Approver & Proxy Training Presentation
Login At Pipeline MT
http://mtsu36.mtsu.edu/cp/home/loginf
Welcome to RaiderNet

Personal Information

View Addresses and Phones
Update Addresses and Phones
View E-mail Addresses
Update E-mail Addresses
View Emergency Contacts
Update Emergency Contacts
Name or Social Security Number Change Information
Directory Profile
What’s My MTSU ID Number (aka M#)?
Answer a Survey

Class Schedule Search
Course Catalog
Look Up Classes
Display Course Corequisites
Click The Employee Tab Then Select Leave Report.
If you are an approver, select this option to approve leave. Then click select.

If you are a proxy, choose appropriate approver from drop down box. Then click select.
Note: Records for leave period will not appear until at least one employee within the Timekeeping organization has started their leave report.
When you click the **Select** button, you are then taken into the Department Summary screen. A table appears listing all employee records in that timekeeping organization and a summary of each record. To view employees leave report in detail click on employee name.

### Department Summary

- **COA:** M, Middle Tennessee State University
- **Department:** T20900, Human Resource Services AVP
- **Leave Period:** Dec 01, 2007 to Dec 31, 2007
- **Act as Proxy:** Not Applicable
- **Leave Period Leave Entry Status:** Open until Jan 05, 2008, 04:30 P.M.

<table>
<thead>
<tr>
<th>Pending</th>
<th>Name and Position</th>
<th>Required Action</th>
<th>Total Days</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Queue Status</th>
<th>Approve or FYI</th>
<th>Return for Correction</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>M00021246</td>
<td>Jane Doe</td>
<td>Approve</td>
<td>.00</td>
<td>7.50</td>
<td>.00</td>
<td>□</td>
<td>□</td>
<td></td>
<td></td>
</tr>
<tr>
<td>609100 - 00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Leave submitted waiting for approval</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Not Started</th>
<th>Name and Position</th>
<th>Other Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>M00020614</td>
<td>John Doe</td>
<td>Employees who have not yet started their leave report</td>
</tr>
</tbody>
</table>
If the information is correct select approve
If the information is incorrect there are two options

Option 1

Return for Correction – Clicking on this button will return the leave report to the employee for correction. The employee is not electronically or automatically notified when a leave report is returned for correction, so be sure to notify the employee should you do this. Keep the payroll calendar in mind when the leave report needs to be corrected. The leave report should be corrected and approved by the Leave Period Leave Entry Status Date that appears on the Department Summary. Only send the leave report back to the employee for correction if there is sufficient time to receive it back for approval by this date. Otherwise, the approver should make the necessary corrections, notify the employee about the corrections, and document the corrections made using the comments option.

Option 2

Change Record – This option will allow you to change the leave report for the employee. You are not encouraged to change a leave report, however, if the Leave Period Leave Entry Status Date has passed, the approver must change the leave record because the employee can no longer make changes. Be sure to notify the employee that you have changed his/her record. Once this link has been accessed, the approver is taken to a leave entry screen in which he/she will act as the employee and make the necessary corrections to the employee’s record. Save any changes to the record, and once it is in Pending status, you may then approve the record. If you make changes, leave a comment in the Comments field indicating what you changed, for what reason, and place your initials after the comment to identify who made the comment through the approval process.
Approval Step by Step

Step 1: Login to Pipeline MT. Click on the Raider Net tab. Click on employee. Click on leave report. Proxies will choose appropriate approver by using drop down menu. From the Approver Selection screen select the option to approve or acknowledge and click on **Select**.

Step 2: Click on the employee’s name to open the Employee Details screen.

Step 3: If the leave report is completed correctly, click on the approve button.

If time is not entered correctly, return the record to the employee or correct the record. Keep the payroll calendar in mind when the leave report needs to be corrected. The leave report should be corrected and approved by the **Leave Period Leave Entry Status Date** that appears on the Department Summary. Only send the leave report back to the employee for correction if there is sufficient time to receive it back for approval by this date. Otherwise, the approver should make the necessary corrections, notify the employee about the corrections, and document the corrections made using the comments option.

Step 4: Click on the **Next** button to view the details of the next record waiting approval in the timekeeping organization. Click on the **Previous Menu** button to return to the Department Summary screen.
For Additional Assistance Please Call
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End Of Session