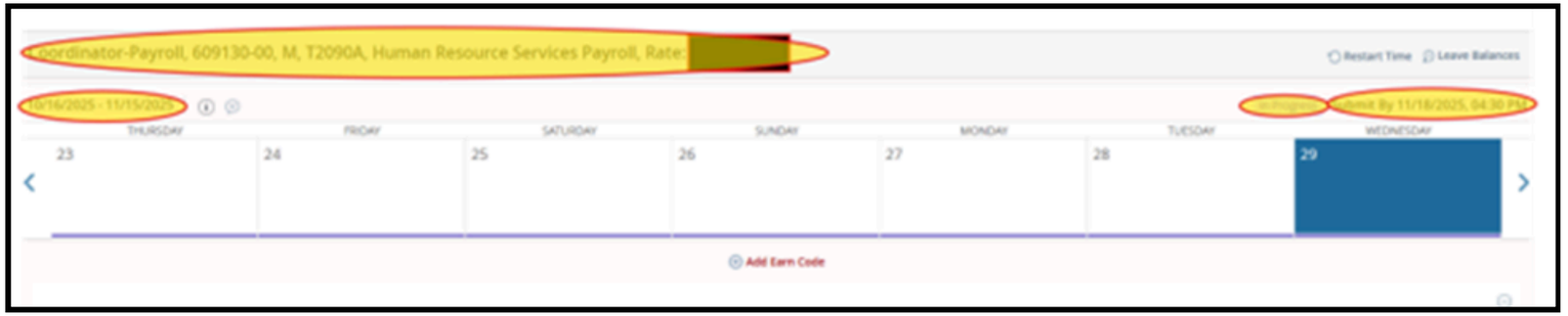
Select the position and ensure you are in the correct pay period.

- If you have **multiple positions**, it is **extremely important** that you select the correct position to enter hours.

PIPELINE



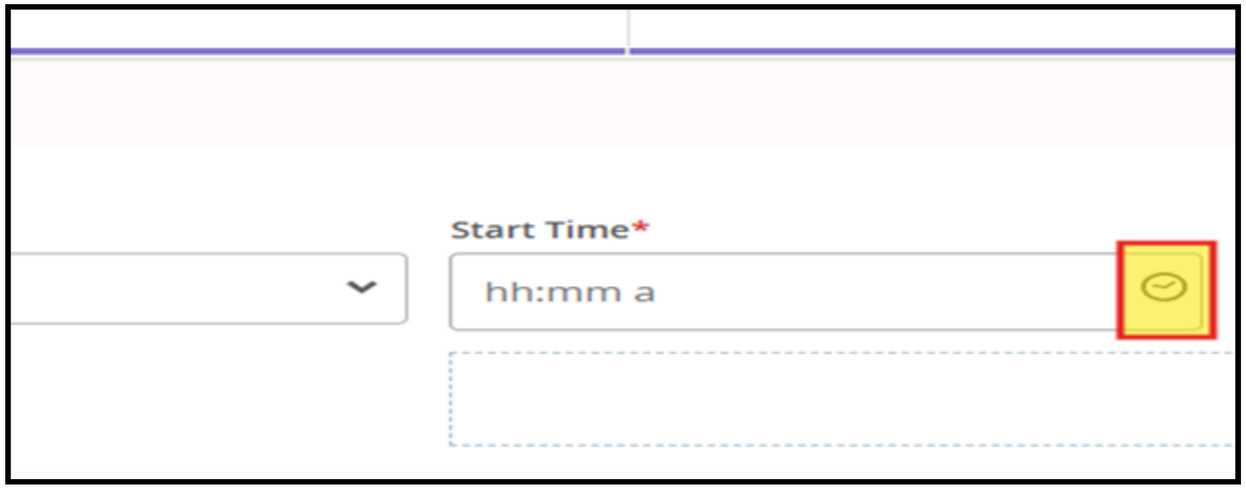
Use the **arrows** to navigate to the **beginning** or **end** of the current timesheet.



Select the **day** you need to enter work hours.

Again, *pay attention* to which **position** and **pay period** you are in.

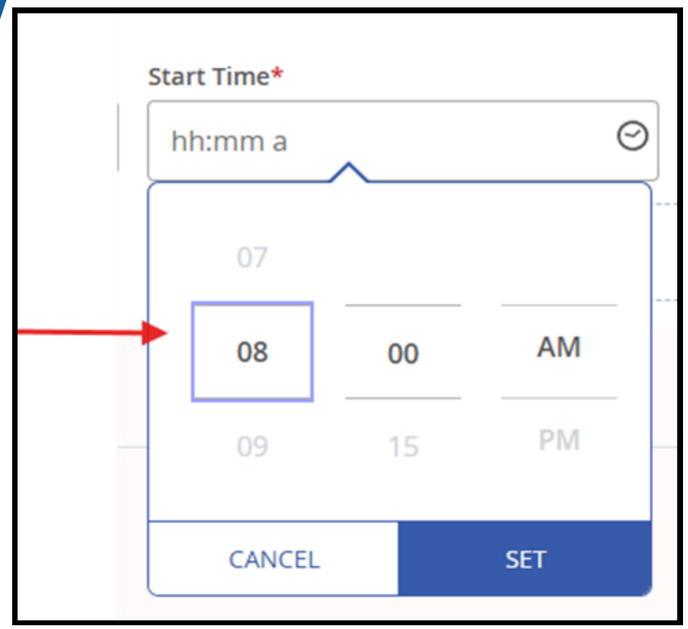
START TIME

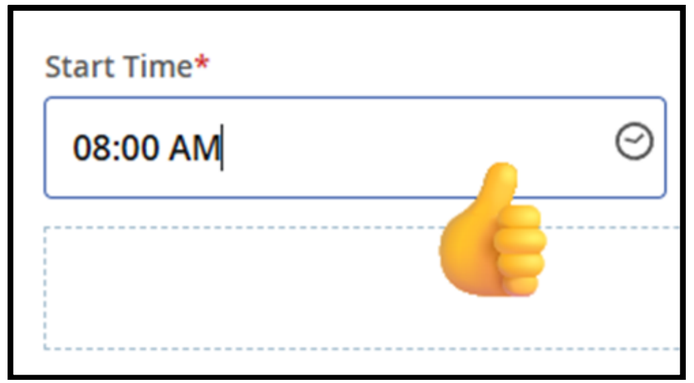


To enter your **Start Time**, click on the **small clock** on the right-hand side of the Start Time box.

You will then see a **drop-down box** from which to choose your start time.

ENTER START TIME

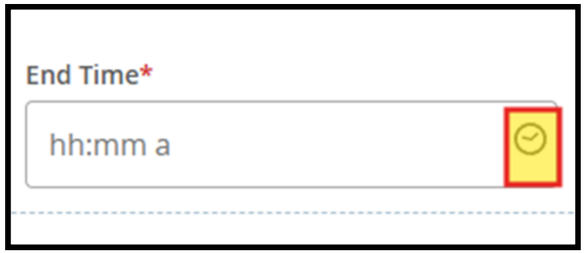


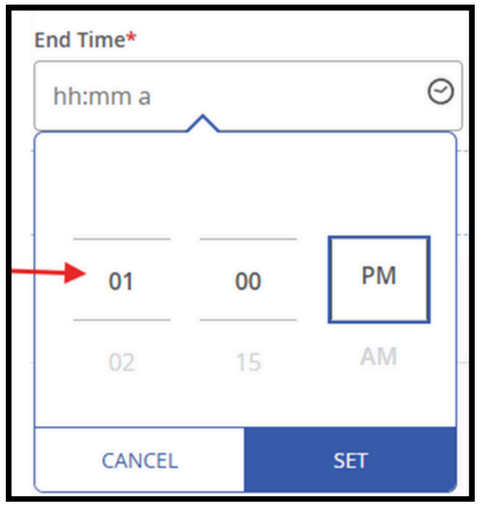


Entering Time Correctly:

- **Don’t type hours**—use the drop-down menu to select **hours**, **minutes**, and **AM/PM**.
- Use your **mouse scroll** or **arrow keys** to adjust the time.
- **Round** to the nearest 15 minutes:
  - Example: 8:10 → select 8:15
  - Example: 8:02 → select 8:00
- Double-check your **dates** and **times** before saving.
- Click **Set** once your start time is correct.

ENTER END TIME

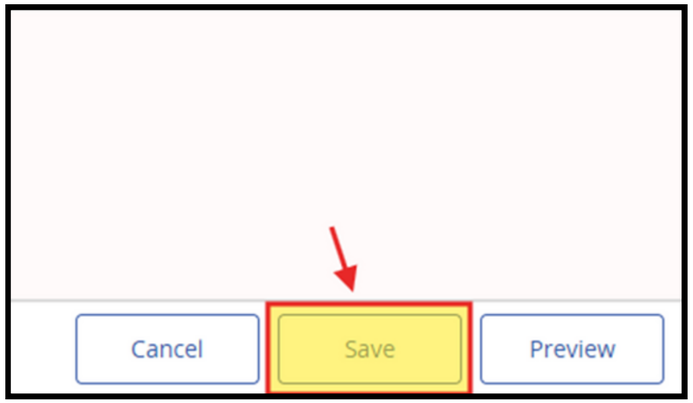




Entering End Time:

- Click the **clock icon** next to the **End Time** box.
- Use the drop-down menu—**don’t type the time**.
- **Scroll** with your **mouse** or use **arrow keys** to select **hours**, **minutes**, and **AM/PM**.
- **Round** to the nearest 15 minutes:
  - Example: 12:50 → select 12:45
  - Example: 1:02 → select 1:00
- Click **Set** once the correct time is selected.

SAVE YOUR TIME



To enter time correctly:

- Record time worked regularly—*don't wait until the end of the pay period*.
- Hours worked after 12:00 AM count toward the next day.
  - AM = 12:00 midnight to 11:59 AM
  - PM = 12:00 noon to 11:59 PM
- Click **Save** (bottom right) ***after entering time for each day***.

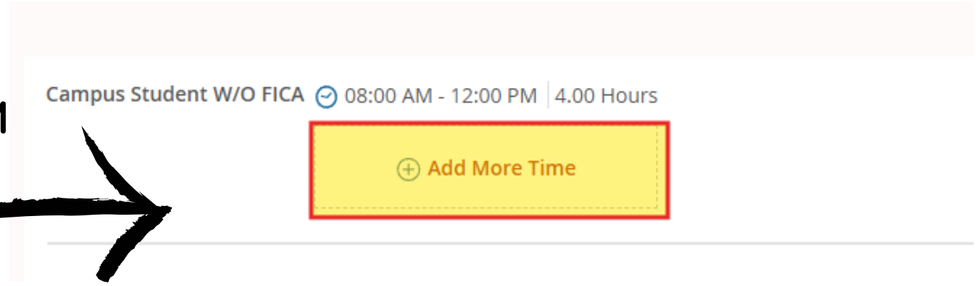
HOW TO ENTER BREAK/LUNCH

If you worked 8 am – 4 pm one day and had an hour lunch at 12 pm, it would look like the following.

Example:

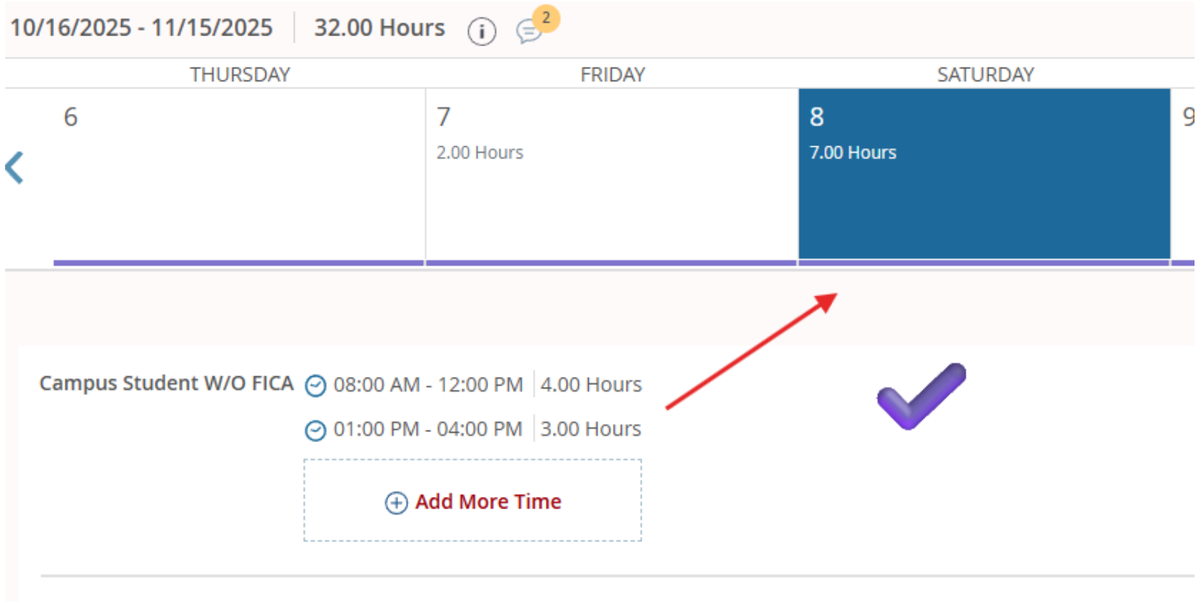
Start Time: **8:00 AM** End Time: **12:00 PM**

- Click **Save**
- Click **Add More Time**

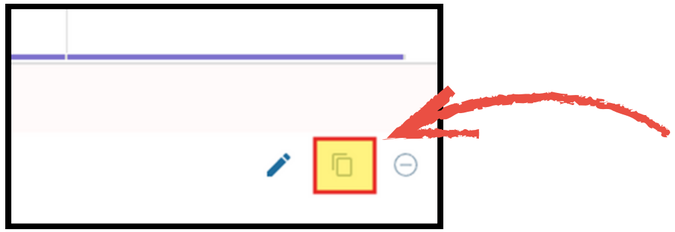


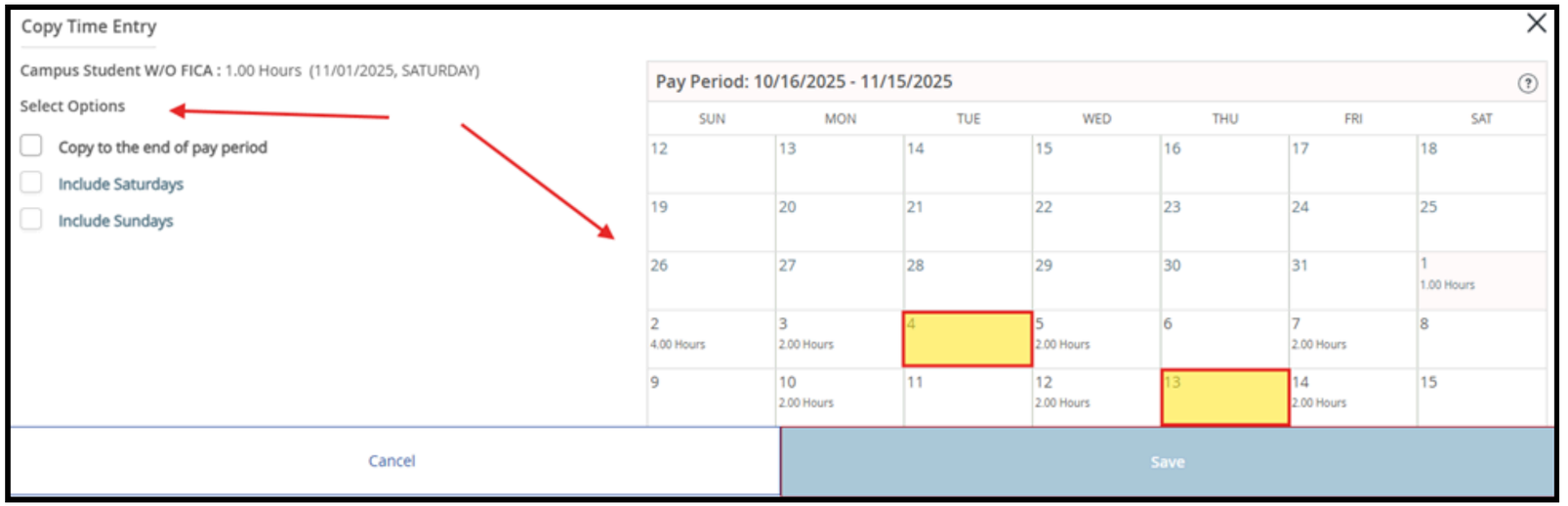
Start Time: **1:00 PM** End Time: **4:00 PM**

- Click **Save**



COPY FEATURE

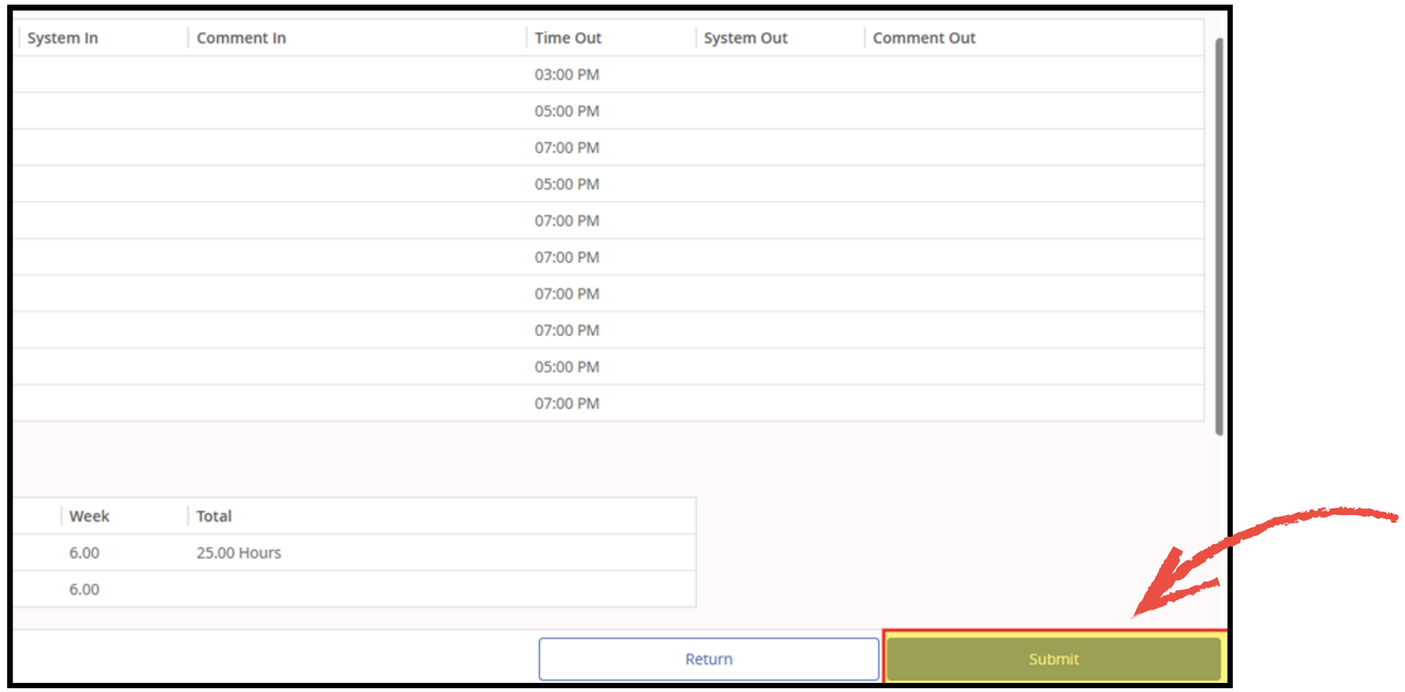




To use the **Copy** Feature:

- Enter **hours** for a day and click **Save**.
- Click the **Copy icon** on the right side of the screen.
- Select individual dates or use the options on the left to choose where to copy.
- Click **Save** again and verify the time copied correctly.

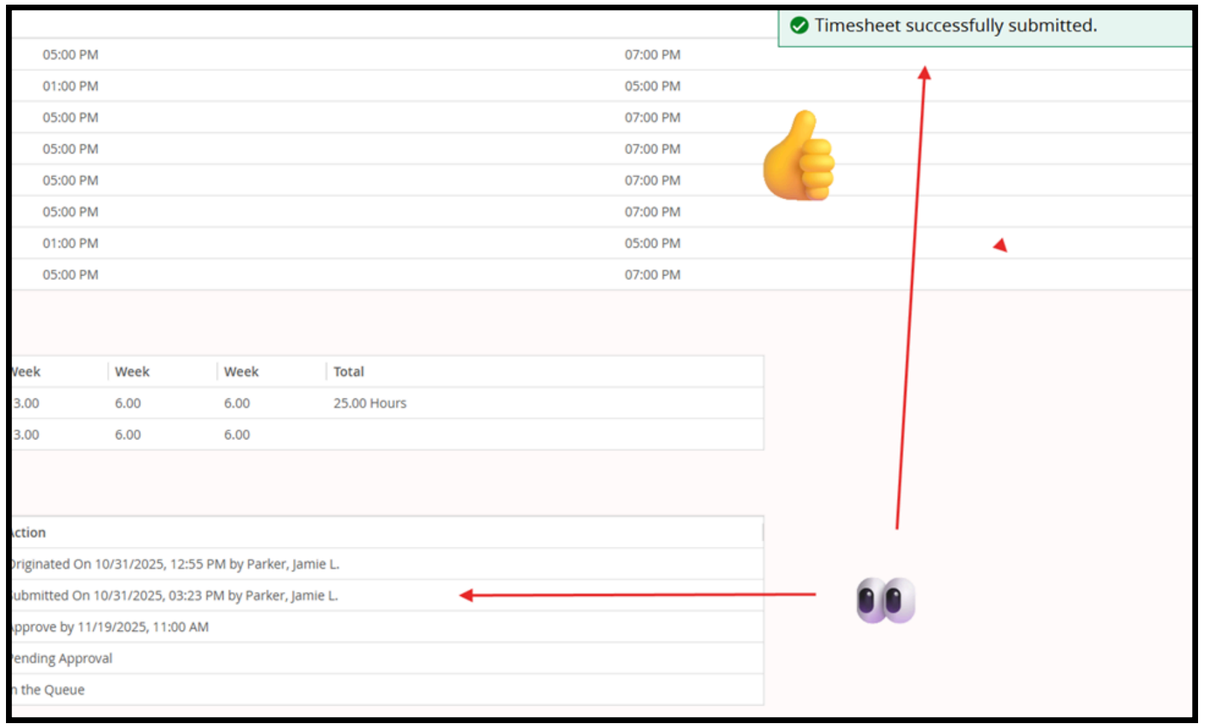
PREVIEW! PREVIEW! PREVIEW!



Before submitting your timesheet:

- Click **Preview** to review your timesheet in list format and to access the Submit button.
- **Submit** your timesheet as soon as possible after your last workday in the pay period.
    - The **Submit By** date is the deadline for your approver to send it to payroll.
- After reviewing for accuracy, click **Submit** (bottom right) **ONLY once**.

TIMESHEET SUBMISSION



After submitting your timesheet:

- Check the Routing and Status section for:
  - A confirmation message: "**Timesheet successfully submitted**"
  - The date and time of submission
  - Status showing "**Pending Approval by [Approver's Name]**"
- Before the payroll due date, log in again to verify approval:
  - It should say "**Approved By [Name]**".

IMPORTANT REMINDERS

- **Your timesheet = your paycheck.**
- **If you don’t submit it on time**, you will **not be paid** until the following month and *late submissions require extra steps*:
    - You’ll need to complete a **Student and Hourly WTE Back Hour Timesheet**, which must be signed by your department head.
- Always check with your approver if you have questions or concerns about your timesheet.

NEED MORE HELP?

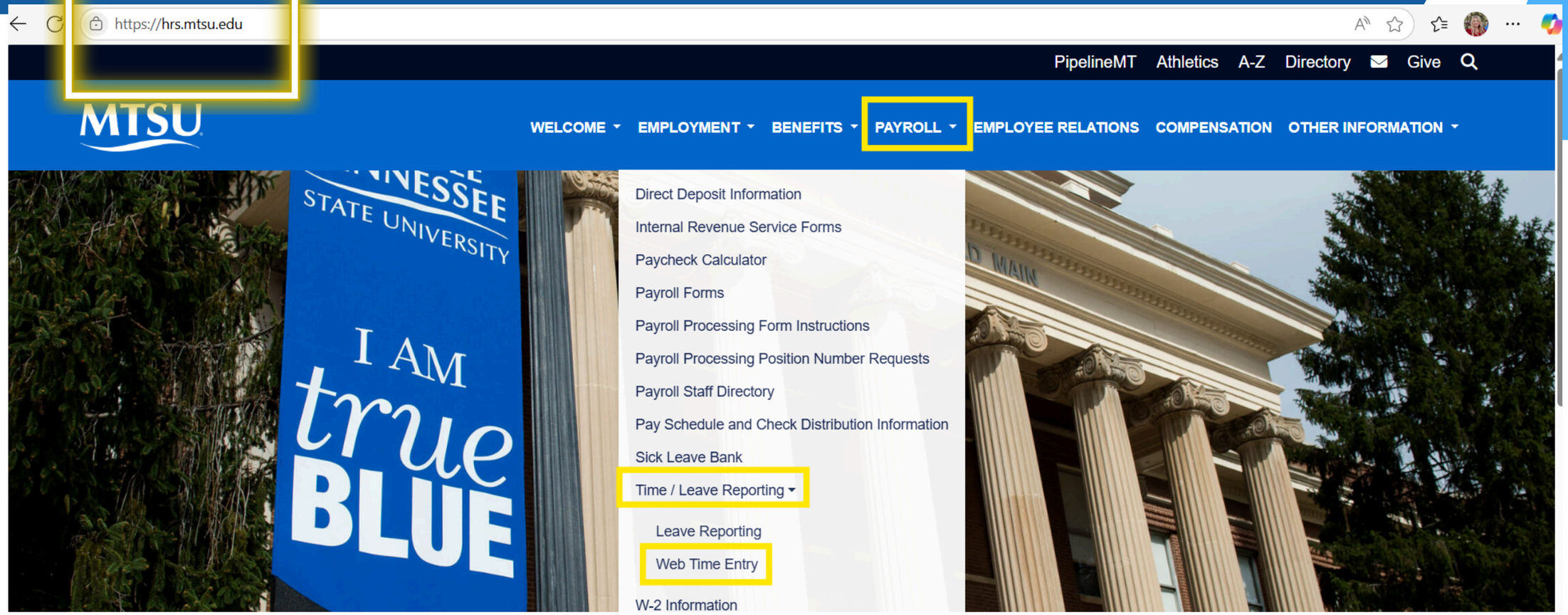
A detailed step-by-step guide is available below to help you navigate the new system with ease!

Self-Service Banner 9 Employee Instruction Guide

***refer to pages 55-61**

HR WEBSITE

GREAT RESOURCES!



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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