Classified Employees

ONLINE WEB TIME ENTRY TIME SHEET TRAINING PRESENTATION

Revised June, 2019
When you wait to the last minute, you rush to get things done, and the closer you get to the deadline, the less options you have.

Don’t wait until the last minute to start your time sheet. Remember, this is how you get paid!

Meet your submission deadlines.

The end of the pay period is always on the 15th of the month. The submission deadline is two working days after the 15th.
PipelineMT Login Page

www.mtsu.edu/pipelinemt

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

If you need assistance logging into your PipelineMT account contact the MTSU Helpdesk at help@mtsu.edu or 615-898-5345
Find Your Time Sheet

First click the Employees Link

Next click the Time Entry Icon
Time Reporting Selection Page

Employees with Approver and Proxy privileges will see this page. All other employees go to the Time Sheet Selection Page (see next slide).

Click the “Access my Time Sheet” choice
Next click the SELECT button

Click “Access my Time Sheet”
Note: “Approve or Acknowledge Time” is the default
Time Sheet Selection Page

The default “Pay Period and Status” is the latest month. You have access to the three previous months’ time sheets from this page.

Choose your time sheet period and click the TIME SHEET button.
Time Sheet – Entering Hours Worked or Leave Taken One Day at a Time

1. Click the “Enter Hours” link under the appropriate date and hours worked or leave type to enter your hours.
Entering Your Time One Day at a Time

1. Check the “Earning:” line to make sure you are entering the correct type of hours worked or leave taken
2. Check the “Date:” to make sure you are on the correct date
3. Enter hours in the box across from the “Hours:” line (see Partial Hour Grid on next slide for how to enter hours)
4. Click SAVE

DO NOT CHANGE regardless of the shift you work
Partial Hours Grid

Report hours using whole hours and tenths of an hour only. Do not use leading or ending zeros.

Example:  7.5, 5, 4.3, .7

<table>
<thead>
<tr>
<th>Minutes</th>
<th>Partial Hour</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-6</td>
<td>.1 hour</td>
</tr>
<tr>
<td>7-12</td>
<td>.2 hours</td>
</tr>
<tr>
<td>13-18</td>
<td>.3 hours</td>
</tr>
<tr>
<td>19-24</td>
<td>.4 hours</td>
</tr>
<tr>
<td>25-30</td>
<td>.5 hours</td>
</tr>
<tr>
<td>31-36</td>
<td>.6 hours</td>
</tr>
<tr>
<td>37-42</td>
<td>.7 hours</td>
</tr>
<tr>
<td>43-48</td>
<td>.8 hours</td>
</tr>
<tr>
<td>49-54</td>
<td>.9 hours</td>
</tr>
<tr>
<td>55-60</td>
<td>1 hour</td>
</tr>
</tbody>
</table>
Entering Your Time Using Copy Button

1. Check the “Earning:” line to make sure you are entering the correct type of hours worked or leave taken.
2. Check the “Date:” to make sure you are on the correct date.
3. Enter hours in the box across from the “Hours:” line.
4. Click COPY.

DO NOT CHANGE regardless of the shift you work.
1. Check the “Copy from date displayed to end of the pay period” box to enter time in every date at one time, or if entering time for only a few days, then check each box under the desired dates
2. Click the COPY button
3. Click the Time Sheet button to return to time sheet
## Entering Hours Worked for Other Departments

1. Click the “Enter Hours” link on the Hours Worked for Other Dept. line.

### Table: Hours Worked Details

<table>
<thead>
<tr>
<th>Earning</th>
<th>Shift</th>
<th>Default Hours or Units</th>
<th>Total Hours</th>
<th>Total Units</th>
<th>Monday Apr 16, 2018</th>
<th>Tuesday Apr 17, 2018</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly Pay/Hrs Worked</td>
<td>1</td>
<td>0</td>
<td>157.5</td>
<td></td>
<td>7.5</td>
<td>7.5</td>
</tr>
<tr>
<td>Holiday Pay</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Annual Leave</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Sick Leave</td>
<td>1</td>
<td>0</td>
<td>7.5</td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Comp Time Taken</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Bereavement Leave</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Jury Duty</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Voting Leave</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Military Leave</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Inclement Weather Leave</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Emergency Call Back</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Hours Worked on Holiday</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
<tr>
<td>Hours Worked for Other Dept.</td>
<td>1</td>
<td>0</td>
<td></td>
<td></td>
<td>Enter Hours</td>
<td>Enter Hours</td>
</tr>
</tbody>
</table>

### Submit By Date:

- May 17, 2018 by 04:31
Entering Worked for Other Departments

Continued

1. Check the “Earning:” line to make sure you are entering the correct type of hours worked or leave taken.
2. Check the “Date:” to make sure you are on the correct date.
3. Enter hours in the box across from the “Hours:” line (see Partial Hour Grid on next slide for how to enter hours).
4. Click the ACCOUNT DISTRIBUTION button.
## Current Account Distribution

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>263100</td>
<td>110001</td>
<td>20900</td>
<td>61310</td>
<td>450</td>
<td>111111</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Update or a number under Hours or Units to change the account distribution.

### Update Account Distribution

**Total Hours Available, Hours Worked for Other Dept:** 7.5

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Hours</th>
</tr>
</thead>
</table>

**Total:** 0
Account Distribution Criteria

- Enter hours to be changed – enter the number of hours worked for the other department
- Enter the Index number of the department paying for these hours
- Click the Default from Index button
Account Distribution Criteria Page

- Enter the account number 61310 (used for all index numbers) into the Account field
- Click Save button

![Account Distribution Criteria Page](image-url)
## Account Distribution Result Screens

### Account Distribution

**Current Account Distribution**
- **Type of Pay:** Hours Worked for Other Dept, 9/40:50
- **Day and Date:** Wednesday, May 16, 2018

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>266180</td>
<td>11001</td>
<td>10900</td>
<td>613100</td>
<td>450</td>
<td>111111</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Select Update or a number under Hours to change the account distribution.

**Update Account Distribution**
- **Total Hours Available:** Hours Worked for Other Dept: 7.5

<table>
<thead>
<tr>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Project Type</th>
<th>Cost Type</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>110001</td>
<td>10902</td>
<td>61310</td>
<td>200</td>
<td>111111</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>7.5</td>
</tr>
</tbody>
</table>

Update

### Time Sheet

**Submit By Date:**
- **Date:** May 16, 2018
- **Hours:** 7.5

**Earnings**
- **Weekly Total:** 15
- **Monthly Total:** 75

**Hours Worked**
- **Regular Hours:** 75
- **Overtime Hours:** 7.5

**Shift Details**
- **Overtime:** 7.5

**Save, Copy, Account Distribution**
Navigating the Control Buttons

**Position Selection**: Click this button to return to the “Time Sheet Selection” page

**Comments**: Comments can be added to the time sheet by clicking this button

**Preview**: Click to preview your time sheet once hours have been entered

**Submit for Approval**: Click this button ONLY after all time is entered, previewed by you, and is ready for approval

**Restart**: Clears ALL entries made

**Previous/Next**: takes you to the previous or next seven days in the time sheet

---

<table>
<thead>
<tr>
<th>Holiday</th>
<th></th>
<th></th>
<th></th>
<th>Enter Hours</th>
<th>Enter Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hours Worked for Other Dept</td>
<td>1</td>
<td>0</td>
<td>0</td>
<td><strong>Total Hours</strong>:</td>
<td>165</td>
</tr>
<tr>
<td><strong>Total Units</strong>:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0</td>
</tr>
</tbody>
</table>
Submitting Your Time Sheet for Approval

Once you have entered your hours, always PREVIEW your time sheet to make sure all entries are correct. Once your time sheet is correct and complete click the SUBMIT FOR APPROVAL button.

(click for Possible Hours In WTE Pay Period document)

Note: You no longer have access to make any changes to your time sheet once you click the Submit for Approval button.
Submit By Date:

The “Submit By Date” is the deadline to submit your time sheet in order to be paid for month. Make sure you have submitted it by 4:30 on this date to give your approver time to review and approve your time sheet.

Don’t wait until the last minute. REMEMBER, THIS IS HOW YOU GET PAID!
Classified employees are paid on the last business day of each month.

Pay is held two weeks in arrears.

Classified employees pay periods run from the 16th of the month to the 15th of the next month.

The **Submit By Date** on your time sheet is the date that you **MUST** have your time sheet submitted in order for you to be paid that month.

When you are sick always report sick leave, not annual leave, regardless of your Sick Leave balance.

Employees may view their leave balances through PipelineMT > Employees link > Leave Balance icon.

For more information or assistance contact
Jamie Parker, Payroll Coordinator
Jamie.Parker@mtsu.edu
615-898-2186

Robert Brown, Payroll Supervisor
Robert.Brown@mtsu.edu
615-898-5727

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