

MONTHLY HOURLY PAYROLL (MH)

STUDENT / TEMP HOURLY
EMPLOYEES

JAMIE PARKER

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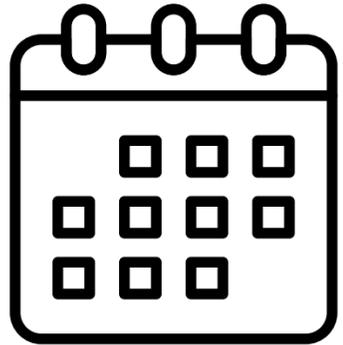
TAMMY KEYLON

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Extension: 2186

(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 last WORKING day 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.

The screenshot displays the PipelineMT web application interface. At the top, the MTSU logo and 'MIDDLE TENNESSEE STATE UNIVERSITY' are on the left, and 'PipelineMT' is on the right. Below this is a navigation sidebar on the left with options: Home, Employees (highlighted with a yellow box), Finance, and Resources. The main content area is divided into two sections. The top section, titled 'Announcements', contains a notice about the 'Fall 2025 Fee Payment and Confirmation Deadline' and a link for 'Undergraduate Research & Creative Activity Grants: Apply for Fall Funding'. To the right of the announcements are several utility icons: MTSU ID Card, ITD Help Desk, Calendar, Register to Vote!, and Campus Directory. The bottom section, titled '» Employees', features a 'Pay and Job Information' sidebar with links for Jobs Summary, Earnings History, Earnings by Positions, Pay Stub, and Direct Deposit Allocation. To the right of this sidebar is a grid of icons, with the 'Time Entry' icon (a clock face) highlighted with a yellow box. Other icons in the grid include Leave Report, Leave Balance, Update Direct Deposit Allocation, Update W-4 Withholding, Edison (State of TN Benefits), Security Awareness, and Title IX and Title VI Training.

PIPELINE

Timesheet

Approvals | **Timesheet** | Leave Report

Pay Period [Dropdown]

Pay Period	Hours/Units	Submitted On	Status
Coordinator Payroll, 609130-00, M, T2090A, Human Resource Services Payroll, Rate [REDACTED]			
10/16/2025 - 11/15/2025			Not Started

Prior Periods

Start Timesheet

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

Coordinator-Payroll, 609130-00, M, T2090A, Human Resource Services Payroll, Rate: [REDACTED] Restart Time Leave Balances

10/16/2025 - 11/15/2025 In Progress Submit By 11/18/2025, 04:30 PM

THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
23	24	25	26	27	28	29

Add Earn Code

Earn Code: Hours:

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

Coordinator-Payroll, 609130-00, M, T2090A, Human Resource Services Payroll, Rate: [REDACTED] Restart Time Leave Balances

10/16/2025 - 11/15/2025 In Progress Submit By 11/18/2025, 04:30 PM

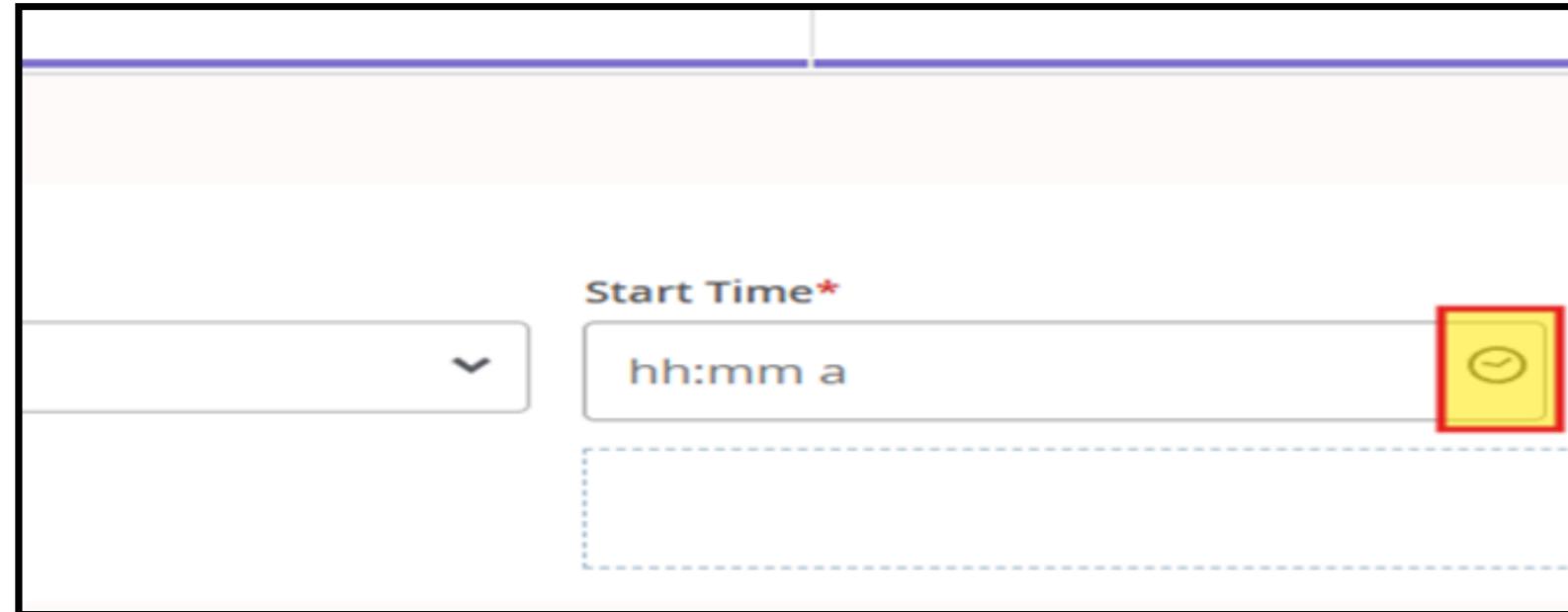
THURSDAY	FRIDAY	SATURDAY	SUNDAY	MONDAY	TUESDAY	WEDNESDAY
23	24	25	26	27	28	29

Add Earn Code

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

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

START TIME

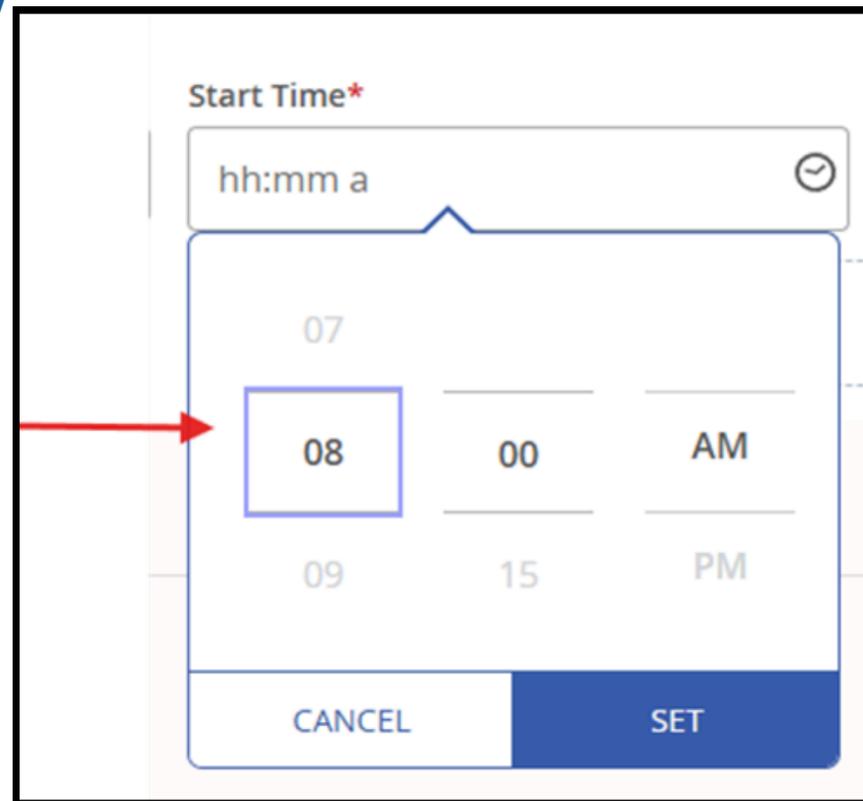


The image shows a screenshot of a web form. At the top, there is a light blue header bar. Below it, there is a white form area. On the left side of the form, there is a dropdown menu with a downward-pointing arrow. To the right of the dropdown menu is a text input field labeled "Start Time*" in red. The input field contains the placeholder text "hh:mm a". On the right side of the input field, there is a small yellow clock icon with a black outline, which is highlighted with a red rectangular box. Below the input field, there is a dashed blue line indicating a continuation of the form.

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



Start Time*

hh:mm a

07

08

09

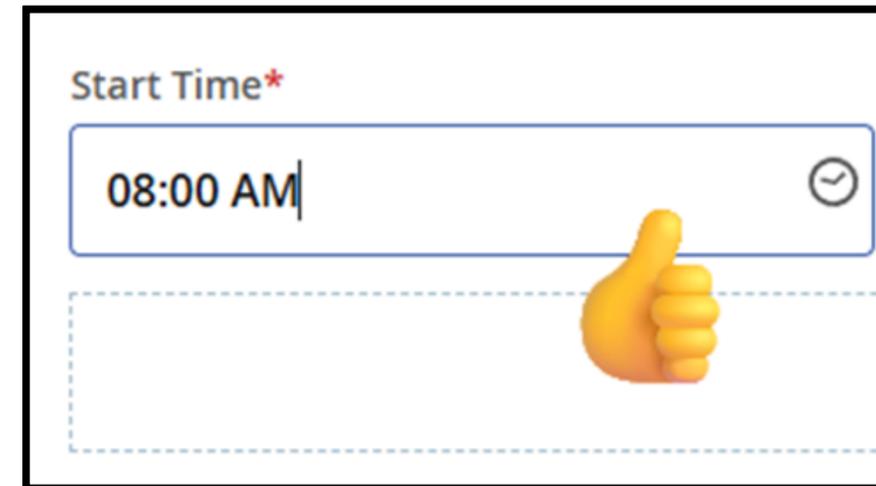
00

15

AM

PM

CANCEL SET



Start Time*

08:00 AM

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.

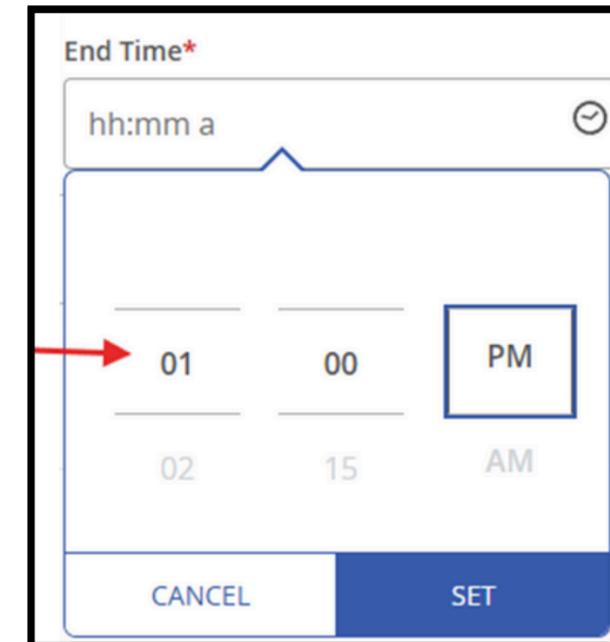
ENTER END TIME



End Time*

hh:mm a

A yellow clock icon is highlighted with a red box on the right side of the input field.



End Time*

hh:mm a

A red arrow points to the '01' hour selection. The 'PM' option is highlighted with a blue box.

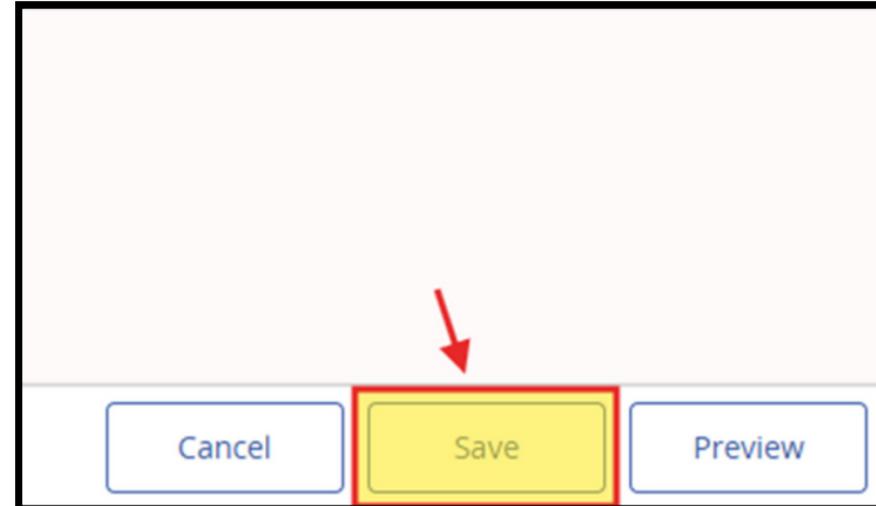
01	00	PM
02	15	AM

CANCEL SET

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.*

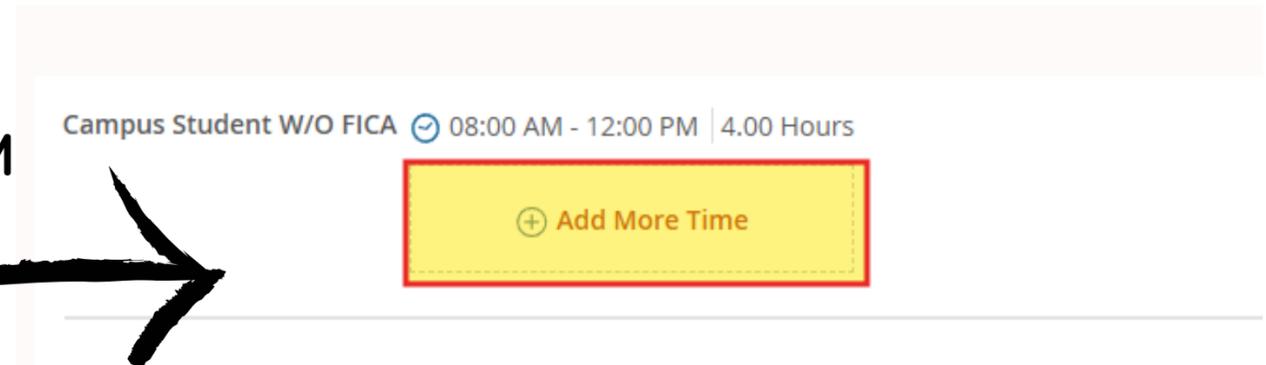
HOW TO ENTER BREAK/LUNCH

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

Example:

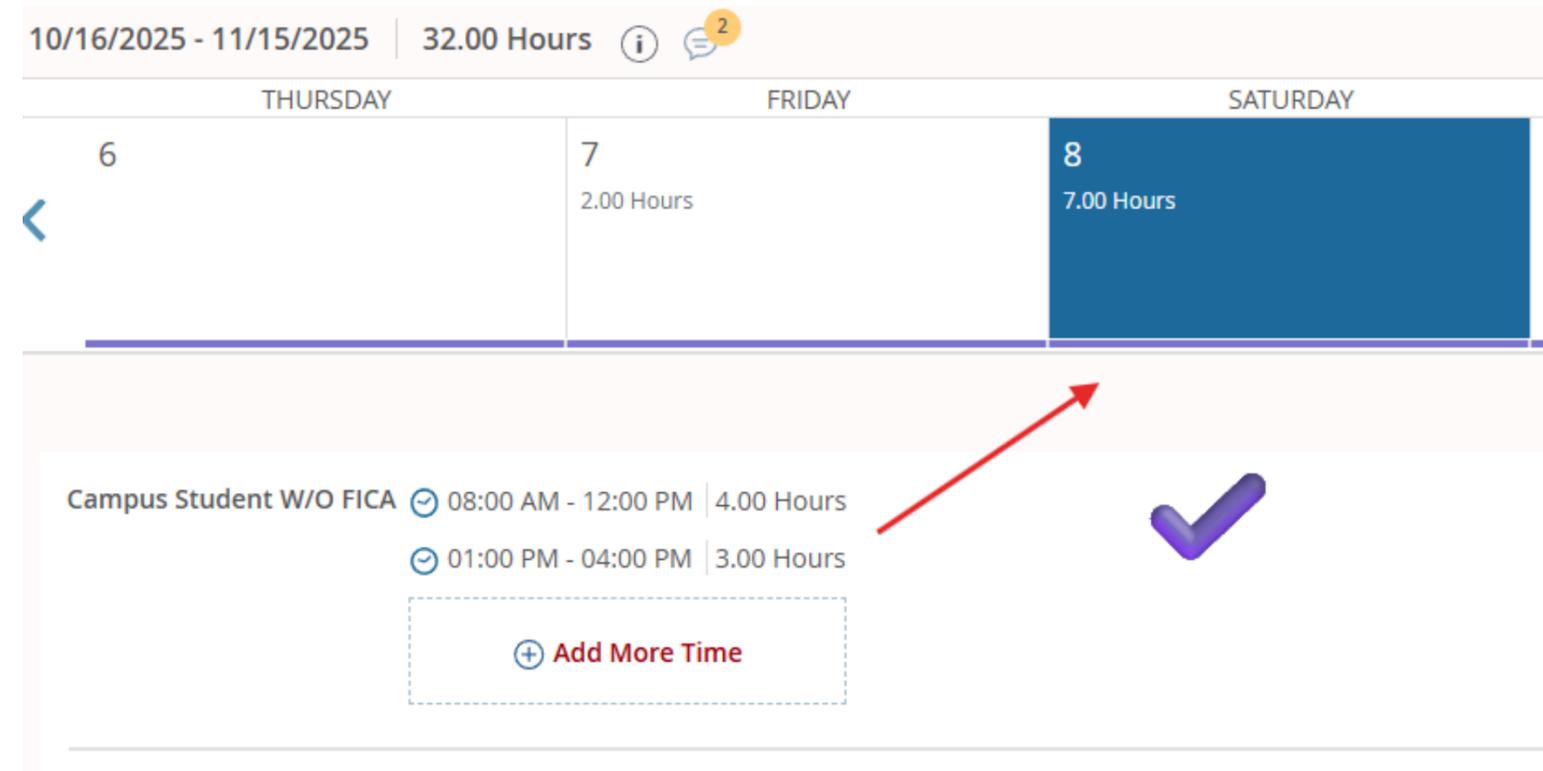
Start Time: **8:00 AM** End Time: **12:00 PM**

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



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

- Click **Save**



COPY FEATURE



Copy Time Entry

Campus Student W/O FICA : 1.00 Hours (11/01/2025, SATURDAY)

Select Options

- Copy to the end of pay period
- Include Saturdays
- Include Sundays

Pay Period: 10/16/2025 - 11/15/2025

SUN	MON	TUE	WED	THU	FRI	SAT
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1 1.00 Hours
2 4.00 Hours	3 2.00 Hours	4 2.00 Hours	5 2.00 Hours	6	7 2.00 Hours	8
9	10 2.00 Hours	11	12 2.00 Hours	13 2.00 Hours	14 2.00 Hours	15

Cancel Save

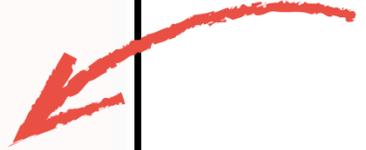
To use the **Copy** Feature:

- 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!

System In	Comment In	Time Out	System Out	Comment Out
		03:00 PM		
		05:00 PM		
		07:00 PM		
		05:00 PM		
		07:00 PM		
		05:00 PM		
		07:00 PM		

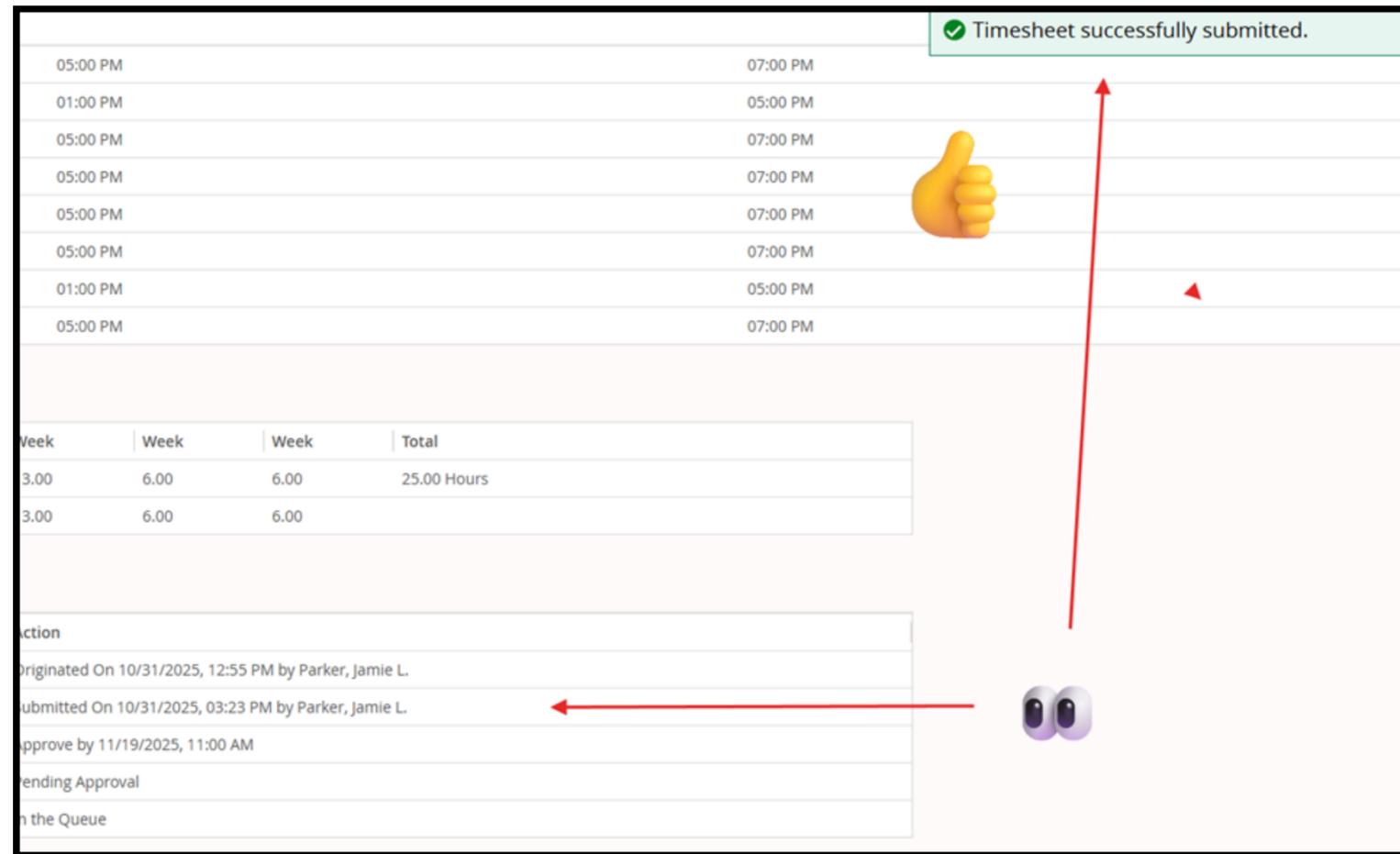
Week	Total
6.00	25.00 Hours
6.00	



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



Timesheet successfully submitted.

05:00 PM	07:00 PM
01:00 PM	05:00 PM
05:00 PM	07:00 PM
01:00 PM	05:00 PM
05:00 PM	07:00 PM

Week	Week	Week	Total
3.00	6.00	6.00	25.00 Hours
3.00	6.00	6.00	

Action

Originated On 10/31/2025, 12:55 PM by Parker, Jamie L.

Submitted On 10/31/2025, 03:23 PM by Parker, Jamie L.

Approved by 11/19/2025, 11:00 AM

Pending Approval

In the Queue

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]”**.

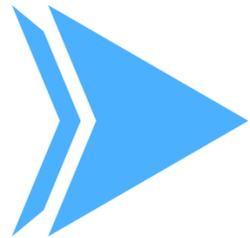
IMPORTANT REMINDERS



- **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!

← <https://hrs.mtsu.edu> 🔍 🌐 ⚙️

PipelineMT Athletics A-Z Directory 📧 Give 🔍



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. Inaram Building

