Middle Tennessee State University

WEB TIME ENTRY

STUDENT AND HOURLY EMPLOYEES
The WTE process allows employee’s to enter their time worked on a web based time sheet and allows supervisor’s to approve their work time. **This eliminates paper time sheets!**

The employee’s WTE time sheet will be available on the first workday of each pay period (the 16th of each month) or later if the employee’s first work day is after the 16th. If you don’t have a WTE time sheet, let your approver know ASAP!

The employee should enter their time worked throughout the month, review their time sheet to ensure it is correct and submit the time sheet for approval at the end of the pay period.

If the employee’s hours are correctly recorded, it is approved by the approver and is ready to be processed by payroll. If the employee’s hours are not correct, the approver can send the time sheet back for correction or correct the time sheet with comments.
WTE time sheets will always be associated with one of the following transaction status:

- **Not Started** – Time sheet has not been opened by employee
- **In Progress** – Employee has opened time sheet and may or may not have entered hours
- **Pending** – Time sheet has been submitted for approval
- **Return for Correction** – Time sheet has been returned for correction by the approver to the employee. The necessary corrections must be made and the time sheet must be resubmitted ASAP
- **Approved** – Time sheet has been approved by the approver and is ready for payroll processing.
- **Completed** – Time sheet has been processed by payroll

You can always check the status of your time sheet on the **Time Sheet Selection** screen.
Access your WTE Time Sheet

- Login to PipelineMT
- Click on Employee
- Click on Time Sheet (this will take you to Time Sheet Selection)
- Select the position and pay period you want to enter hours
- If you have multiple positions, it is EXTREMELY IMPORTANT that you select the correct position to enter hours.
- **BE SURE** you select the correct month. There may be times when you will have two different months to select from...**BE SURE** you select the correct month!
After you select the correct position and pay period click Time Sheet button.
Click on **Enter Hours** for the day you need to enter work hours. The Time In and Time Out form will appear. You must enter your Time In and Time Out hours at the same time. If you work a split shift or take a lunch break, you will enter each work period or shift separately. To enter time correctly, please remember the following:

1. Time must be entered at intervals of 15 minutes in the 99.99 format. For example, 10:00, 10:15, 10:30, 10:45.

2. **AM** = 12:00 midnight to 11:59 noon.

3. **PM** = 12:00 noon to 11:59 mid-night.
4. When you have entered your hours, click **Save** and your total hours for the day will be automatically calculated (WTE will also calculate and save your hours if you click on the **Time Sheet, Previous Day** or **Next Day** buttons).

5. You can then select **Next Day** or go back to **Time Sheet**. Either option will prompt you to continue entering until all hours worked for the pay period have been recorded.

6. You can enter hours and logout of the system as often as you need to during the pay period.
7. Select **Copy** to copy hours to other days (for days when your work schedule is exactly the same).

8. You can use the **Comments** button to enter any additional information for any work day. If you need to delete any comment, you must highlight the comment and delete them using the space bar, not the delete key.

9. The **Preview** button will allow you to view your time sheet in a landscape format for the entire month. We encourage you to preview your time sheet often in order to catch any entry errors.
10. Do one of the following to correct entry errors:

- The **Restart** Button on your main time sheet will clear the entire time sheet and allow you to start all over again. If you enter hours on the wrong time sheet click the restart button to clear the hours on the wrong time sheet and then enter the hours on correct time sheet.
- The **Delete** Button on the Time In Time Out page will clear entries for that day only.
- You can use your cursor to change the time within the Time In Time Out Box. Be sure to resave.
- Do not enter zero’s to correct time. This will create problems.
11. Enter your time worked throughout the month instead of waiting until the last minute and entering it all at the same time. This will work better for you, for your supervisor and for your department.

12. **DO NOT** click Submit for Approval until you have finished entering all your hours for the entire pay period (16th – 15th of the next month). If you mistakenly click Submit for Approval prior to entering all your hours for a specific pay period, you must contact your approver.
13. Your approver will let you know when your time sheet should be submitted to them for approval.

14. If you have any questions concerning your WTE time sheet ask your approver for assistance.
Click on Enter Hours for the day you need to enter work time.

Takes you to Time Sheet Selection page.

Click here to enter comment.

Use this to view time sheet in landscape format.

**ONLY CLICK** when all hours have been entered correctly and you are ready for your supervisor to approve.

This will refresh your time sheet. Use this if you need to start all over for any reason.

Moves you to the next 7 days of the week.
Enter time in/time out click Save (The system will not allow you to enter one without the other).

Enter correct AM/PM
AM = 12:00 midnight to 11:59 noon
PM = 12:00 noon to 11:59 mid-night

Click Save to save hours entered

Time Sheet button = returns to main time sheet
Next Day Button = next day appears
Add New Line Button = adds line
Save button = saves entry
Copy Button = allows you to copy exact hours to other days
Delete Button = deletes hours entered
Hours entered will appear under each day and be included in total hours.
How to Use the Copy Feature

- If you have a standard work schedule, the copy option will allow you to enter hours for one day and copy the hours to the other days you work the same schedule.
- Be sure not to check the same day you are copying from because your hours will be deleted and you won’t know why!
Enter Time In Time Out and Save. Click on Copy.
Be sure to follow these instructions!

Check the days you want hours copied to and click Copy.
If you see this message, your hours were copied. Click on the Time Sheet button to see hours.
1. The **Submit By Date** on your Time Sheet is the date your Approver must have your time sheet to payroll. Be sure you understand the date and time your approver expects you to submit your time sheet for approval! Your approver must have time to review your time sheet before they submit it to payroll. If your time sheet is not submitted in time for your approver to review and approve...you will not be paid until the following month! (You will have to record your work hours on a manual time sheet and turn it in to your approver in order to receive pay the following month).
2. Only hit the **Submit for Approval Button** after all your hours for the pay period have been entered and you have made sure your time worked is correct and you are ready for your supervisor to approve. Once you hit this button, you cannot make any changes to your time sheet!

3. If your approver discovers a problem with your time sheet they can return it to you for correction if the submit by date deadline has not passed. Your approver must let your know that they have returned your time sheet. If you receive a **Return for Correction** time sheet you will need to make the necessary corrections ASAP and hit the Submit for Approval Button to re-submit your time sheet for approval. If the Submit by Date has passed, the approver may make the necessary corrections and use the comments box to document the changes made to your time sheet.
This date is the date your approver must have your time sheet submitted to payroll! Ask your approver when they expect you to submit your time sheet for approval!

Only click the Submit for Approval Button when you are sure all your hours have been entered correctly!
To Verify Your Time Has Been Submitted

- Once you click the Submit for Approval button you should see the message “Your Time has been successfully submitted”. Scroll to the bottom of the time sheet and you should see the time you submitted the time sheet and your approvers name listed by “Waiting for Approval From”... if you don’t see this, check for error messages and/or check with your approver!
You should always see this message if your time sheet was successfully submitted for approval!

You should see where you submitted your time sheet for approval and your approver’s name listed by Waiting for Approval. If you don’t see this, review your time sheet for errors, correct the errors and try to submit again. If you still have issues, check with your approver!
When your approver approves your WTE timesheet the status will change from Pending to Approved and your approvers name will appear by “Approved By” at the bottom of your time sheet.

You can also check the status of your timesheet on the Time Sheet Selection page.
I certify that the time and/or leave entered represents a true and accurate record of my time and/or leave. I am responsible for any changes made to this record using my ID.
You can also see the status of your time sheet here!
Points to Remember

1. If you have problems signing into PipelineMT, please contact the ITD Help desk @ 5345.

2. If your time sheet is not approved by your approver by the Submit By Date, you will not be paid until the following month. You will have to submit a manual time sheet for the following month’s payroll. The use of manual time sheets should be the exception and not the rule...the entire purpose of the WTE system is not to use paper time sheets! Employees are expected to use the WTE system correctly and avoid manual time sheets.

3. Always double check your hours, the position number you used (if you have multiple positions, and the month you are submitting hours for to be sure everything is correct!

4. Do not use the Black Arrow button in your Web browser (in the upper left hand corner of the screen) to navigate through BannerWeb, it causes error messages to appear on the time sheet.

5. Your PIN number should never be given to anyone, it is your number. You can change your PIN number anytime for your protection.