Student and Temp Hourly Employees

Web Time Entry Presentation
Middle Tennessee State University
Web Time Entry Overview

- Web Time Entry (WTE) allows employees to enter time worked on a web-based time sheet in PipelineMT.

- WTE Time Sheets are available on the first workday of each pay period.

- Pay periods begin on the 16th day of each month and run through the 15th day of the following month (ex: May 16 – June 15). The submission deadline is two working days after the 15th.

- Meet your submission deadlines. This is how you get paid!
PipelineMT Login Page

www.mtsu.edu/pipelinemt

Log in to your account by using your MTSU username and password

If you need assistance contact the MTSU Help Desk at help@mtsu.edu or 615-898-5345
Find Your Time Sheet

First click the Employees Link
Next Click the Time Entry Icon
Time Sheet Selection Page

- Select your time sheet by clicking the button next to the title and department under “My Choice”
- If you have multiple positions MAKE SURE you select the correct department to enter your hours
- Select the pay period for the department in which you have hours to enter by clicking the dropdown box.
- The default “Pay Period and Status” is the latest month. You will have access to three previous months’ time sheets from this page
- Choose your time sheet period and click the TIME SHEET button

Choose Department then Pay Period then click TIME SHEET button
Entering Hours on Your Time Sheet

- Click the “Enter Hours” link under the appropriate date
Time In and Out Page

- Enter each work session at the same time, i.e., enter the time you began working and the time you ended on line one before beginning a new line.
- If you work a split shift, have a class between work hours, take a lunch break, etc. enter these sessions separately.
- Hours are entered in the 99:99 format at 15 minute intervals, i.e., 10:00, 04:30, etc.
Entering Hours Continued…

- Look at the “Date” to verify you are on the correct day
- Enter Time In (time work session began) and Time Out (time work session ended) in correct format
- Make sure you choose AM or PM
  - AM = 12:00 midnight to 11:59 AM
  - PM = 12:00 noon to 11:59 PM
- Enter each day’s work session on separate line
- Once hours are entered click the SAVE button (Total hours will calculate once saved)
Time In and Out Navigation

Buttons Explanations

- Previous Menu – Returns to the Time Sheet Selection page
- Next Day – Time In and Out page for the following day will appear
- Add New Line – Adds an additional line
- Save – Saves entered hours and calculates totals for each line and day
- Copy – Can copy same hours to other days at one time
- Delete – Deletes hours entered for this day
When you work the same exact hours each day…

- If you have a standard work schedule the copy feature will allow you to enter hours for one day and then copy the hours to other days at one time
- Enter hours as previously discussed
- Select the COPY button once you have saved your hours
Copying the same exact hours to different days…

- Only use this feature if you have a standard work schedule from day to day
- Click the box under each day of the week for the days that the hours are the same. Do not click the box for the day that you used to enter hours to copy
- Click the COPY button to save your hours
- Click the Time Sheet button to return to the time sheet and make sure hours appear and are calculated
Hours Have Been Entered and Calculated

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Friday Feb 16, 2018</th>
<th>Saturday Feb 17, 2018</th>
<th>Sunday Feb 18, 2018</th>
<th>Monday Feb 19, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Student W/O FICA</td>
<td>1</td>
<td>0</td>
<td>6.5</td>
<td></td>
<td>Enter Hours</td>
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Submit By Date: Mar 20, 2018 by 12:30 PM
Time Sheet Buttons
Navigation Explanations

- Previous Menu – returns you to the Time Sheet Selection Page
- Preview – Opens a preview page that will allow you to view your time sheet for the entire month. Use the scroll bar at the bottom of the page to review entire time sheet
- Comments – You and your supervisor can enter comments. Comments are NOT confidential
- Submit for Approval – Submits Time Sheet to supervisor for approval
- Restart – Clears all entries made on each day
- Previous/Next – Click this button to go to the next or previous seven days of the pay period for entering hours
Submitting Your Time Sheet For Approval

• The “Submit By Date” is the date your supervisor must have your time sheet approved and submitted to Payroll Services

• If you do not submit your time sheet and/or it is not approved by the listed deadline you will not get paid! In this case, a back-hour manual time sheet must be completed by you and submitted to Payroll Services by your supervisor. You will be paid the following month provided you meet that submission deadline
Submitting Your Time Sheet for Approval

PREVIEW…PREVIEW…PREVIEW!!!

Click the PREVIEW button to verify that you have entered all of your hours worked and that the dates and hours are correct.
Submitting Your Time Sheet for Approval

- After you have reviewed and determined that your time sheet is correct click the SUBMIT FOR APPROVAL button.
- Once you have submitted your time sheet for approval you no longer have access to make any changes. If you need to make a change contact your supervisor and ask to have your time sheet returned for correction. Make your change immediately and resubmit for approval.
- Remember, deadlines are in effect and this is how you get paid!
How to Verify Your Time Sheet Has Been Submitted

- In the top left-hand corner of your time sheet look for “The time sheet was submitted successfully” statement.
- On the “Submitted for Approval By:” line you will see your name and date of submission.
- On the “Waiting for Approval From:” line will be your supervisor’s name.
- If you do not see these check for an error message and/or contact your supervisor.

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Submitted for Approval By: Lisa A Mitchell on March 18, 2018
Approved By: James E Kentfield
Approved Time Sheet

- Once your supervisor has approved your time sheet you will see his/her name on the “Approved By:” line
- Your time sheet has been submitted to Payroll Services and awaiting processing.
Troubleshooting

- I have not submitted my time sheet and I have put time on the wrong day.
  - Click on the hours under the date that needs changing
  - Click the DELETE button and then click the SAVE button—Do NOT enter zero's to correct time
  - Click PREVIOUS MENU button and click on correct date and enter time
Troubleshooting

- I have already submitted by time sheet and need to make a correction
  - Contact your supervisor immediately and ask to have your time sheet returned to you for correction
  - Make your changes and resubmit for approval
  - Advise your supervisor that you have resubmitted your time sheet
  - REMEMBER DEADLINES!

Oh no, I left off some hours I worked
What else do I need to know?

- Student and Temp Hourly employees are paid on the last business day of the month via direct deposit.
- DO NOT close your checking/saving account until you have received your last paycheck.
- If you change banks you must notify Human Resource Services no later than the second week of the month, otherwise keep your old account open and make the change for the next month. Direct Deposit accounts can be changed through your PipelineMT account.
- Do not wait until the last day to enter your time. Enter your hours worked throughout the pay period. Do not submit your time sheet for approval until you have everything entered and verified.

- PREVIEW…PREVIEW…PREVIEW!
- Watch deadline dates closely. If your time sheet has not been approved by the deadline remind your supervisor.
- Do not use the BACK arrow of your browser to navigate through your time sheet
- DO NOT give others access to your PipelineMT username and password. PipelineMT is the gateway to all of your personal information.
- Human Resource Services corresponds with you through your MTSU email account only.

Always submit your time sheet on time!
You’ve earned your pay!
For More Information or Assistance Contact

Jamie Parker, Payroll Coordinator
Jamie.Parker@mtsu.edu
615-898-2186

Tammie Dye, Payroll Supervisor
Tammie.Dye@mtsu.edu
615-898-5727

Additional information can be found at
http://www.mtsu.edu/hrs/leavereporting/web_time_entry.php