PIPELINE SSB8 vs PIPELINE SSB9 Documentation – Employees
These changes will apply to Pipeline

***If an option isn't listed, then no changes were made.**

Table of Contents – Click any topic below to navigate to that section.

Employee Tab - Pay and Job Information

PIPELINE SSB8 – Current View in Pipeline

There are changes in the views of Pipeline for PIPELINE SSB9. However, a new “My Profile” tab has been added to PIPELINE SSB9.

Pay and Job Information

- Jobs Summary
- Earnings History
- Earnings by Positions
- Pay Stub
- Direct Deposit Allocation

PIPELINE SSB9 – New View in Pipeline

Changes for Pipeline PIPELINE SSB9 include the addition of “My Profile.”

» Employees (SSB 9)

Pay and Job Information

- **My Profile**
- Jobs Summary
- Earnings History
- Earnings by Positions
- Pay Stub
- Direct Deposit Allocation

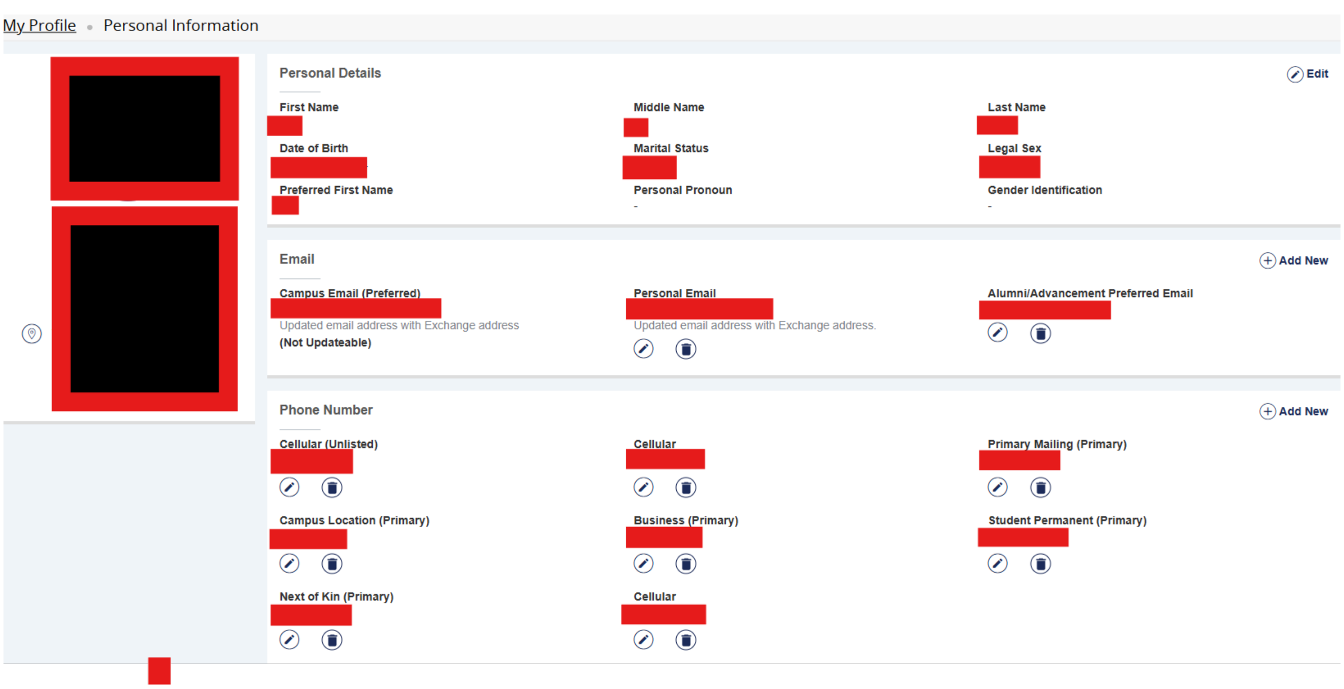
My Profile

PIPELINE SSB8 – Current View in Pipeline

Currently, there is no link for “My Profile” in PIPELINE SSB8. This is new for PIPELINE SSB9.

PIPELINE SSB9 – New View in Pipeline

The “My Profile” link, contains general demographic information including addresses, phone numbers, emails and emergency contacts. Each section offers an “Edit” and “Add New” button to click. Once changes are made, click “Update” to save.



Jobs Summary

PIPELINE SSB8 – Current View in Pipeline

There are changes in the views for Pipeline PIPELINE SSB9 versus Pipeline PIPELINE SSB8under Job Summary.

Jobs Summary

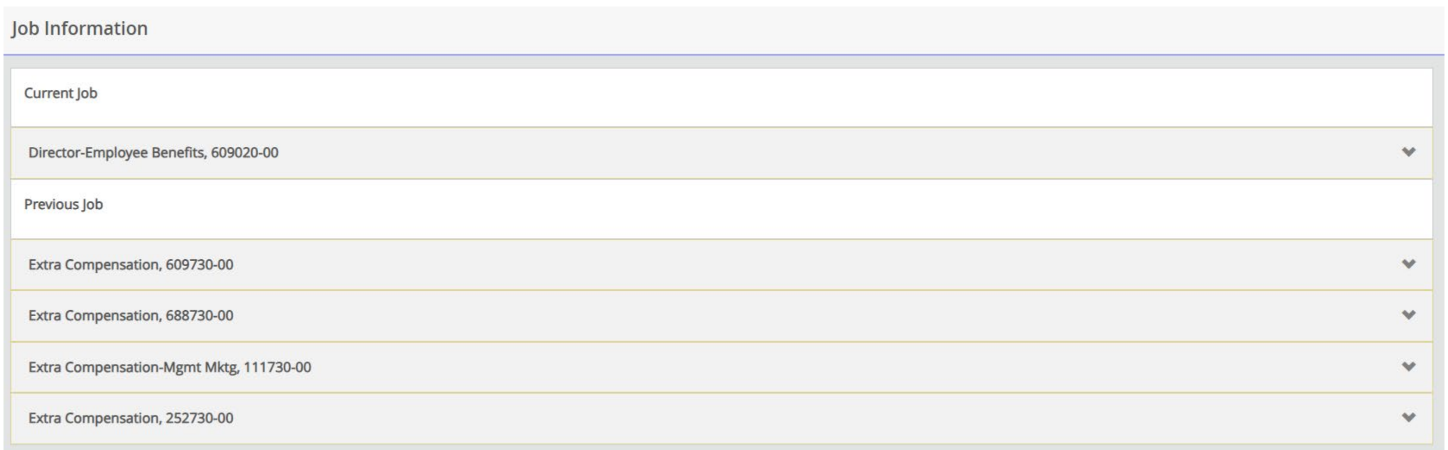
Select the Job Title for more detailed information.

List of Jobs

Title	Begin Date	End Date
Extra Compensation	May 01, 2024	Jun 30, 2025
Extra Compensation	Mar 01, 2009	Dec 31, 2010
Extra Compensation-Mgmt Mktg	Jan 01, 2006	Apr 30, 2013
Extra Compensation	Jul 01, 2005	May 31, 2006
Director-Employee Benefits	Jul 01, 2005	

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, each section now offers a drop-down option. Each drop down will display historical information related to each position held at MTSU. The historical information contains dates, salary or hourly rates, titles, change reason and departmental information. These informational fields are not updatable.



Earnings History

PIPELINE SSB8 – Current View in Pipeline

There are changes for this section for Pipeline PIPELINE SSB9. The current link provides a date range selection, then once displayed, you can click on each earnings type link to display monthly information.

Earnings History Criteria

Choose a date range and then select Display.

From Date: January 2025

To Date: September 2025

Display

Earnings History

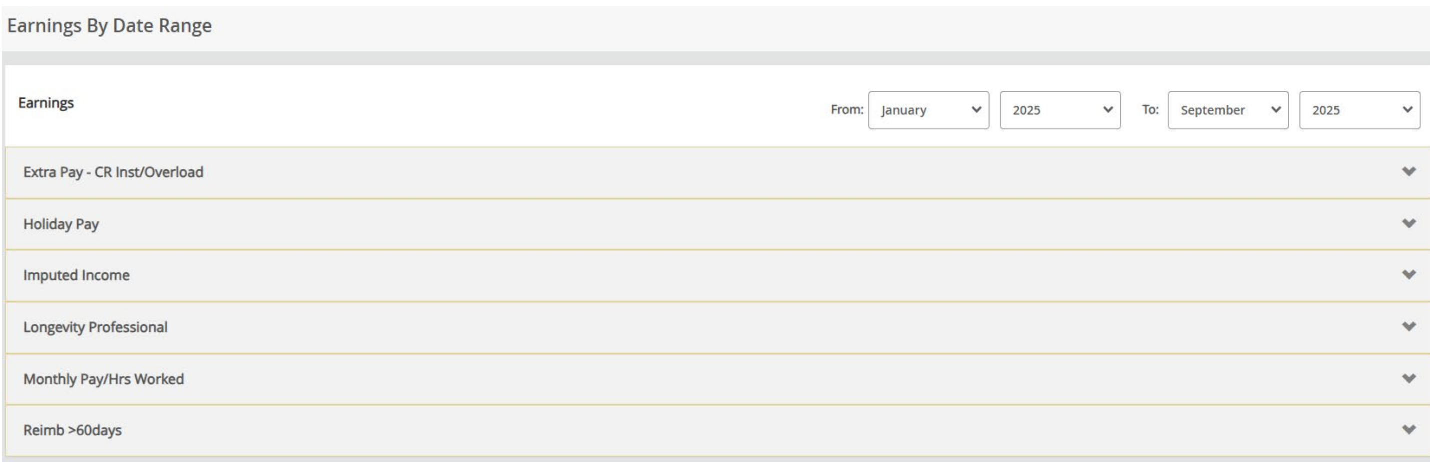
Select Earnings Type to access additional information.

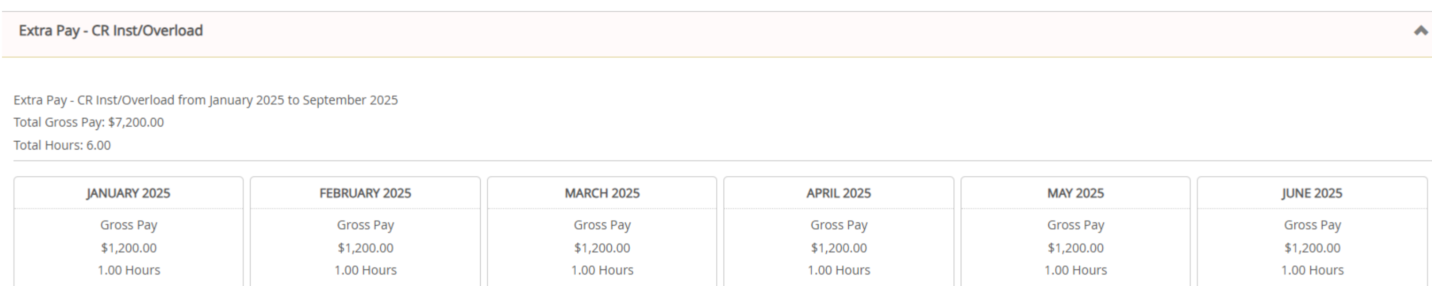
Earnings from January 2025 to September 2025

Earnings Type	Total Gross Pay	Total Hours
Monthly Pay/Hrs Worked	[redacted]	1,262.50
Extra Pay - CR Inst/Overload	[redacted]	6.00
Holiday Pay	[redacted]	37.50
Longevity Professional	[redacted]	
Imputed Income	[redacted]	
Reimb >60days	[redacted]	

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, each section now offers a drop-down option. Each drop down will display historical information related to each position held at MTSU. The historical information contains position type, gross pay and total hours for the month. These informational fields are not updatable.

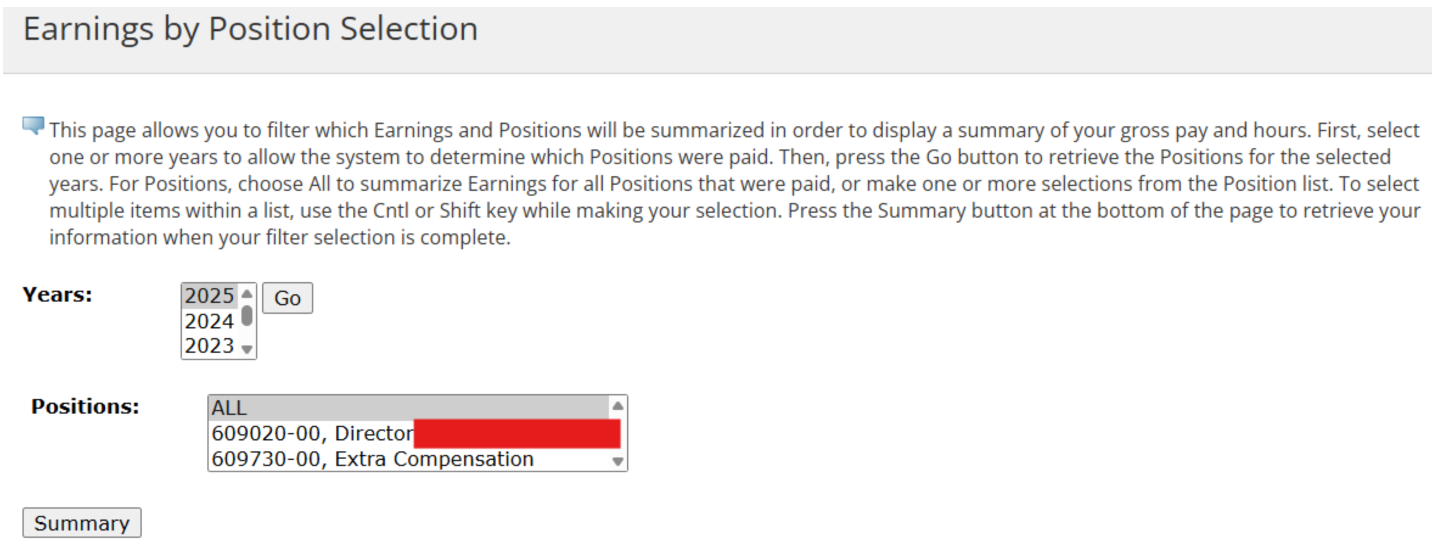




Earnings by Positions

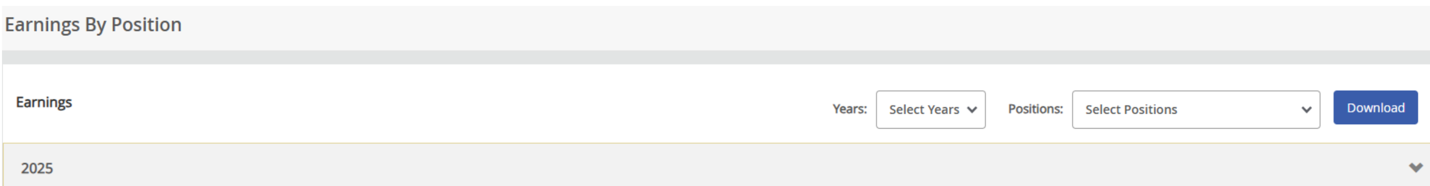
PIPELINE SSB8 – Current View in Pipeline

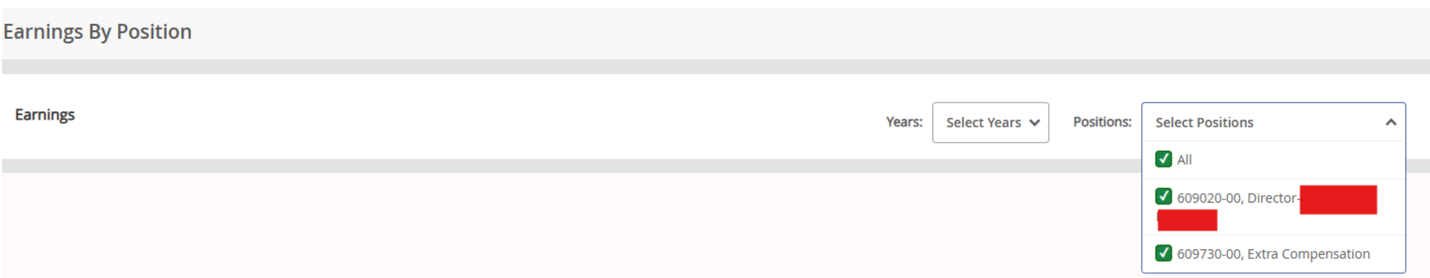
Current Pipeline views for Earnings by Position allow dropdown for calendar years as well as position selection once you select a calendar year.

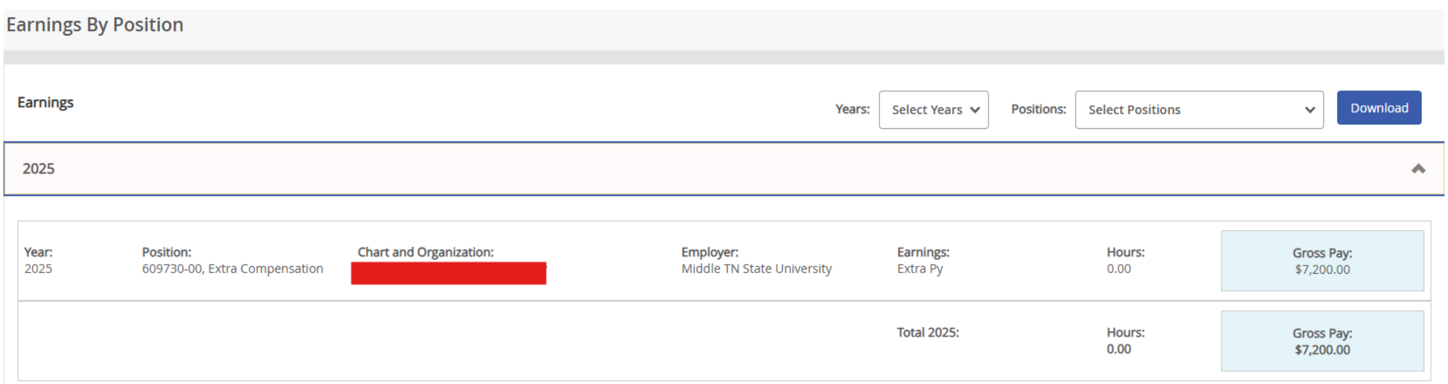


PIPELINE SSB9 – New View in Pipeline

The new views for Pipeline PIPELINE SSB9 have a different view but offer the same options as current Pipeline. Select the dropdown option for years and positions, then click the drop-down arrow for display of information.







Pay Stub

PIPELINE SSB8 – Current View in Pipeline

There are changes for this section for Pipeline PIPELINE SSB9. Current view under Pay Stub provides a date range selection, then once displayed, you can click on each pay stub date link to display monthly information and breakdown.

Pay Stub

Choose a year and then select Display.

Pay Stub Year: 2025

Display

Pay Stubs

Select the Pay Stub Date to access additional information.

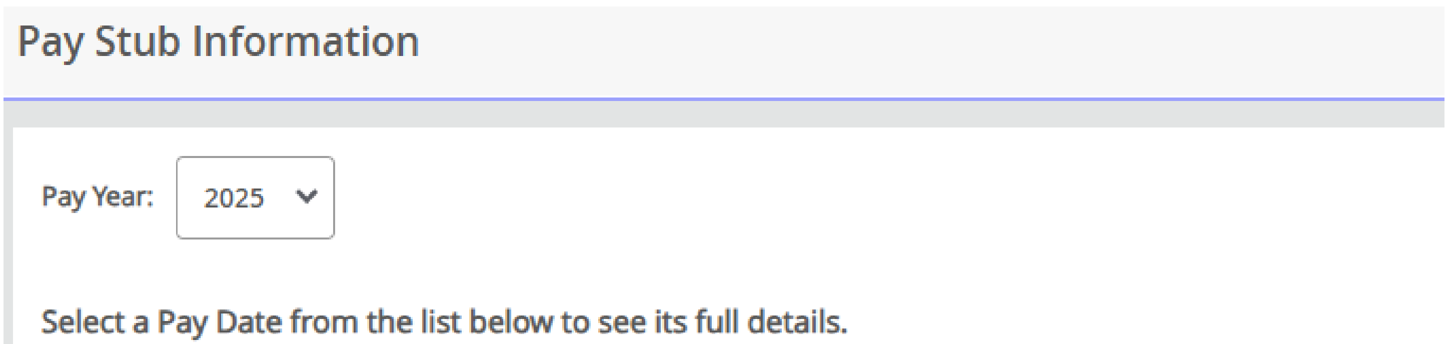
Pay Stubs for 2025

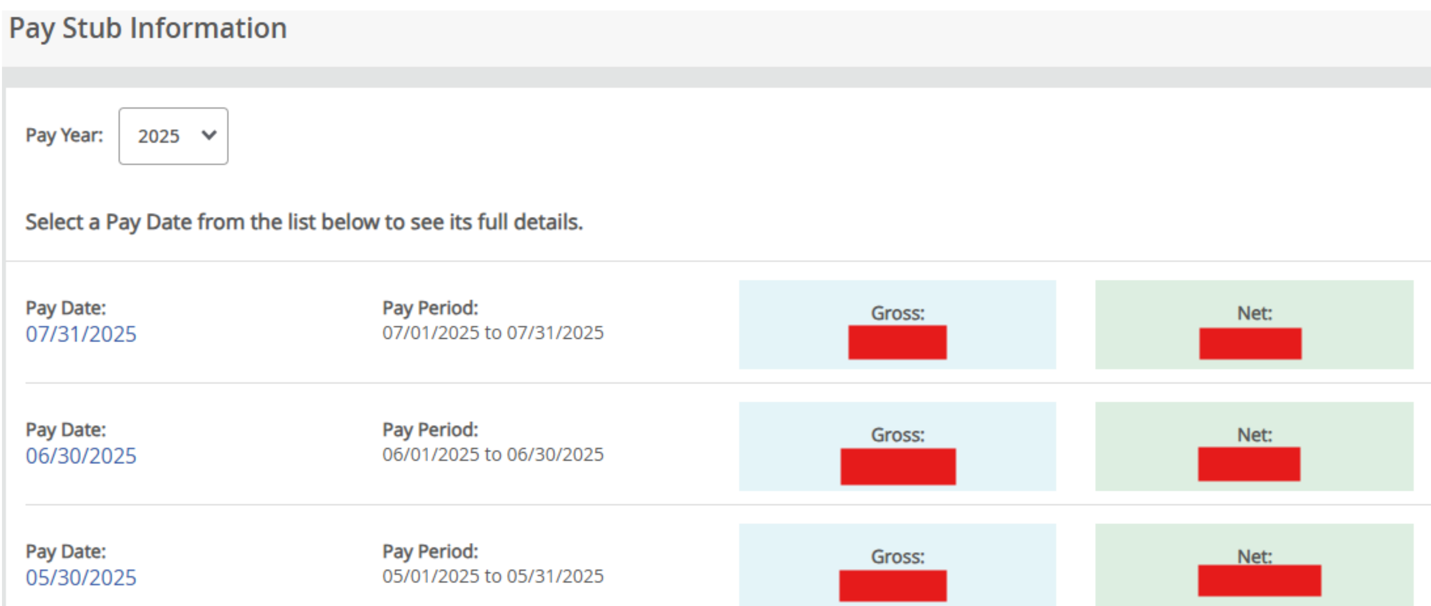
Pay Stub Date	Pay Period Begin Date	Pay Period End Date	Gross Pay	Net Pay	Message
Aug 29, 2025	Aug 01, 2025	Aug 31, 2025	[redacted]	[redacted]	
Jul 31, 2025	Jul 01, 2025	Jul 31, 2025	[redacted]	[redacted]	
Jun 30, 2025	Jun 01, 2025	Jun 30, 2025	[redacted]	[redacted]	
May 30, 2025	May 01, 2025	May 31, 2025	[redacted]	[redacted]	
Apr 30, 2025	Apr 01, 2025	Apr 30, 2025	[redacted]	[redacted]	
Mar 31, 2025	Mar 01, 2025	Mar 31, 2025	[redacted]	[redacted]	
Feb 28, 2025	Feb 01, 2025	Feb 28, 2025	[redacted]	[redacted]	
Jan 31, 2025	Jan 01, 2025	Jan 31, 2025	[redacted]	[redacted]	

Change Year

PIPELINE SSB9 – New View in Pipeline

The new view under Pay Stub provides a date range selection, then once displayed, you can click on each pay stub date link to display monthly information and breakdown. There is also a printer friendly link available.





Direct Deposit Allocation

PIPELINE SSB8 – Current View in Pipeline

There are changes for this section for Pipeline PIPELINE SSB9. Current view under Direct Deposit Allocation shows current Pay Distribution information as well as Proposed Pay Distributions.

Direct Deposit Allocation

The following accounts are listed in the order in which your pay will be distributed.

Pay Distribution as of Aug 29, 2025

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
CORNERSTONE FINANCIAL CREDIT UNION	[redacted]	[redacted]	Checking	[redacted]
CORNERSTONE FINANCIAL CREDIT UNION	[redacted]	[redacted]	Checking	[redacted]
Total Net Pay				[redacted]

Proposed Pay Distribution:

Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution	Payroll	Accounts Payable
CORNERSTONE FINANCIAL CREDIT UNION	[redacted]	[redacted]	[redacted]	1	[redacted]	[redacted]	Yes	No
CORNERSTONE FINANCIAL CREDIT UNION	[redacted]	[redacted]	[redacted]	2	[redacted]	[redacted]	Yes	Yes
Total Net Pay						[redacted]		

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, to update your direct deposit allocation, select either "Add New" or click the box of the account to update. Update or add bank routing number, account number, select account type and amount. Check authorization box.

I hereby request that my Middle Tennessee State University payment be deposited automatically to my account(s) as indicated, effective on the next payroll possible. I agree to notify MTSU immediately of any changes to the information so that my pay may be properly distributed, and I understand that this request may be canceled or changed by me upon proper execution of another authorization agreement. This authorization revokes all prior payment direction notifications applicable to these payments. I understand that in the event MTSU notifies my financial institution that I am not entitled to the funds deposited to my account due to an overpayment or erroneous deposit, my bank is authorized to debit (withdraw transferred funds) my account. I understand that in the event my financial institution is not able to deposit any electronic transfer into my account due to any action I take, MTSU cannot issue the funds to me until the funds are returned to MTSU by my financial institution. * I attest that the full amount of my direct deposit is not being forwarded to a bank in another country* and that if at any point I establish a standing order for my receiving bank to forward the full direct deposit to a bank in another country, I will inform MTSU immediately. ** This testament is being made as required by the Federal Office of Foreign Asset Control in support of U.S.C. Title 50, War and National Defense.

Pay Distribution as of 07/31/2025

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
[redacted]	xxxxx0811	[redacted]	Checking	[redacted]
[redacted]	xxxxx0811	[redacted]	Checking	[redacted]
			Total Net Pay	[redacted]

Proposed Pay Distribution

Delete   Add New

Bank Name	Routing Number	Account Number	Account Type	Amount	Priority	Net Pay Distribution	Status
[redacted]	xxxxx0811	xxx2176	Checking	[redacted]	1	[redacted]	Active

Employees - Benefits and Deductions

Retirement Plans and Options

PIPELINE SSB8 – Current View in Pipeline

There are changes for this section for Pipeline PIPELINE SSB9. Current view under Benefits and Deductions displays several options (Retirement Plans and Options, Insurances, Deductions History, Miscellaneous Benefits, Foundation Payroll Deductions, Benefit Statement and Edison). When you click on the link, you will be directed to a page that maintains all the above, but you will land on the section in which you clicked. You will see active as well as inactive plans.

Benefits and Deductions

- Retirement Plans and Options
- Insurances
- Deductions History
- Miscellaneous Benefits
- Foundation Payroll Deductions (VPN required for wireless and off-campus)
- Benefit Statement
- Edison (State of TN Benefits)

401(k) Plan

Benefit or Deduction as of date:	Sep 26, 2025
Status of Benefit or Deduction:	Active
Start Date:	Jul 01, 2005
End Date:	
Employee Amount:	300.00
Employee Limit:	34,750.00
History Record:	

Optional Retirement Program - TIAA CREF

Benefit or Deduction as of date:	Sep 26, 2025
Status of Benefit or Deduction:	Active
Start Date:	Jul 01, 2005
End Date:	
Plan:	ORP TIAA 10% Retirement
Employer Percent:	10.0000
Soc Sec Min Wage Base:	.00
Soc Sec Max Wage Base:	176,100.00

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, you will see the same section, but when you click on the individual links, you will be directed to the "Benefit Summary Date Criteria" page where all current benefits are displayed. This page represents your Benefits Summary. In addition, you will see the link to the State of Tennessee enrollment page (Edison) which is used during each annual enrollment period (October).

Benefits and Deductions

- Retirement Plans and Options
- Insurances
- Deductions History
- Miscellaneous Benefits
- Foundation Payroll Deductions (VPN required for wireless and off-campus)
- Benefit Statement
- Edison (State of TN Benefits)

Retirement Plans

401(k) Plan

Employee Amount:	$300.00
Employee Limit:	$34,750.00

Optional Retirement Program - TIAA CREF

Plan:	ORP TIAA 10% Retirement
Employer Percent:	10.0000%
Social Security Minimum Wage Base:	$0.00
Social Security Maximum Wage Base:	$176,100.00

TIAA-CREF 403b Plan

Employee Amount:	$150.00
Employee Limit:	$34,750.00

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Insurances

PIPELINE SSB8 – Current View in Pipeline
There are changes for this section for Pipeline PIPELINE SSB9. Current view under Benefits and Deductions displays several options (Retirement Plans and Options, Insurances, Deductions History, Miscellaneous Benefits, Foundation Payroll Deductions, Benefit Statement and Edison). When you click on the link, you will be directed to a page that maintains all the above, but you will land on the section in which you clicked. You will see active as well as inactive plans.

Basic Term Life Employer Paid 1X Pay

Benefit or Deduction as of date:	Sep 26, 2025
Status of Benefit or Deduction:	Active
Start Date:	Dec 01, 2022
End Date:	
Employee Amount:	.00
Employer Amount:	16.36

PIPELINE SSB9 – New View in Pipeline
For Pipeline PIPELINE SSB9, you will see the same section, but when you click on the individual links, you will be directed to the “Benefit Summary Date Criteria” page where all current benefits are displayed. This page represents your Benefits Summary. You would scroll through the entire section for each of your benefits displayed. In addition, you will see the link to the State of Tennessee enrollment page (Edison) which is used during each annual enrollment period (October).

Basic ADD Employer Paid 1X Pay

Employee Amount:	$0.00
Employer Amount:	$1.92

Basic Term Life Employer Paid 1X Pay

Employee Amount:	$0.00
Employer Amount:	$16.36

MIDDLE TENNESSEE STATE UNIVERSITY

Deductions History

PIPELINE SSB8 – Current View in Pipeline

There are changes for this section for Pipeline PIPELINE SSB9. Current view under Deductions History displays a date range and you click on "Display" to see a summary of each deduction with year-to-date history.

Deduction Type	Employee Deduction	Employer Deduction
401(k) Plan	2,700.00	.00
401k Employer Portion	.00	450.00
Basic ADD Employer Paid 1X Pay	.00	17.28
Basic Term Life Employer Paid 1X Pay	.00	147.24
CDHP/HSA BCBS	666.00	6,021.00
Dental Insurance - DPPO	179.82	179.82
FICA Additional Medicare Tax	.00	
FICA Medicare	1,389.90	1,389.90
FICA Social Security	5,943.00	5,943.00
Federal Income Tax	13,958.10	
Foundation	48.00	
Foundation	6,300.00	
HSA ER Contrib - Open Enroll	.00	
HSA Employee Contribution	1,800.00	
Imputed Income	.00	
Long-Term Disability Level 3 - Employer Paid	.00	
Optional Retirement Program - TIAA CREF	.00	9,807.54
Securian Financial	1,105.56	.00
TIAA-CREF 403b Plan	1,350.00	.00
University Parking	97.47	
Vision Insurance-Expanded	107.82	
Voluntary AD and D Employee Only Coverage	11.34	.00

[redacted]

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, you will see the same section, but when you click on the individual link, the date range will display with the listing displayed below. It displays deductions along with year-to-date amounts.

From: January 2025 To: December 2025

Deduction Type	Employee Deduction	Employer Contribution
401(k) Plan	$2,100.00	
401k Employer Portion		$350.00
Basic ADD Employer Paid 1X Pay		$13.44
Basic Term Life Employer Paid 1X Pay		$114.52
CDHP/HSA BCBS	$518.00	$4,683.00
Dental Insurance - DPPO	$139.86	$139.86
Federal Income Tax	$11,326.22	
FICA Additional Medicare Tax		
FICA Medicare	$1,111.26	$1,111.26

Miscellaneous Benefits

PIPELINE SSB8 – Current View in Pipeline

There are changes for this section for Pipeline PIPELINE SSB9. Current view under Miscellaneous Benefits displays several options for all deductions considered miscellaneous and voluntary. You will see active as well as inactive plans under current PIPELINE SSB8.

Foundation

Benefit or Deduction as of date:	Sep 26, 2025
Status of Benefit or Deduction:	Active
Start Date:	Jul 01, 2005
End Date:	
Employee Amount:	700.00
Employee Goal:	99,999.00

History | Contributions or Deductions | Vendor Web Site

Foundation

Benefit or Deduction as of date:	Sep 26, 2025
Status of Benefit or Deduction:	Terminated
Start Date:	Jan 01, 2025
End Date:	Jan 31, 2025
Employee Amount:	48.00
Employee Goal:	99,999.00

History | Contributions or Deductions | Vendor Web Site

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, you will see the same section, but when you click on the individual links, you will be directed to the "Benefit Summary" page where all current benefits are displayed. This page represents your Benefits Summary. You would scroll through the entire section for each of your benefits displayed and you will only see active deductions. You would need to change the date range to see inactive deductions.

Foundation

Foundation

Employee Amount:	$700.00
Employee Goal:	$99,999.00

Return to Top

Misc Benefits & Deductions

Vision Insurance-Expanded

Coverage Option:	Employee + Spouse
Employee Amount:	$11.98

Return to Top

Foundation Payroll Deductions

PIPELINE SSB8 – Current View in Pipeline

There are no changes in views between PIPELINE SSB8 and PIPELINE SSB9 for Foundation deductions as you are directed to a dynamic form via single sign-on.

Benefits and Deductions

- Retirement Plans and Options
- Insurances
- Deductions History
- Miscellaneous Benefits
- Foundation Payroll Deductions (VPN required for wireless and off-campus)
- Benefit Statement
- Edison (State of TN Benefits)

PIPELINE SSB9 – New View in Pipeline

There are no changes in views between PIPELINE SSB8 and PIPELINE SSB9 for Foundation deductions as you are directed to a dynamic form via single sign-on.

Benefits and Deductions

- Retirement Plans and Options
- Insurances
- Deductions History
- Miscellaneous Benefits
- Foundation Payroll Deductions (VPN required for wireless and off-campus)
- Benefit Statement
- Edison (State of TN Benefits)

Benefit Statement

PIPELINE SSB8 – Current View in Pipeline
There are changes for this section for Pipeline PIPELINE SSB9. Current view under Benefits and Deductions displays several options (Retirement Plans and Options, Insurances, Deductions History, Miscellaneous Benefits, Foundation Payroll Deductions, Benefit Statement and Edison). When you click on the link for Benefits Statement, you are directed to enter your MTSU ID and then click "Select" to continue. You will see an "As of Date" and you click "select" to continue. A Benefits Summary will display listing Personal Data and all active deductions/benefits.

Foundation

Foundation

Employee Amount:	$700.00
Employee Goal:	$99,999.00

Return to Top

Misc Benefits & Deductions

Vision Insurance-Expanded

Coverage Option:	Employee + Spouse
Employee Amount:	$11.98

Return to Top

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, you will see the same section, but when you click on the individual link for Benefits Statement, you will be directed to the "Benefit Summary" page where all current benefits are displayed. This page represents your Benefits Summary.

Foundation

Foundation

Employee Amount:	$700.00
Employee Goal:	$99,999.00

Return to Top

Misc Benefits & Deductions

Vision Insurance-Expanded

Coverage Option:	Employee + Spouse
Employee Amount:	$11.98

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Employees - Electronic Personnel Action Form (EPAF)

EPAF Menu

PIPELINE SSB8 – Current View in Pipeline
You will not have access to Electronic Personnel Action Forms unless you have attended training. MTSU Human Resources offers monthly training for employees to obtain access to this system. This system is used for hiring student workers, temp hourly workers, adjunct faculty, graduate assistants, and processing summer school payments. The views for PIPELINE SSB9 are the same as PIPELINE SSB8 for this section, but once you click on the individual links, the views are different. Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.

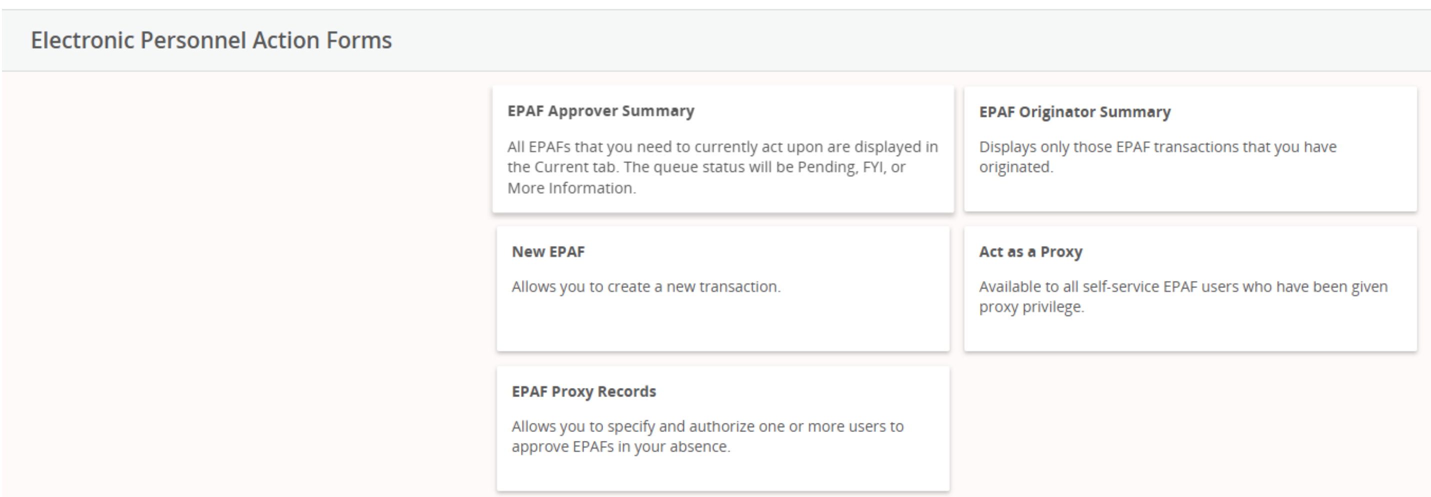
Electronic Personnel Action Form

- EPAF Approver Summary
- EPAF Originator Summary
- New EPAF
- EPAF Proxy Records
- Act as a Proxy

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, you will see the same options once you click on the Electronic Personnel Action Forms (EPAF) link. Please see the HRS web page under “other information” under “Training” for all instructions related to EPAF processing.

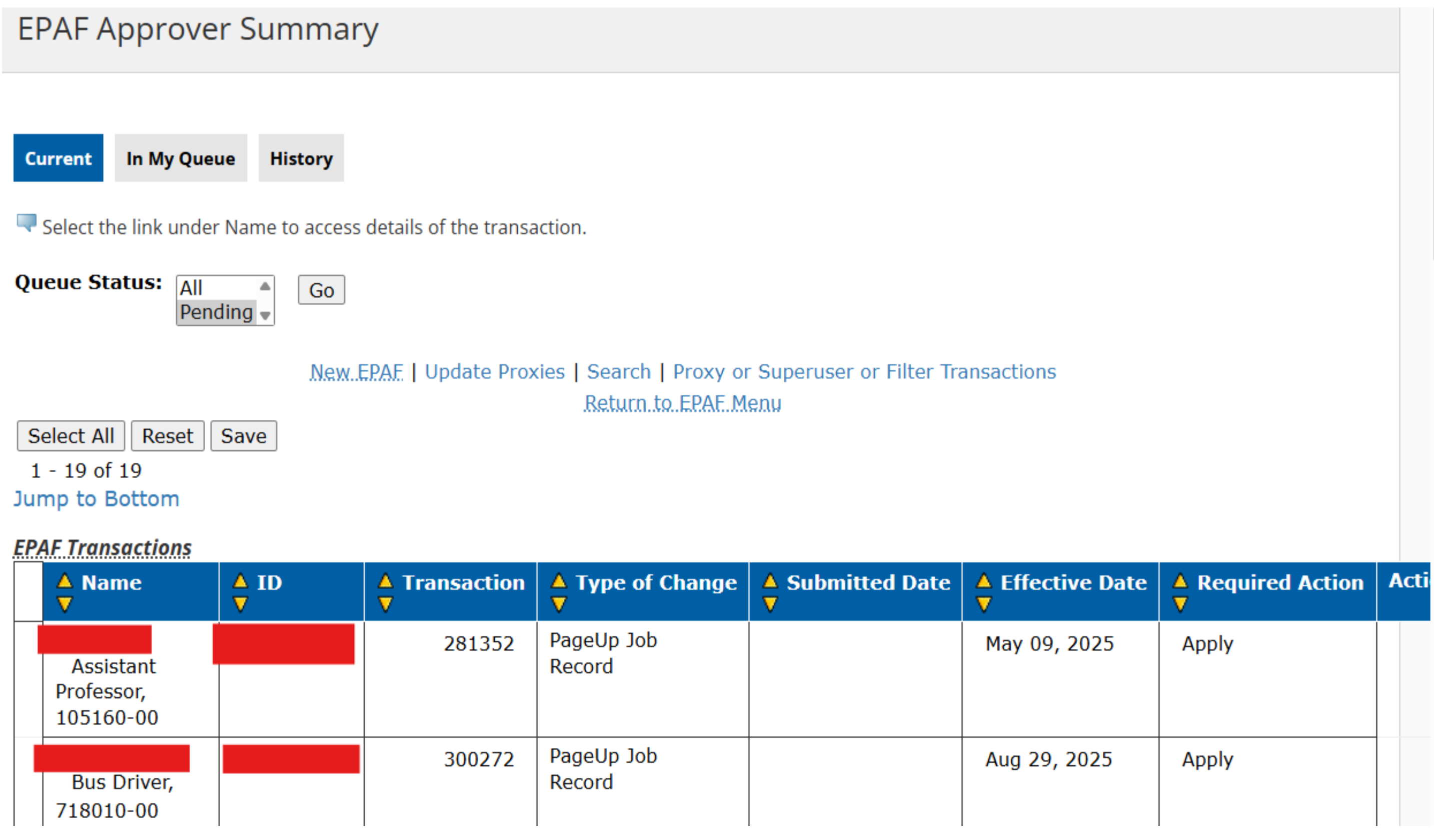
When you click on Electronic Personnel Action Forms (EPAF), it brings up the options below.



EPAF Approver Summary

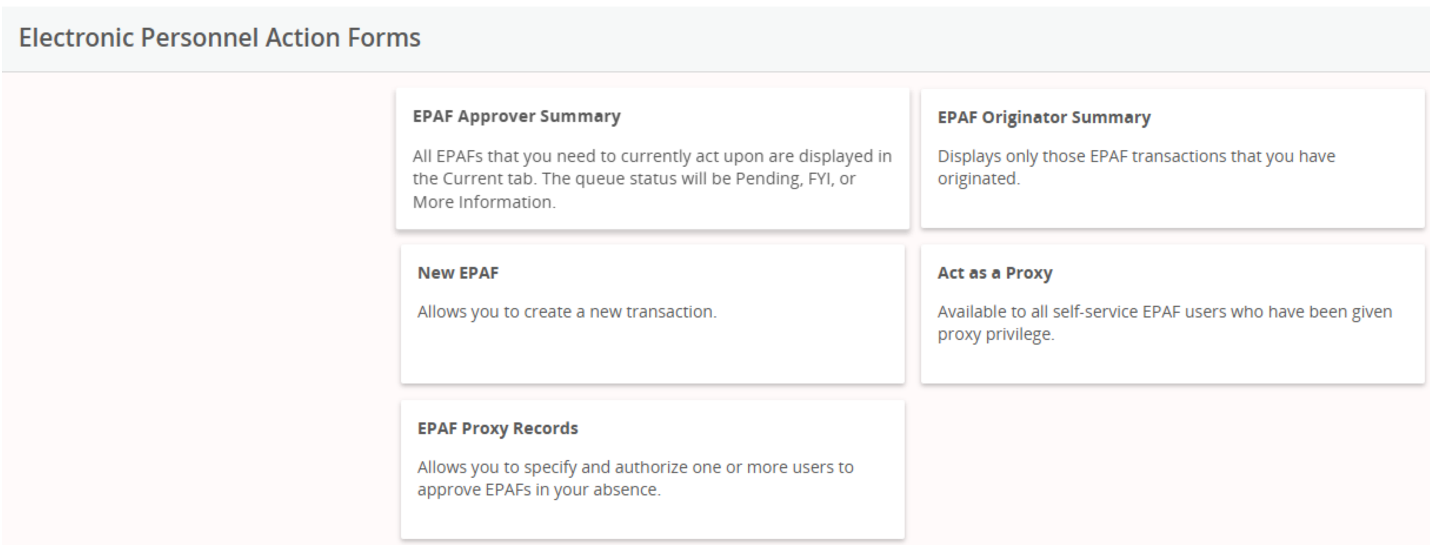
PIPELINE SSB8 – Current View in Pipeline

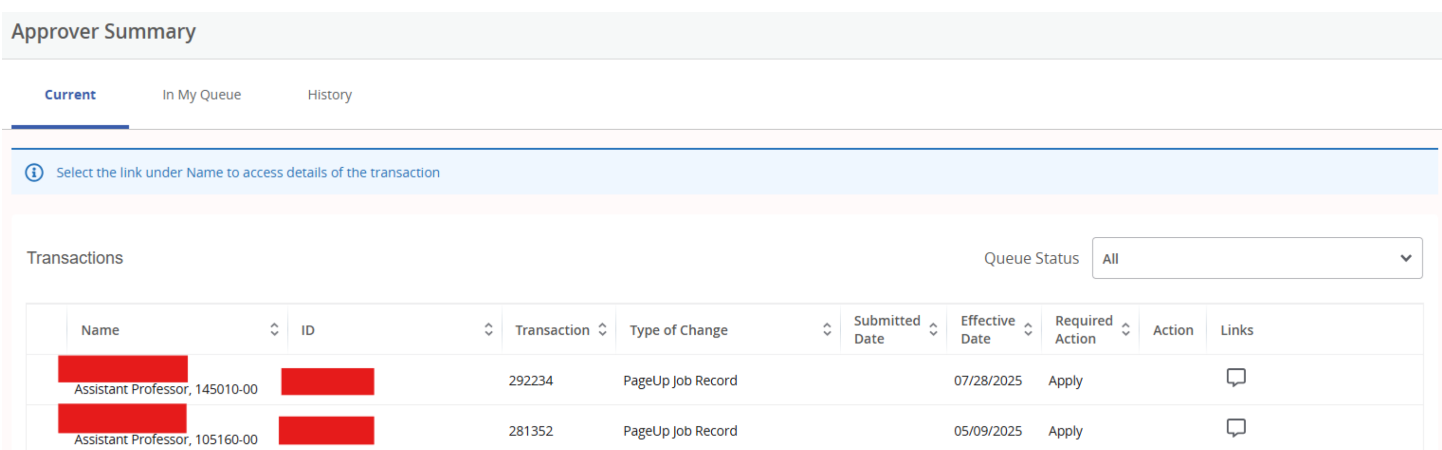
For PIPELINE SSB8, when you click on the "Approver Summary" link, you will see the approver summary displayed as well as a section for "In My Queue) and "History" with "Current" being displayed. A listing of EPAF transactions awaiting approval will be displayed. By clicking on the individual name, you can take action on the EPAF.   Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.



PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, when you click on the individual link for approver summary, you will see an additional menu where you click on an individual section. You then click on "Approver Summary" and you will see a similar menu to PIPELINE SSB8. By clicking on the individual name, you can take action on the EPAF. Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.





EPAF Originator Summary

PIPELINE SSB8 – Current View in Pipeline

For PIPELINE SSB8, when you click on the "EPAF Originator Summary" link, you will see any EPAF you originated displayed currently and you have the option of changing to the "History" tab to see all originated EPAFs. You would click on the individual name to update the EPAF if it is in a waiting status. EPAFs that are listed as pending cannot be updated as they are awaiting approvals. The EPAF must be returned by the approver to be updated. Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.

Transaction Status: All / Waiting Go

New EPAF | Default Routing Queue | Search | Superuser or Filter Transactions
Return to EPAF Menu

1 - 2 of 2
Jump to Bottom

EPAF Transactions

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Transaction Status
[redacted] Housing RD, 998820-01	[redacted]	266544	Hire Resident Director-Undergraduate - Academic		Aug 01, 2024	Waiting
[redacted] Housing RD, 998820-00	[redacted]	266540	Rehire Resident Director-Undergraduate-Academic		Aug 01, 2024	Waiting

PIPELINE SSB9 – New View in Pipeline

For Pipeline PIPELINE SSB9, when you click on the individual link for originator summary, you will be directed to the originator summary page. By clicking on the individual name, you can take action on the EPAF. EPAFs that are listed as pending cannot be updated as they are awaiting approvals. The EPAF must be returned by the approver to be updated. Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.

EPAF Originator Summary

Current History

Select the link under Name to access details of the transaction, or select the link under Transaction to update the transaction.

Transactions

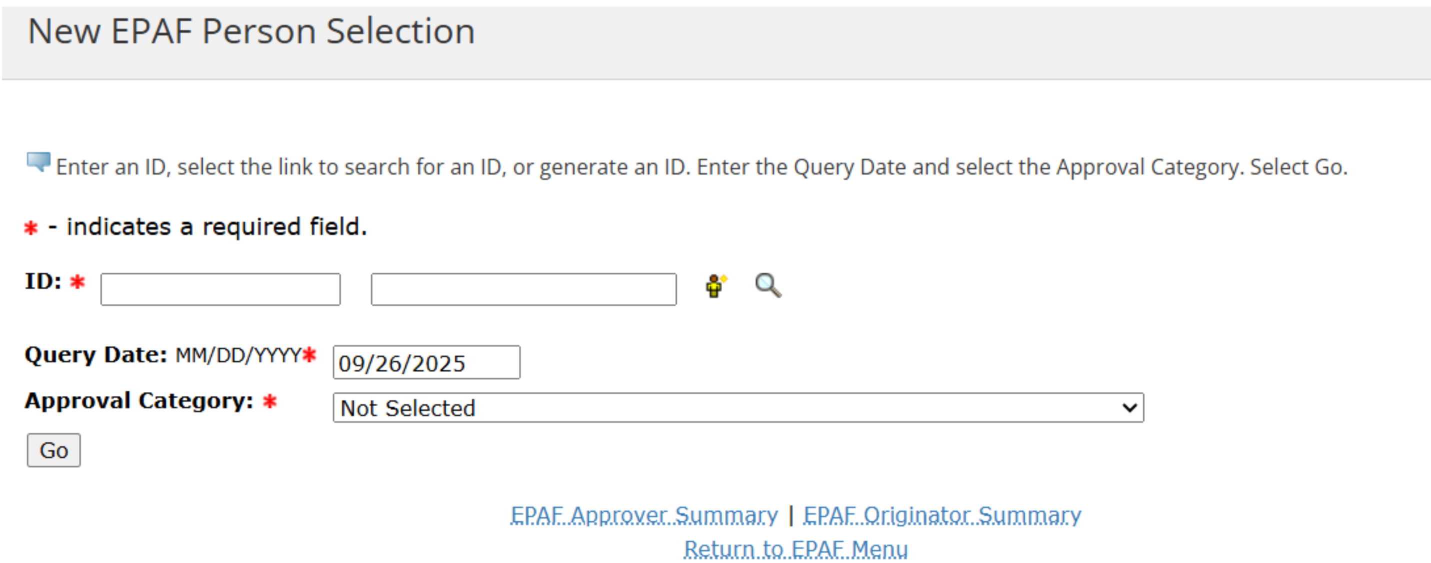
Transaction Status All

Name	ID	Transaction	Type of Change	Submitted Date	Effective Date	Status
[redacted] Housing RD, 998820-01	[redacted]	266544	Hire Resident Director-Undergraduate - Academic		08/01/2024	Waiting
[redacted] Housing RD, 998820-00	[redacted]	266540	Rehire Resident Director-Undergraduate-Academic		08/01/2024	Waiting

New EPAF

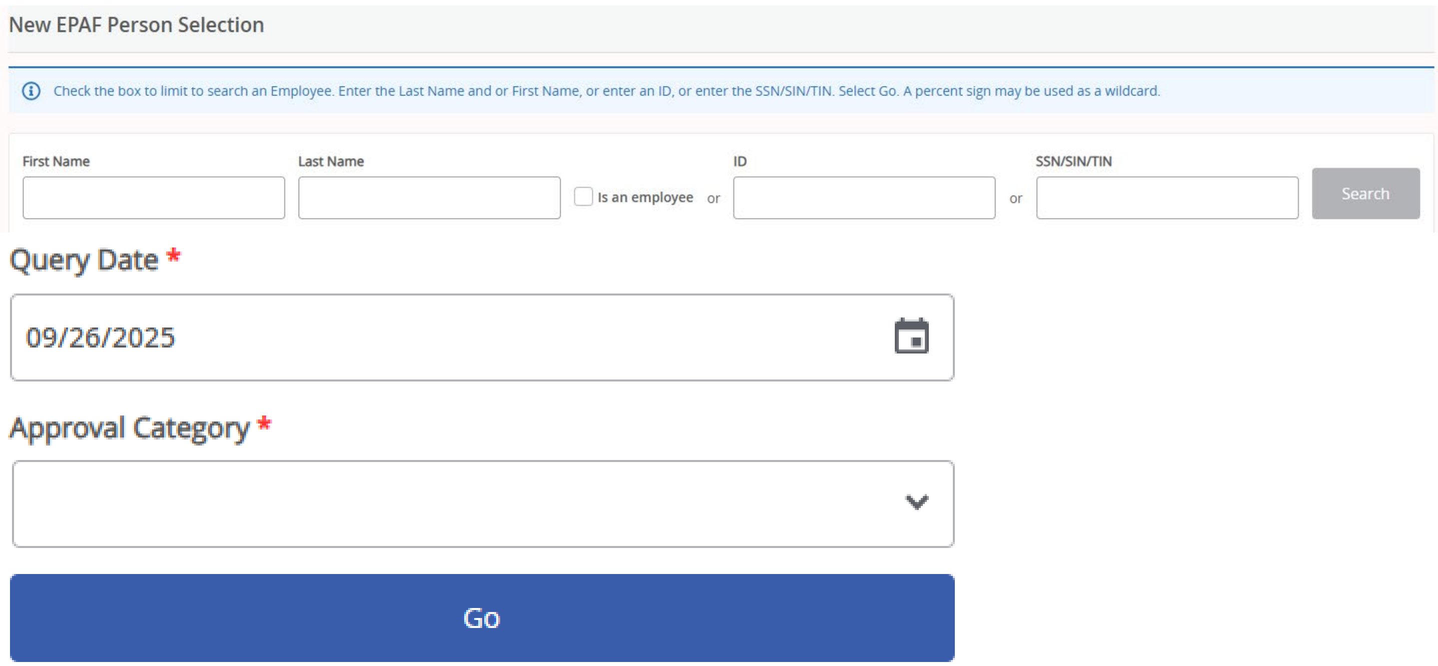
PIPELINE SSB8 – Current View in Pipeline

For PIPELINE SSB8, when you click on the "New EPAF link, you will be directed to enter the individual's ID and begin the process for creating a new EPAF. Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.



PIPELINE SSB9 – New View in Pipeline

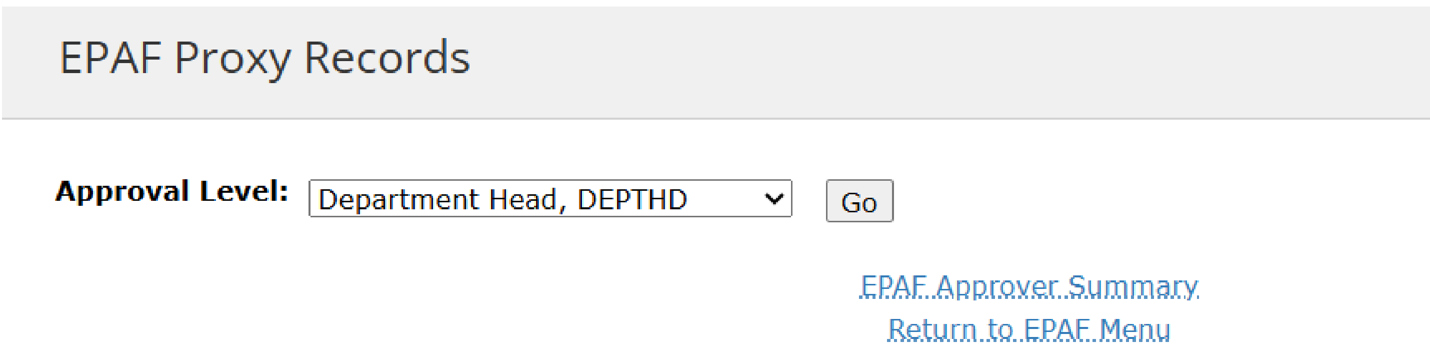
For Pipeline PIPELINE SSB9, when you click on the individual link for New EPAF you will be directed to the EPAF Person Selection page. You will be directed to enter the individual's ID and begin the process for creating a new EPAF. Please see the HRS web page under "other information" under "Training" for all instructions related to EPAF processing.



EPAF Proxy Records

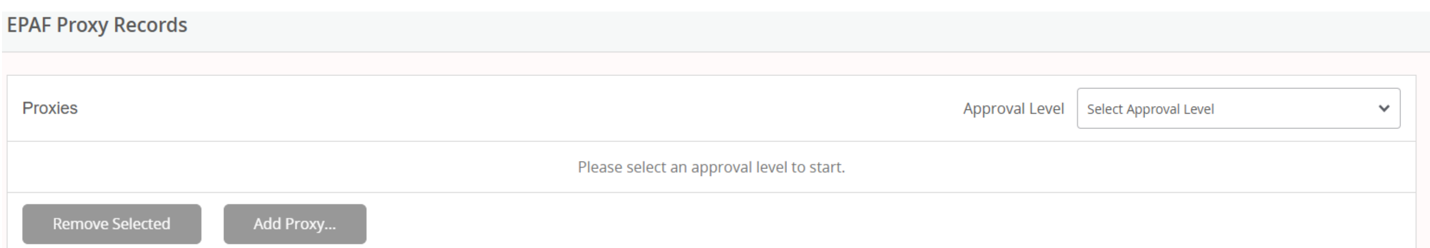
PIPELINE SSB8 – Current View in Pipeline

In PIPELINE SSB8, the EPAF Proxy Records section allows a department head to select an employee to act as their proxy to approve EPAF transactions. Please see the HRS web page under “other information” under “Training” for all instructions related to EPAF processing.



PIPELINE SSB9 – New View in Pipeline

In PIPELINE SSB9, the EPAF Proxy Records section view is different from PIPELINE SSB8. Click the EPAF Proxy Records link, then select the Approval Level. Please see the HRS web page under “other information” under “Training” for all instructions related to EPAF processing.



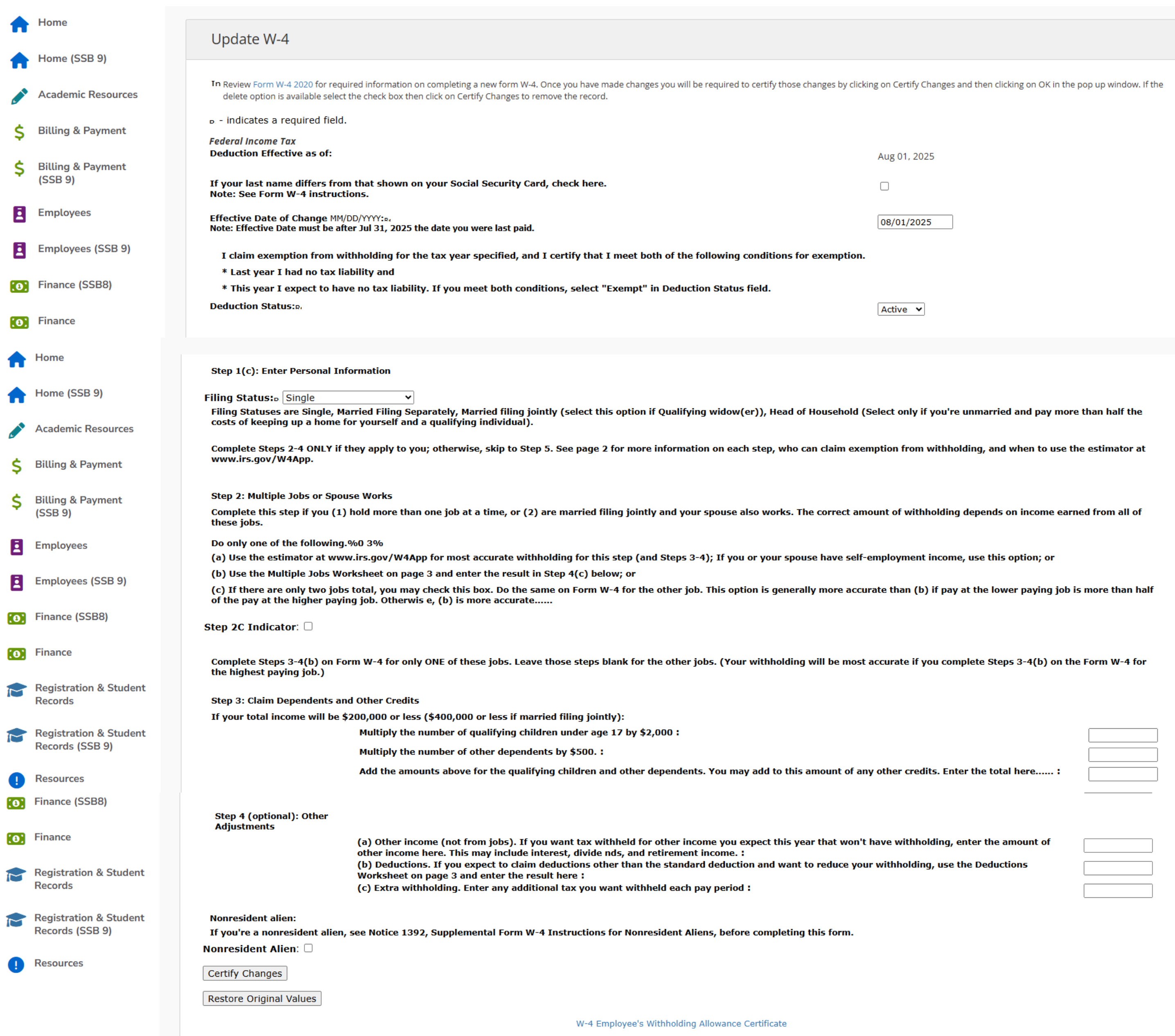
MIDDLE TENNESSEE STATE UNIVERSITY

Employees - Federal Income Tax Information

W-4 Employee's Withholding Allowance Certificate

PIPELINE SSB8 – Current View in Pipeline

In Pipeline SSB8, update W-4 Withholding by going to the Employees Home page and click on "Update W-4 Withholding". The Federal Income Tax information can be updated and the SSB8 page is shown below.



Home
Home (SSB 9)
Academic Resources
Billing & Payment
Billing & Payment (SSB 9)
Employees
Employees (SSB 9)
Finance (SSB8)
Finance
Home
Home (SSB 9)
Academic Resources
Billing & Payment
Billing & Payment (SSB 9)
Employees
Employees (SSB 9)
Finance (SSB8)
Finance
Registration & Student Records
Registration & Student Records (SSB 9)
Resources
Finance (SSB8)
Finance
Registration & Student Records
Registration & Student Records (SSB 9)
Resources

Update W-4

In Review Form W-4 2020 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.

- indicates a required field.

Federal Income Tax
Deduction Effective as of: Aug 01, 2025

If your last name differs from that shown on your Social Security Card, check here.
Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: 08/01/2025
Note: Effective Date must be after Jul 31, 2025 the date you were last paid.

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.
*** Last year I had no tax liability and**
*** This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.**
Deduction Status: Active

Step 1(c): Enter Personal Information

Filing Status: Single
Filing Statuses are Single, Married Filing Separately, Married filing jointly (select this option if Qualifying widow(er)), Head of Household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual).

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.

Step 2: Multiple Jobs or Spouse Works
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following.%0 3%
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4); If you or your spouse have self-employment income, use this option; or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwis e, (b) is more accurate......

Step 2C Indicator:

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents and Other Credits
If your total income will be $200,000 or less ($400,000 or less if married filing jointly):
Multiply the number of qualifying children under age 17 by $2,000 :
Multiply the number of other dependents by $500. :
Add the amounts above for the qualifying children and other dependents. You may add to this amount of any other credits. Enter the total here...... :

Step 4 (optional): Other Adjustments
(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, divide nds, and retirement income. :
(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here :
(c) Extra withholding. Enter any additional tax you want withheld each pay period :

Nonresident alien:
If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.
Nonresident Alien:

Certify Changes

Restore Original Values

W-4 Employee's Withholding Allowance Certificate

MIDDLE TENNESSEE STATE UNIVERSITY

PIPELINE SSB9 – New View in Pipeline

SSB9 - New View of Update W-4

Update W-4

Review Form W-4 for required information on completing a new form W-4. Once you have made changes you will be required to certify those changes by clicking on Certify Changes and then clicking on OK in the pop up window. If the delete option is available select the check box then click on Certify Changes to remove the record.

* - indicates a required field.

Federal Tax

Deduction Effective as of: 08/01/2025

If your last name differs from that shown on your Social Security Card, check here.

Note: See Form W-4 instructions.

Effective Date of Change MM/DD/YYYY: * 08/01/2025

Note: Effective Date must be after 07/31/2025 the date you were last paid.

I claim exemption from withholding for the tax year specified, and I certify that I meet both of the following conditions for exemption.
* Last year I had no tax liability and
* This year I expect to have no tax liability. If you meet both conditions, select "Exempt" in Deduction Status field.

Deduction Status: * Active

Step 1(c): Enter Personal Information

Filing Status: * Married Filing Separately

Filing Statuses are Single, Married Filing Separately, Married filing jointly (select this option if Qualifying widow(er)), Head of Household (Select only if you're unmarried and pay more than half the costs of keeping up a home for yourself and a qualifying individual.)

Complete Steps 2-4 ONLY if they apply to you; otherwise, skip to Step 5. See page 2 for more information on each step, who can claim exemption from withholding, and when to use the estimator at www.irs.gov/W4App.
Step 2: Multiple Jobs or Spouse Works
Complete this step if you (1) hold more than one job at a time, or (2) are married filing jointly and your spouse also works. The correct amount of withholding depends on income earned from all of these jobs.
Do only one of the following.
(a) Use the estimator at www.irs.gov/W4App for most accurate withholding for this step (and Steps 3-4). If you or your spouse have self-employment income, use this option; or
(b) Use the Multiple Jobs Worksheet on page 3 and enter the result in Step 4(c) below; or
(c) If there are only two jobs total, you may check this box. Do the same on Form W-4 for the other job. This option is generally more accurate than (b) if pay at the lower paying job is more than half of the pay at the higher paying job. Otherwise, (b) is more accurate......

Step 2C Indicator

Complete Steps 3-4(b) on Form W-4 for only ONE of these jobs. Leave those steps blank for the other jobs. (Your withholding will be most accurate if you complete Steps 3-4(b) on the Form W-4 for the highest paying job.)

Step 3: Claim Dependents and Other Credits
If your total income will be $200,000 or less ($400,000 or less if married filing jointly):

Multiply the number of qualifying children under age 17 by $2,000

Multiply the number of other dependents by $500

Add the amounts above for qualifying children and other dependents. You may add to this amount of any other credits. Enter the total here......

Step 4 (optional): Other Adjustments

(a) Other income (not from jobs). If you want tax withheld for other income you expect this year that won't have withholding, enter the amount of other income here. This may include interest, dividends, and retirement income

(b) Deductions. If you expect to claim deductions other than the standard deduction and want to reduce your withholding, use the Deductions Worksheet on page 3 and enter the result here

(c) Extra withholding. Enter any additional tax you want withheld each pay period

Nonresident alien:

If you're a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Nonresident Alien

Certify Changes

Restore Original Values

W-4 Employee's Withholding Allowance Certificate

Electronic Regulatory Consent

PIPELINE SSB8 – Current View in Pipeline

Electronic W-2 and 1095-C Consent

- Home
- Home (SSB 9)
- Academic Resources
- Billing & Payment
- Billing & Payment (SSB 9)
- Employees
- Employees (SSB 9)
- Finance (SSB8)
- Finance
- Registration & Student Records

Electronic W-2 and 1095-C Consent

Select the check box to consent to receive your W-2 or 1095-C electronically, or uncheck to revoke consent.

By consenting to receive your W-2 or 1095-C electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print your W-2 or 1095-C form on-line. You may be required to print and attach your W-2 or 1095-C form to a Federal, State, or local income tax return.

Your consent will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive a paper Form W-2 or 1095-C by accessing this site and unchecking the box to revoke consent by January 15.

A paper copy of your W-2 or 1095-C may be obtained by contacting the Human Resources office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources office or by updating address information via PipelineMT.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	☐
Consent to receive 1095-C electronically:	☐

I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

[Return To Tax Forms Menu]

PIPELINE SSB9 – New View in Pipeline

Electronic Regulatory Consent

Select the check box to consent to receive your tax statement electronically, or uncheck to revoke consent.

By consenting to receive your tax statement(s) electronically, you agree to return to this site between January 31 and October 15 of the appropriate year to print each of your tax forms on-line. You may be required to print and attach your tax forms to Federal, State, or local income tax return and it is your responsibility to review the instructions for each statement as provided in the Help on the specific statement page.

Your consent for each electronic statement will be valid for all subsequent tax years unless revoked by you, upon termination, or this service is not supported in a future given tax year. You may revoke your consent and receive paper forms by accessing this site and unchecking the My Choice consent box, or providing written notification to the Human Resources or Payroll office. Revoking consent does not apply to previously issued tax statements.

A paper copy of your tax statement(s) may be obtained by contacting the Human Resources or Payroll office. Updating of employee contact information is the responsibility of the employee by providing correct up-to-date information to the Human Resources or Payroll office.

Selection Criteria

	My Choice
Consent to receive W-2 electronically:	☐
Consent to receive 1095-C electronically:	☐

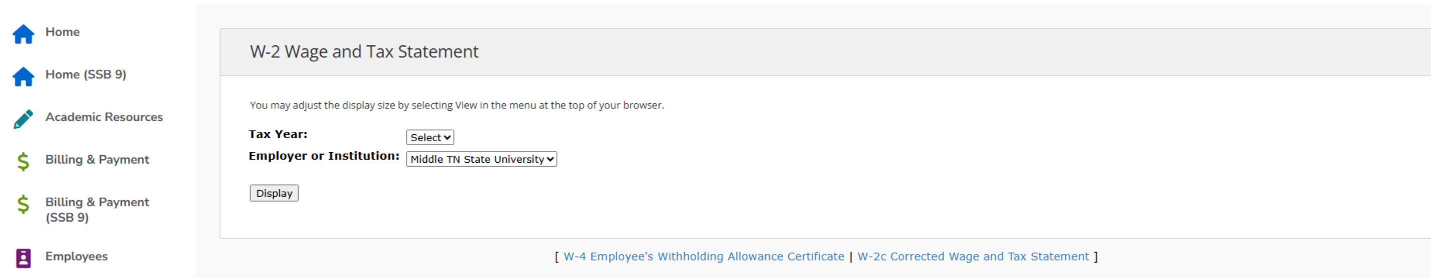
I understand the instructions provided to me for accessing and printing my electronic tax forms.

Submit

W-2 Wage and Tax Statement

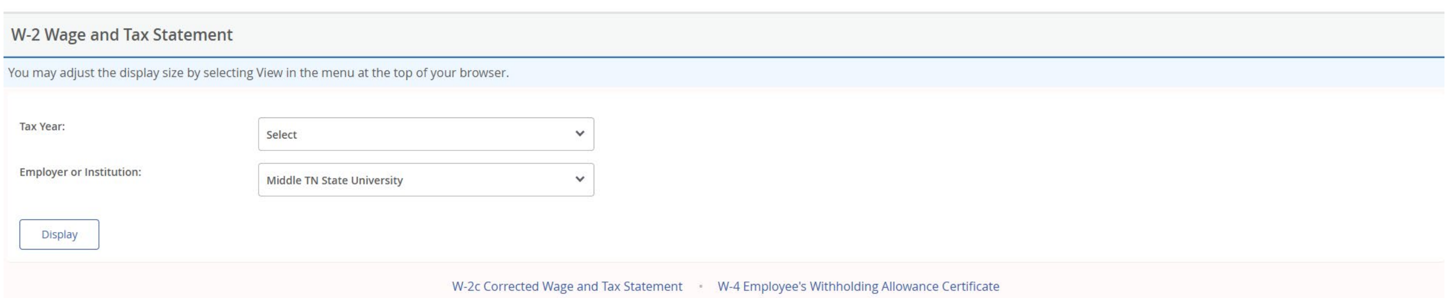
PIPELINE SSB8 – Current View in Pipeline

W-2 Wage and Tax Statement



PIPELINE SSB9 – New View in Pipeline

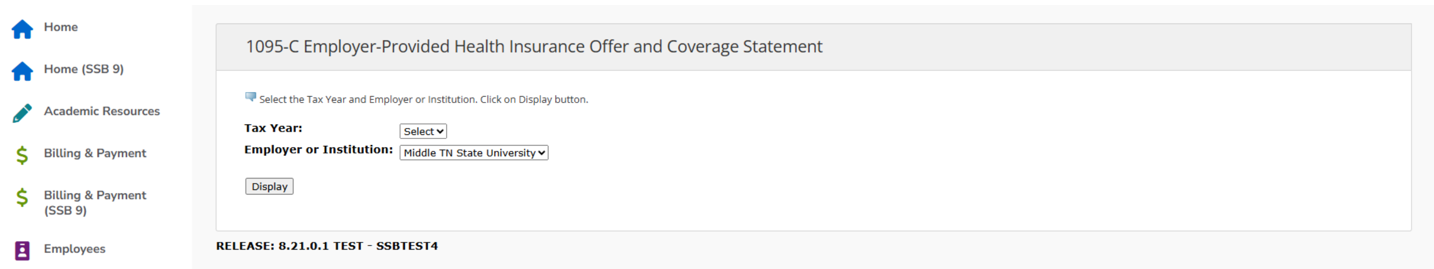
W-2 Wage and Tax Statement



1095 Employer-Provided Health Insurance Offer and Coverage Statement

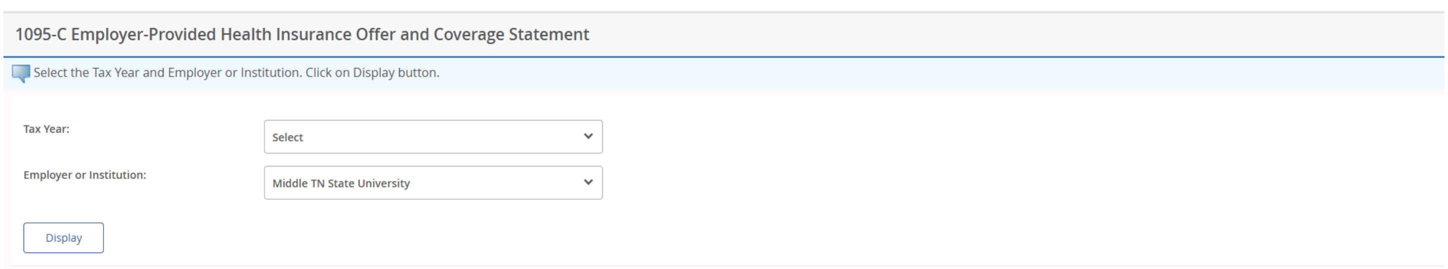
PIPELINE SSB8 – Current View in Pipeline

1095-C Employer-Provided Health Insurance Offer and Coverage Statement

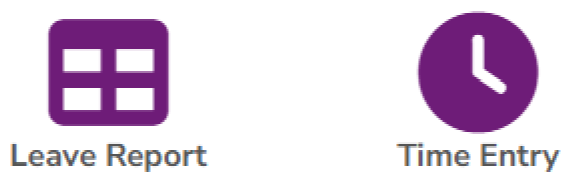


PIPELINE SSB9 – New View in Pipeline

1095-C Employer-Provided Health Insurance Offer and Coverage Statement



Employees - Leave Report / Time Entry



Access my Time Sheet

PIPELINE SSB8 – Current View in Pipeline

MTSU

Web Time Entry "Quick Reference" for Classified Employees

1. Login to PipelineMT. Please contact the ITD Help Desk @ 5345 if you need help with your username and/or password.
2. If using a computer, Click on "Employee" in the side bar on the left side of the screen. If completing this on a cell phone, once you log on pipeline, you can click the three horizontal lines at the top right-hand side of your phone and then click the employees tab. If your phone is turned sideways, after you click on pipeline, click on the square person icon and then click employees to continue to the next step.
3. Click the "Time Entry" icon (it looks like a clock) in the upper right portion of the screen.
4. You will see one of two screens:
   - Time Reporting Selection – If you are an approver/proxy you will see this screen first. Choose Access my Time Sheet and click the Select button. This will take you to Time Sheet Selection – you are ready for Step 5.

   or
   - Time Sheet Selection – you are ready for Step 5.
5. Use the drop-down arrow to select the correct pay period. The most current pay period will always appear in the box. Keep in mind that a new pay period begins the 16th of every month, so you will have to use the dropdown arrow when you want to access the previous pay period. For example, the April 16th to May 15th pay period will appear in the box until May 15th. On May 16th, the May 16th to June 15th payroll will appear. When you have selected the pay period you want, click the TIME SHEET button.
6. Your WTE time sheet will appear. Use the scroll bar to scroll up and down your time sheet. At the top of your time sheet you will see:
   - Title and Number – This is your position title and position number.
   - Department and Number – This is your department and T-Organization number (used for Time Keeping).
   - Time Sheet Period – pay period dates for the time sheet.
   - The Submit By Date - the date your Approver must have your time sheet to

payroll … your time sheet should be submitted to your approver on the 16th (or the first working day after the 15th) in order for your Approver to have time to review and approve your time sheet.

7. At the bottom of your time sheet, you will see the following buttons:
   • POSITION SELECTION – takes you back to the Time Sheet Selection page
   • COMMENTS – employees can leave comments or read comments from their Approver and/or Proxy
   • PREVIEW- changes the time sheet to landscape format and allows the employee to quickly view hours entered on their entire time sheet.
   • SUBMIT FOR APPROVAL – Only click 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 (If you accidently click this button your approver/proxy can return your time sheet back to you!).
   • RESTART – Clicking this button will delete everything entered on your time sheet and allow you to start over.
   • NEXT – shows the next seven days of the pay period.
   • PREVIOUS – appears after you have used the NEXT button. This will show the seven previous days.
8. To enter time for one day:
   • Select the correct Earning (ex. Monthly Pay/Hrs Worked) and the correct date (ex. Monday, April 16th) and click on the blue Enter Hours.
   • Enter hours worked in the Hours box (at the top of the time sheet).
   • Click the Save Button.
   • You can enter hours in only one Earning category (7.5 Hrs Worked or divide your hours between several Earnings categories (ex. 2.5 Hrs Worked/3.5 Annual Leave/1.5 Sick)
   • Partial hours can be entered in tenth’s (see Attachment A).
9. To enter the same time for several days (Copy Feature):
   • Select the correct Earning and the correct date and click on the blue Enter Hours.
   • Enter Hours in the Hours box click Save.
   • Click the Copy button.
   • Check either the Copy from date displayed to the end of the pay period box or select the individual boxes below each day you wish to copy to.
   • Select the Time Sheet button to return to your time sheet.
   • Verify that the hours actually copied to the dates you selected, but not on holidays.
10. If you have entered the wrong hours in the correct earning:
   • From the time sheet, click the hours entered under the column of the date and row of the earning for the hours to be corrected.
   • Delete the hours in the Hours field by either highlighting the hours and using the Delete key or using your cursor and the Backspace key to delete.
   • In the Hours Field, type the correct number of hours.
   • Click the Save button.
11. If you have entered the right hours in the wrong earning:

• From the time sheet, click the hours entered under the column of the date and row of the earning for the hours to be corrected.

• Delete the hours in the Hours field either by highlighting the hours and using the Delete key or using your cursor and the Backspace key to delete.

• Click the Save button.

• Scroll back down the time sheet and select the column and row of the date and earning that should have been entered.

• In the Hours Field, type the correct number of hours.

• Click the Save button.

12. To double-check your time sheet:

• Use the Preview button at the bottom of the time sheet to double-check your time and leave entries.

• Only the earning codes and hours you have entered will appear in preview mode making it much easier to view and check.

• Use the scroll bars to view your entire time sheet.

•Be sure your work and leave hours entered on your time sheet are 100% correct. Your check will be based on your WTE time sheet.

• If desired, you can print your time sheet using the Browser's File and Print Preview commands. You will need to set your page setup to Landscape and adjust the size of the document to enable you to print the entire pay period.

13. To submit your WTE time sheet:

• Click the Submit for Approval button to submit your time sheet when it is complete.

• You should see "Your time sheet was submitted successfully" appear at the top of your time sheet.

• You should also see the name of your Approver or Proxy appear at the bottom of your time sheet by "Waiting for Approval From"

• Once your time sheet has been submitted for approval, no further action is needed unless your time sheet is returned to you for correction.

14. If a time sheet is returned for correction:

• Correct your time sheet per your approver or proxy instructions.

• Once the corrections have been made click the Submit for Approval button.

• Verify that your time sheet has been submitted for approval.

15. Login again before Payroll due date to verify that your supervisor has approved your time sheet. It should say "Approved By" and show your Approvers and/or Proxies name.

16. During the pay period, your WTE time sheet appears in the following statuses:

• Not Started – time sheet has not been opened by employee

• In Progress – time sheet has been opened by employee

• Pending – time sheet has been submitted for approval

• Return for Correction – approver/proxy returned time sheet (may or may not happen)

• Approved – time sheet has been approved by department and is pending approval by payroll

• Completed – time sheet has been processed by payroll

17. Review the WTE training information found on the HRS website: https://mtsu.edu/hrs/training/docs/WTE_Training_Presentation_Classified.pdf

18. If you have any questions, contact your approver/proxy.

MTSU
Web Time Entry "Quick Reference" for Student/Hourly Employees

1. Login to PipelineMT. Please contact the ITD Help Desk @ 5345 if you need help with your username and/or password.
2. Click "Employee" in the side bar on the left side of the screen. If completing this on a cell phone, once you log on pipeline, you can click the three horizontal lines at the top right-hand side of your phone and then click the employees tab. If your phone is turned sideways, after you click on pipeline, click on the square person icon and then click employees to continue to the next step.
3. Click the "Time Entry" icon (it looks like a clock) in the upper right portion of the screen.
4. Select position and correct pay period; click on Time Sheet button.
(If you have multiple positions, it is extremely important that you select the correct position to enter hours. Also, be sure you are entering hours on the correct pay period).
5. Click on Enter Hours for the day you need to enter work hours.
6. The Time In and Time Out form will appear. To enter time correctly, please remember the following:
    • Enter your time worked on your WTE time sheet often ... don't wait until the end of the pay period to enter time for the entire month.
    • Time must be entered in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Round minutes to nearest quarter hour.
    • Pay attention to dates and times when entering your time worked.
    • Enter hours worked after 12:00 AM on the next day's Time In and Time Out form.
    • AM = 12:00 midnight to 11:59 noon
    • PM = 12:00 noon to 11:59 mid-night
    • Select Save to save hours entered for that day.
    • You can use the comment button to enter any additional information for any work day. Date each comment made since all comments for the month appear in the same box.
    • The Submit By Date on your Time Sheet is the date your Approver must have your time sheet to payroll...be sure to submit your time sheet to your approver as soon as possible after your last day worked in the pay period.
    • 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.
7. Verify that the Time Sheet has been submitted for approval by looking at the bottom of your time sheet. It should say "Waiting for Approval By:" and show your Approvers name.

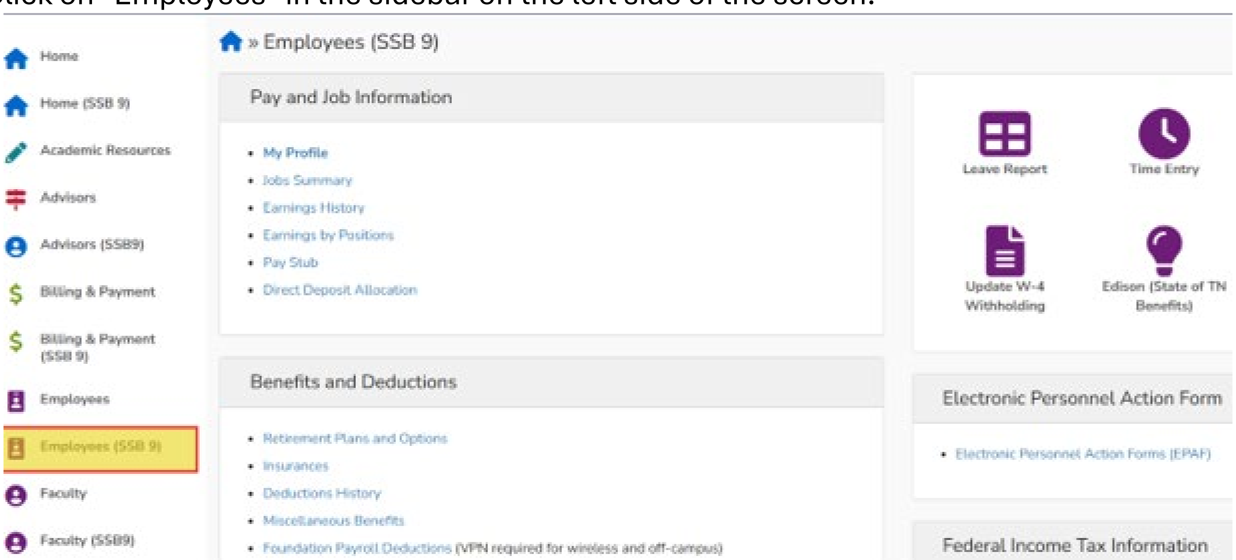
8. Login again before Payroll due date to verify that your supervisor has approved your time sheet. It should say “Approved By” and show your Approvers and/or Proxies name.
9. If you do not submit your time sheet on time, you will not be paid until the following month and you will be required to complete a manual time sheet signed by your department head.
10. Review the WTE training information found on the HRS website: https://www.mtsu.edu/hrs/training/docs/WTE_Student_Hourly_Employees.pdf
11. If you have any questions, contact your approver.

PIPELINE SSB9 – New View in Pipeline

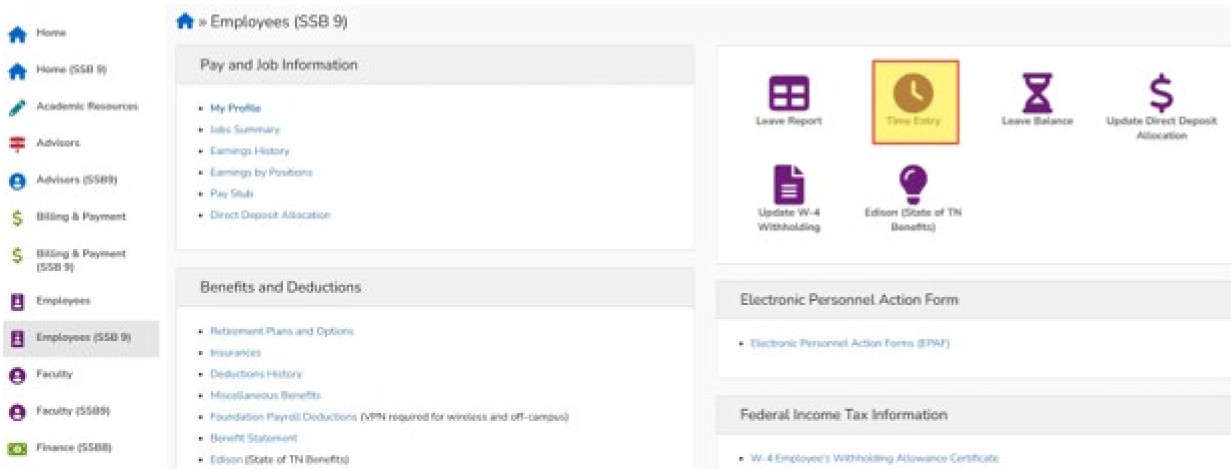
WTE “Quick Reference” For Classified Employees

1.) Login to PipelineMT. Please contact the ITD Help Desk @5345 if you need help with your username and/or password, or if you do not see “Employees” in the side bar on the left side of the screen.

2.) Click on “Employees” in the sidebar on the left side of the screen.

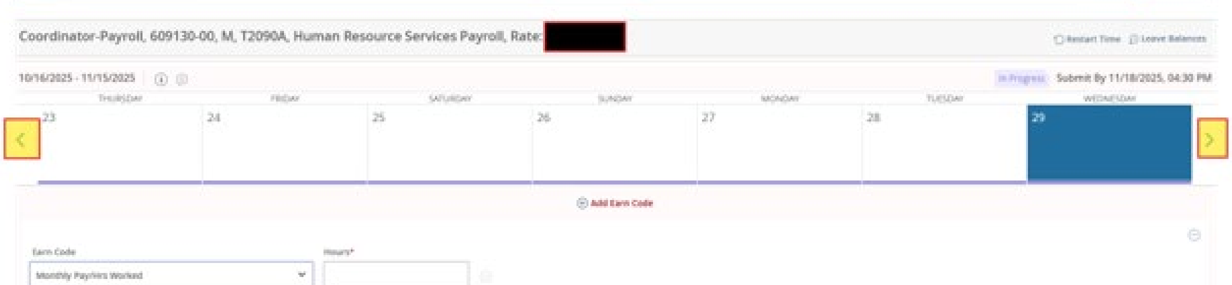


3.) Click the “Time Entry” icon (it looks like a clock) in the upper right portion of the screen.



4.) The most current pay period dates will always appear in the box. Keep in mind that a new pay period begins on the 16th of every month, so you will have to use the dropdown arrow when you want to access the previous pay period. For example, the April 16th to May 15th pay period will appear in the box until May 15th. On May 16th, the May 16th to June 15th pay period will appear. To start the timesheet, click the "Start Timesheet" button.

5.) When the timesheet is opened, it will highlight today's date, so you will need to use the arrow under the pay period dates (on the left) to navigate back to the beginning of the timesheet and the arrow under the deadline (on the right) to navigate to the end of the current timesheet.



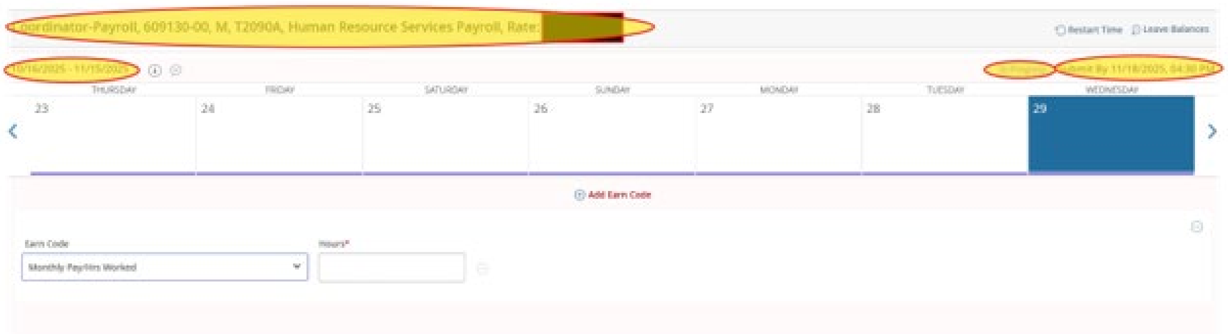
6.) At the top left of your timesheet, you will see:

- Title and Position Number – This is your position title and position number.
- T-Org and Department & rate of pay– This is your T-Org number and your Department along with your current rate of pay.
- Timesheet Period – pay period dates for the timesheet.

At the top right of your timesheet, you will see:

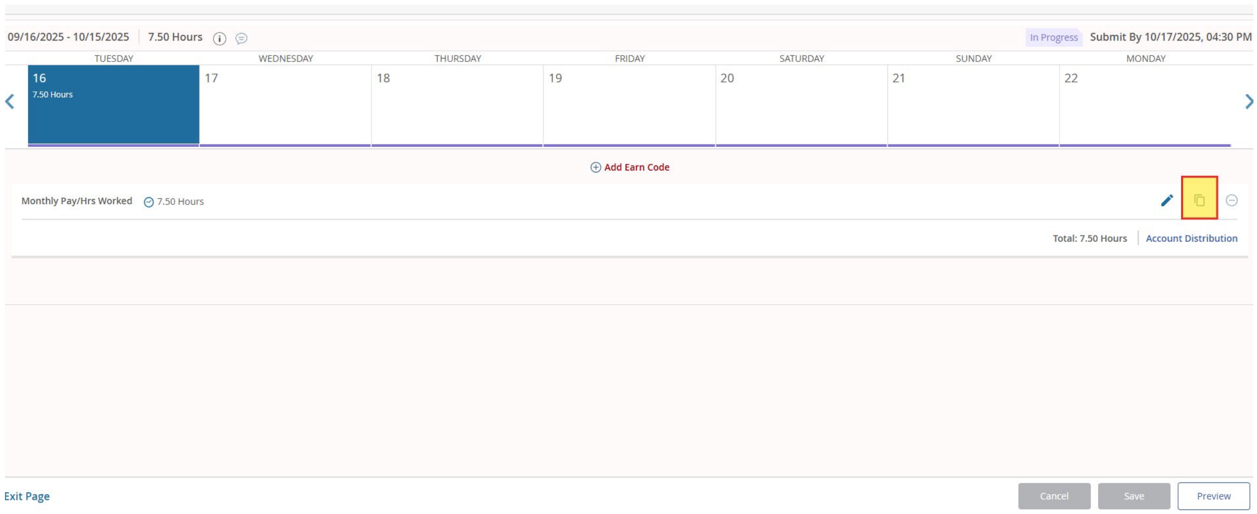
- The Restart Time button – This is used if you need to empty your timesheet of all hours and restart the timesheet.
- The Leave Balances button – This function is used to view your leave balances.

- The status of your timesheet
    - In Progress means that your timesheet is in your queue and you have access to enter your hours
    - Pending means that your timesheet is submitted and it is in your approvers queue to review and approve for payroll.
- The Submit By Deadline – This is the date and time your timesheet must be submitted to be included in the payroll.



7.) To enter time for one day:

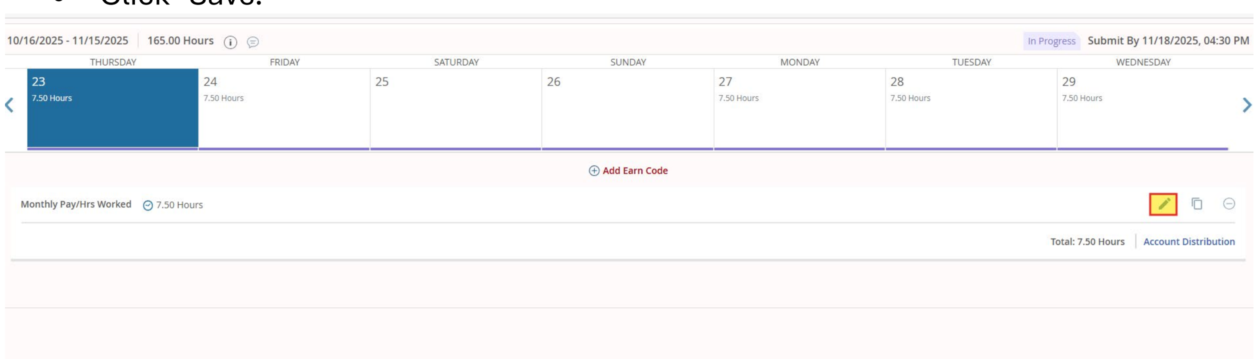
- Click on the date you want to enter hours into.
- Select the correct Earn Code below the dates line (Ex: Monthly Pay/Hours Worked). Use the dropdown to show the other types of Earn Codes or leave to record.
- Enter hours worked in the Hours box.
- Click the "Save" button or you will get an alert.
- You can enter hours in only one Earn Code category (7.5 Hours Worked) or divide your hours between several Earn Codes categories (Ex: 2.5 Hours Worked/3.5 Annual Leave/1.5 Sick Leave)
- Partial hours can be entered in tenth's (see How to Report a Partial Hour)
- To enter the same time for several days (Copy feature):
    - Select the correct date.
    - Select the correct Earn Code.
    - Click "Save" and the Copy button icon, which looks like two staggered pages on the right.



- To copy through the whole pay period, click the "Copy to the end of the pay period" box or select the individual boxes below each day you wish to copy to.
- Click the "Save" button.
- Verify that the hours copied to the dates you selected, but not on holidays.

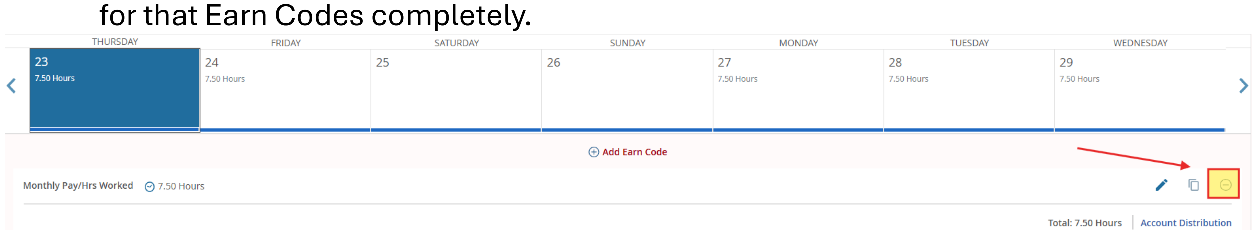
8.) If you have entered the **WRONG HOURS** in the correct Earn Code:

- Select the date you need to correct the hours for and click the Edit icon which looks like a pencil on the right and correct the hours.
- Click "Save."

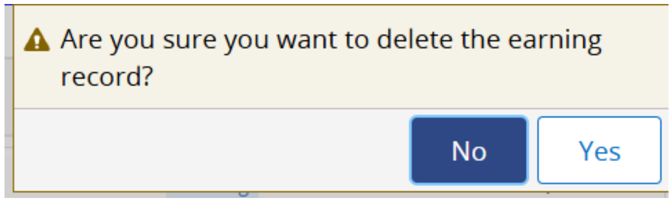


9.) If you have entered the **WRONG Earn Code** for a day:

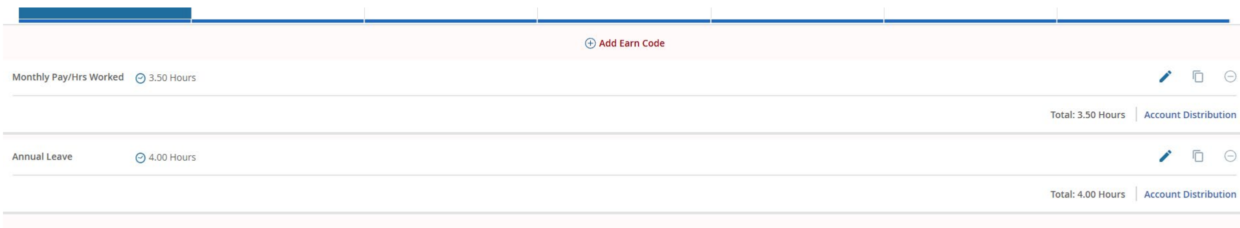
- Select the date you need to correct the Earn Codes for and click the Edit icon (on the right)
- On the right side of the screen under the dates line, there is a small circle with a dash inside it. This is the delete button for the Earn Codes. Click this button. This will remove the line for that Earn Codes completely.



- You will receive the alert, “Are you sure you want to delete the earning record?” If so, click "Yes.”



- Click the “Save” button.
- Select the correct Earn Code(s) for that day. If you worked some of the day and need to add another Earn Code for that day to complete your hours, you will need to click the “Add Earn Code” button to add it.



- Add the hours into the Hours box.
- Click the “Save” button.

10.) To double-check your timesheet:

- Click the “Preview” button (lower right) – This will give you a list of hours and dates within your timesheet to review. This screen is called the Time Entry Detail page. You must click the Preview button to get to the Submit button.
- Be sure your work and leave hours entered on your timesheet are 100% correct. Your check will be based on your WTE timesheet.
- Once you have reviewed that all dates and hours are correct, scroll down to check the total hours for each week as well as the number of total hours entered for that pay period.

Time Entry Detail

Date	Earn Code	Shift	Total
10/16/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/17/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/20/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/21/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/22/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/23/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/24/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/27/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/28/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/29/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/30/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
10/31/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/03/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/04/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/05/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/06/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/07/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/10/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/11/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/12/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/13/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours
11/14/2025	010, Monthly Pay/Hrs Worked	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
010, Monthly Pay/Hrs Worked	1	37.50	37.50	37.50	37.50	15.00	165.00 Hours
Total Hours		37.50	37.50	37.50	37.50	15.00	

Routing and Status

Name	Action
	Originated On 10/29/2025, 09:01 AM by Parker, Jamie L.
	Submit By 11/18/2025, 04:30 PM
Parker, Jamie L.	In the Queue
Parker, Jamie L.	In the Queue

Comment (Optional):

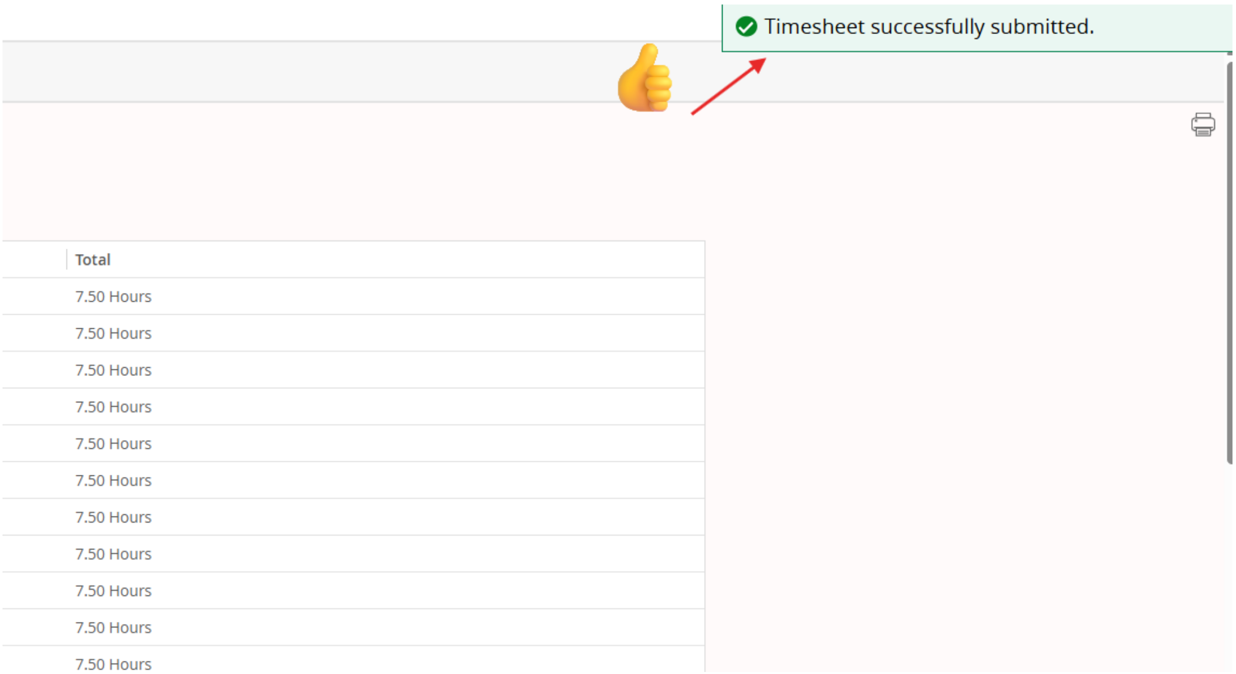
Add Comment

2000 characters remaining

Return Submit

11.) To submit your WTE timesheet:

- Click the “Submit” button at the bottom right of the page.
- You should see the name of your Approver or Proxy appear at the bottom of your timesheet with “Pending Approval” next to their name.
- You should see an alert in green at the top right of the timesheet that says, “Timesheet successfully submitted.”
- Once your timesheet is submitted for approval, no further action is needed UNLESS your timesheet is returned to you for correction.



12.) If a timesheet is returned to you for correction:
    - Correct your timesheet per your approver or proxy instructions using the edit button.
    - Once the corrections are made, click the “Preview” button (lower right), review the preview screen, and scroll down to the bottom.
    - Click “Submit”
    - Verify that your timesheet was successfully submitted and is pending your Approver.

13.) Login again before the Approval deadline to verify that your supervisor has approved your timesheet.
    - It should say, “Approved on Date By…” and show your Approvers and/or Proxy’s name.

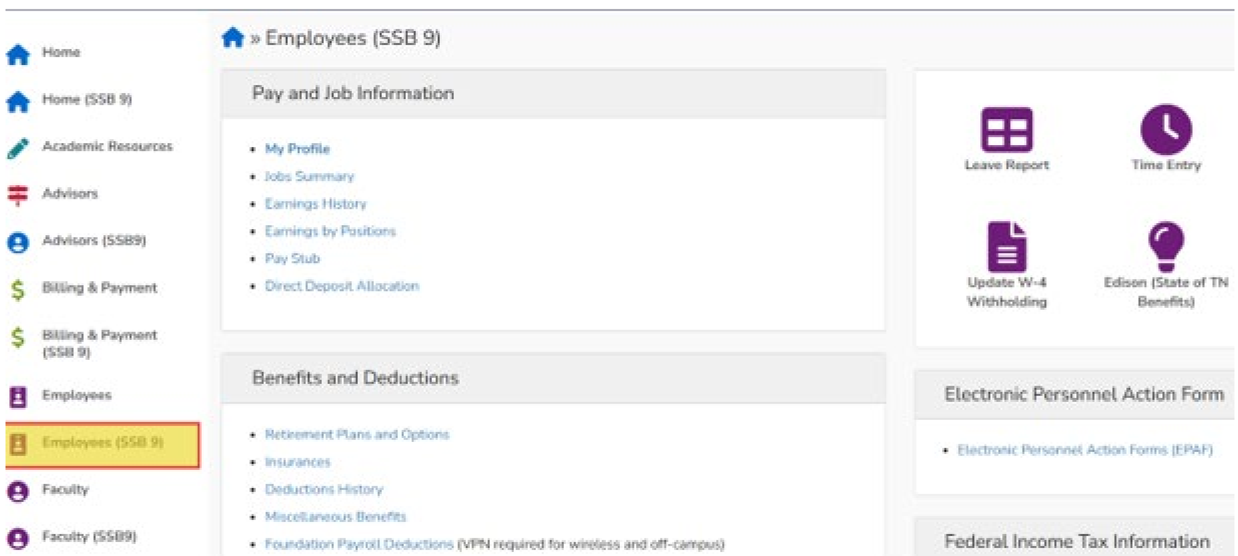
14.) Review the WTE information found on the HRS Website: Possible Hours in WTE Pay Periods.

15.) If you have any questions, contact your approver/proxy.

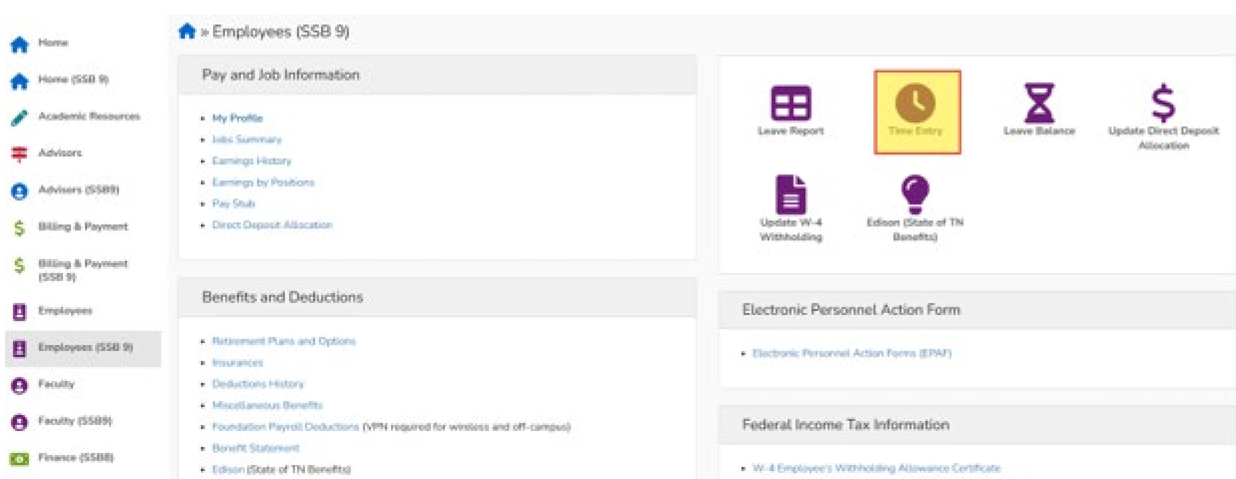
WTE "Quick Reference" For Student/Hourly Employees

1.) Login to PipelineMT. Please contact the ITD Help Desk @5345 if you need help with your username and/or password, or if you do not see "Employees" in the side bar on the left side of the screen.

2.) Click on "Employees" in the sidebar on the left side of the screen.



3.) Click the "Time Entry" icon (it looks like a clock) in the upper right portion of the screen.



4.) Your timesheet(s) will be listed on the Timesheet page.

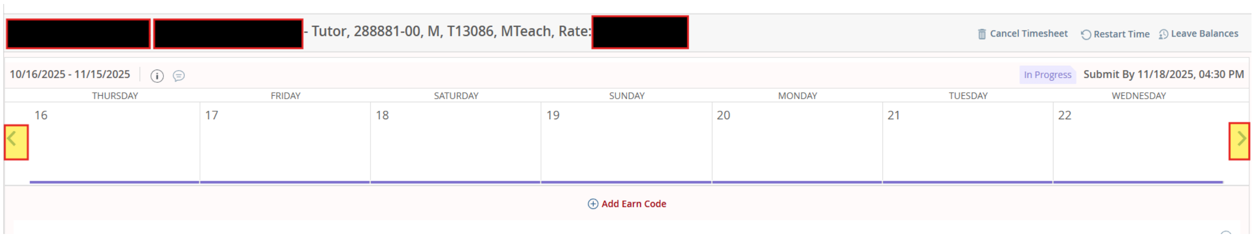
5.) Select the position and ensure you are in the correct pay period.

- If you have multiple positions, it is **extremely important** that you select the correct position to enter hours and that you are in the correct pay period.

6.) To start the timesheet, click the “Start Timesheet” button.

7.) When the timesheet is opened, it will highlight today’s date or the first date in that position available.

8.) Use the arrow under the pay period dates (on the left) to navigate back to the beginning of the timesheet and the arrow under the deadline (on the right) to navigate to the end of the current timesheet.



9.) On your timesheet:

At the top left of your timesheet, you will see:

- Position Title, and Position # - This is your position title and position number.
- T-Org and Department & Rate of pay– This is your T-Org number and your Department, along with your current rate of pay.
- Timesheet Period – pay period dates for the timesheet.

At the top right of your timesheet, you will see:

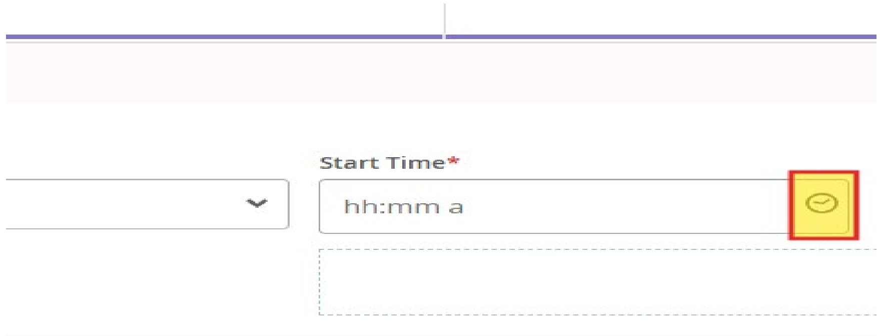
- The Restart Time button – This is used if you need to empty your timesheet of all hours and restart the timesheet.
- The Leave Balances button – This function is not used for student and hourly employees.
- The status of your timesheet
  - In Progress means that your timesheet is in your queue and you have access to enter your hours
  - Pending means that your timesheet is submitted and it is in your approvers queue to review and approve for payroll.
- The Submit By Deadline – This is the date and time your timesheet must be submitted to be included in the payroll.

10.) Select the day you need to enter work hours.

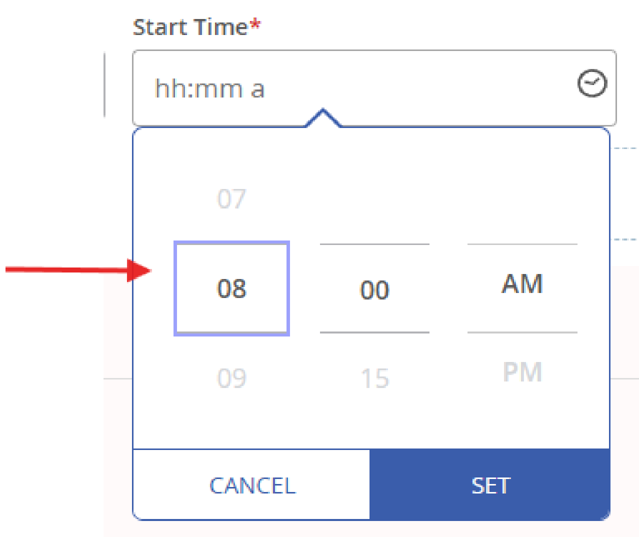
11.) The Start Time and End Time are located below the calendar view in your timesheet.

12.) To enter your start time, click on the small clock on the right-hand side of the Start Time box.

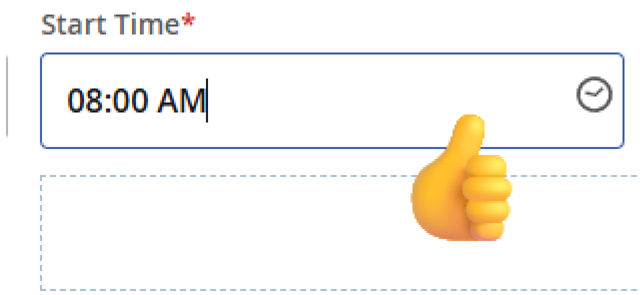
- You will then see a drop-down box from which to choose your start time.



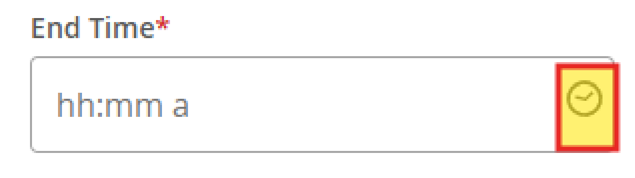
- <u>You cannot type the hours into the boxes</u>. You must use the drop-down to select your hours, minutes, and the AM/PM selection. After selecting the hours box, hover your cursor over the hours and use the scroll button on your mouse or the arrow up and down buttons on your keyboard to choose the hours, minutes, and AM/PM within the drop-down.
- Round your entry to the nearest quarter hour.
- (Ex: If you started at 8:10 am, you would choose 8:15 am as your start time. If you started at 8:02 am, you would choose 8:00 am as your start time.)
- Pay attention to dates and times when entering your time worked.



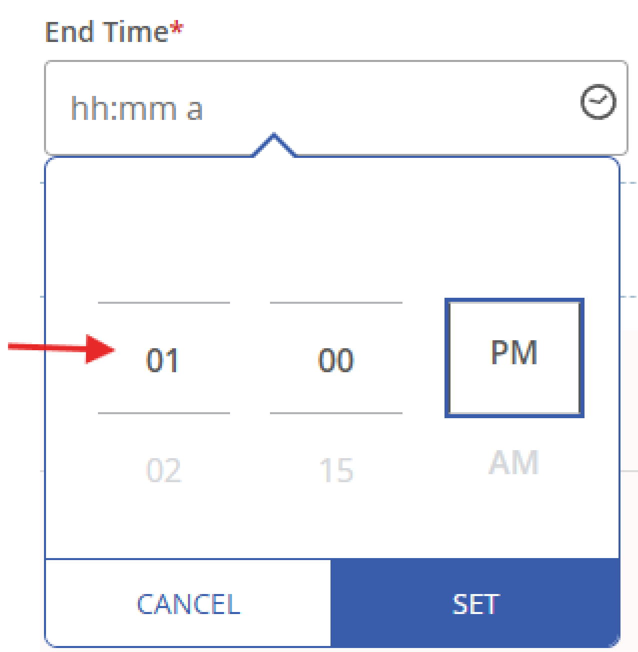
13.) Click “Set” once you have the correct start time chosen.



14.) To enter your End Time, click on the small clock on the right-hand side of the End Time box.



- <u>You cannot type the hours into the boxes</u>. You must use the drop-down to select your hours, minutes, and the AM/PM selection. After selecting the hours box, hover your cursor over the hours and use the scroll button on your mouse or the arrow up and down buttons on your keyboard to choose the hours, minutes, and AM/PM within the drop-down.
- Round your entry to the nearest quarter hour.
- (Ex: If you ended your work at 12:50 pm, you would choose 12:45 pm as your end time. If you ended your work at 1:02 pm, you would choose 1:00 pm as your end time.)

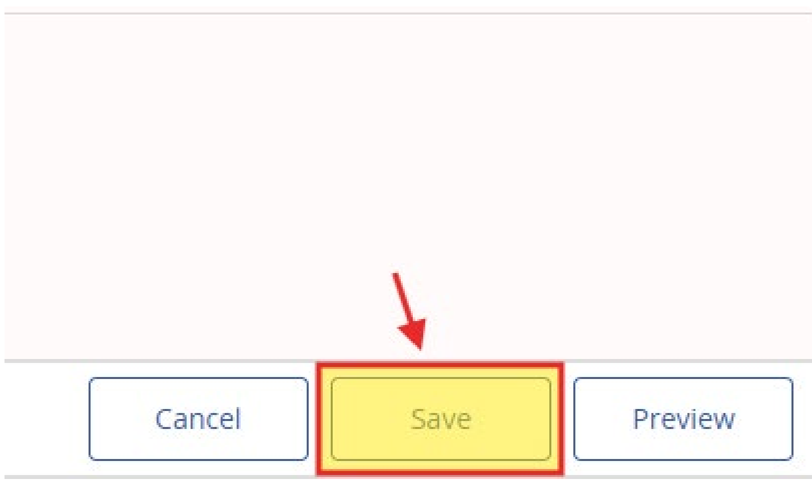


15.) Click "Set" once you have the correct start time chosen.

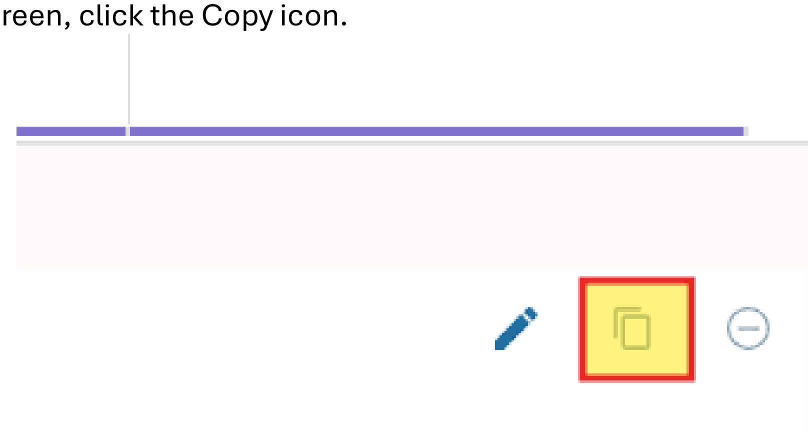
16.) To enter your time correctly, please remember the following:

- Enter your time worked on your WTE timesheet often…do not wait until the end of the pay period to enter time for the entire month.
- If you worked after 12:00 AM (midnight), you should count those hours as part of the next day, not the previous one.
    i. AM = 12:00 midnight to 11:59 in the morning
    ii. PM = 12:00 noon to 11:59 at night

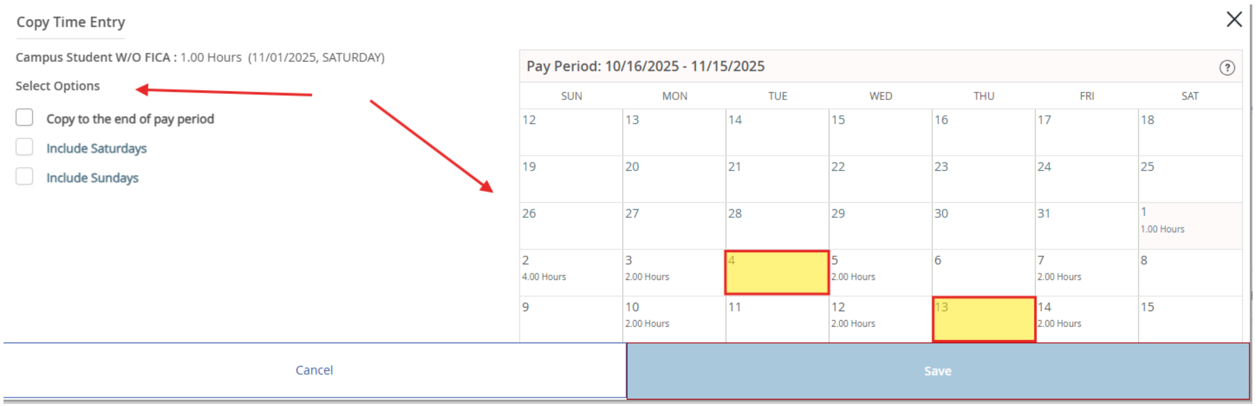
17.) Click the “Save” button at the bottom right of your screen for that day.



18.) To use the Copy Feature, enter your hours into a day using the above steps and click save. On the right of your screen, click the Copy icon.



19.) You can choose to click the individual calendar dates you would like to copy to, **or** one of the options on the left.

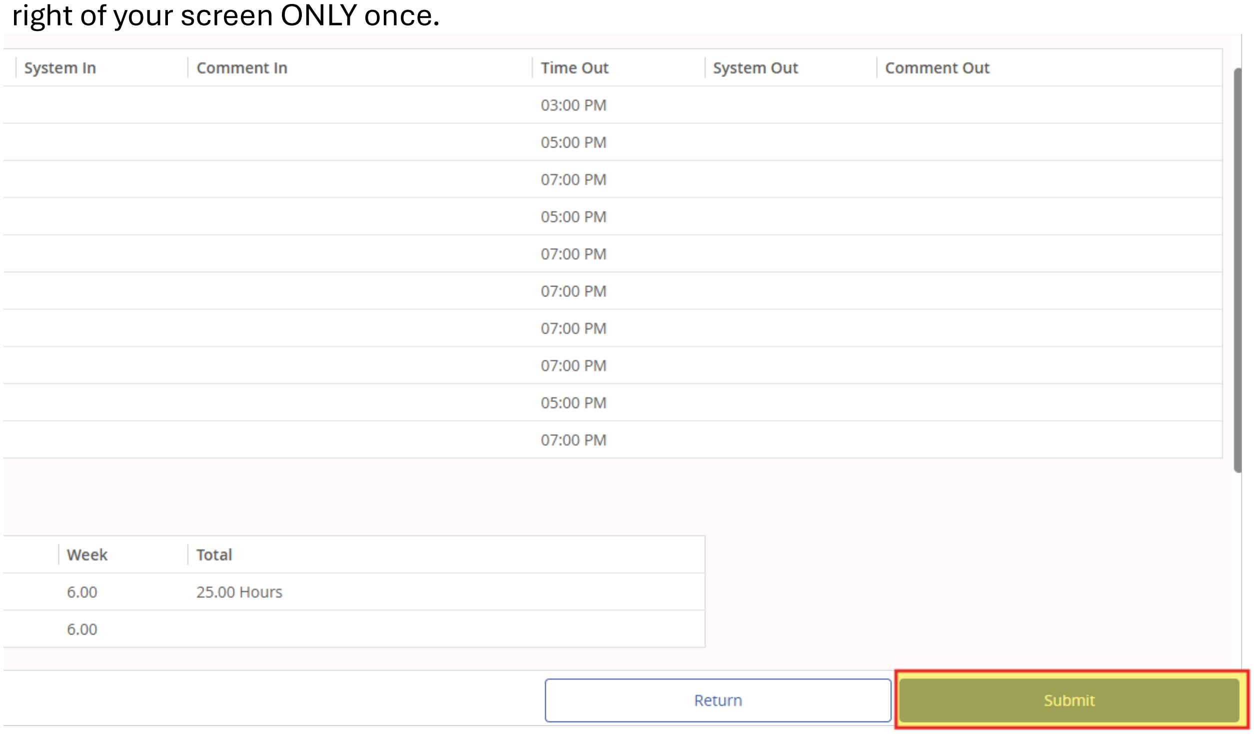


20.) Click "Save" and verify that the time entries copied into the correct dates on your timesheet.

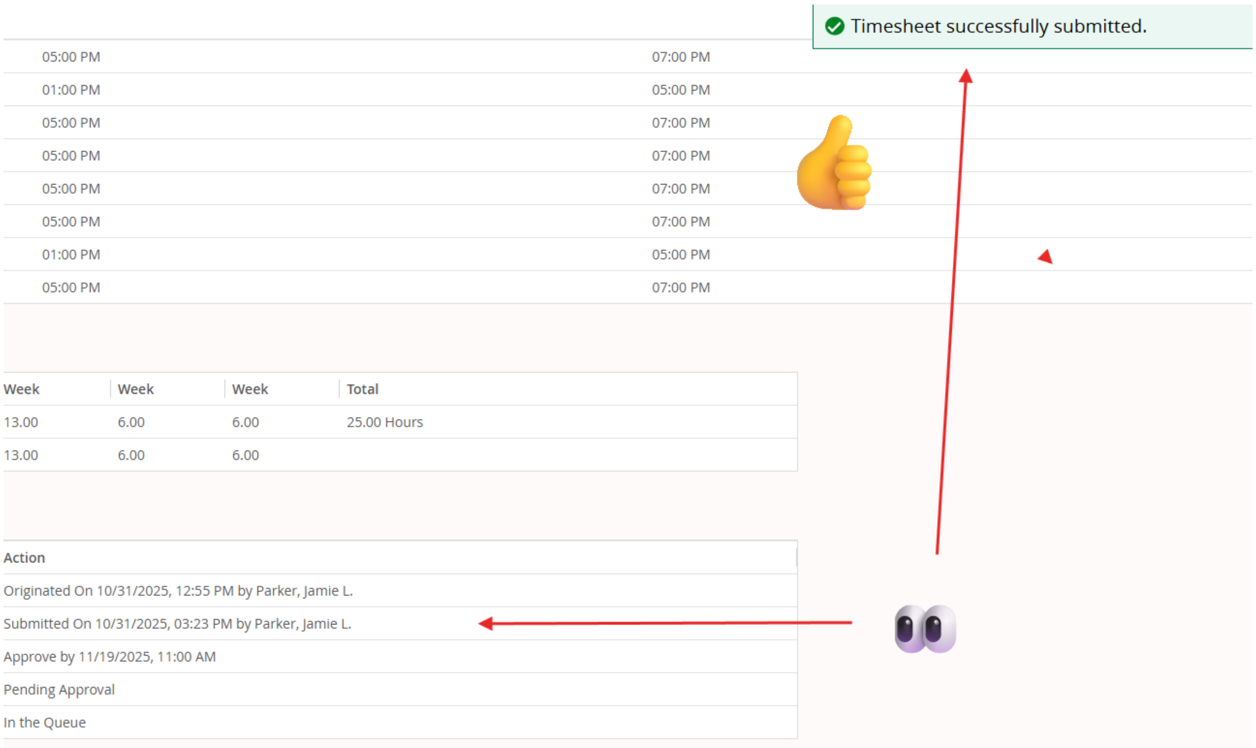
21.) Click "Preview" - This will allow you to review your timesheet in a list format and be able to access the "Submit" button.

22.) The Submit By date on your timesheet is the date your Approver must have your timesheet to payroll… Be sure to submit your timesheet to your approver as soon as possible after your last day worked in the pay period.

23.) After you have reviewed your timesheet for correctness, click the "Submit" button on the bottom right of your screen ONLY once.



24.) You should see the date and time that you submitted your timesheet under Routing and Status as well as an alert that the "Timesheet successfully submitted."



25.) Verify that the timesheet has been submitted for approval by also checking if the timesheet is Pending Approval by your approver's name in the Routing and Status section.

26.) Login again before the Payroll due date to verify that your supervisor has approved your timesheet. It should say, “Approved By” and show your approvers or proxy’s name.

27.) If you do not submit your timesheet on time, you will not be paid until the following month and you will be required to complete a Student and Hourly WTE Back Hour Timesheet signed by your department head.

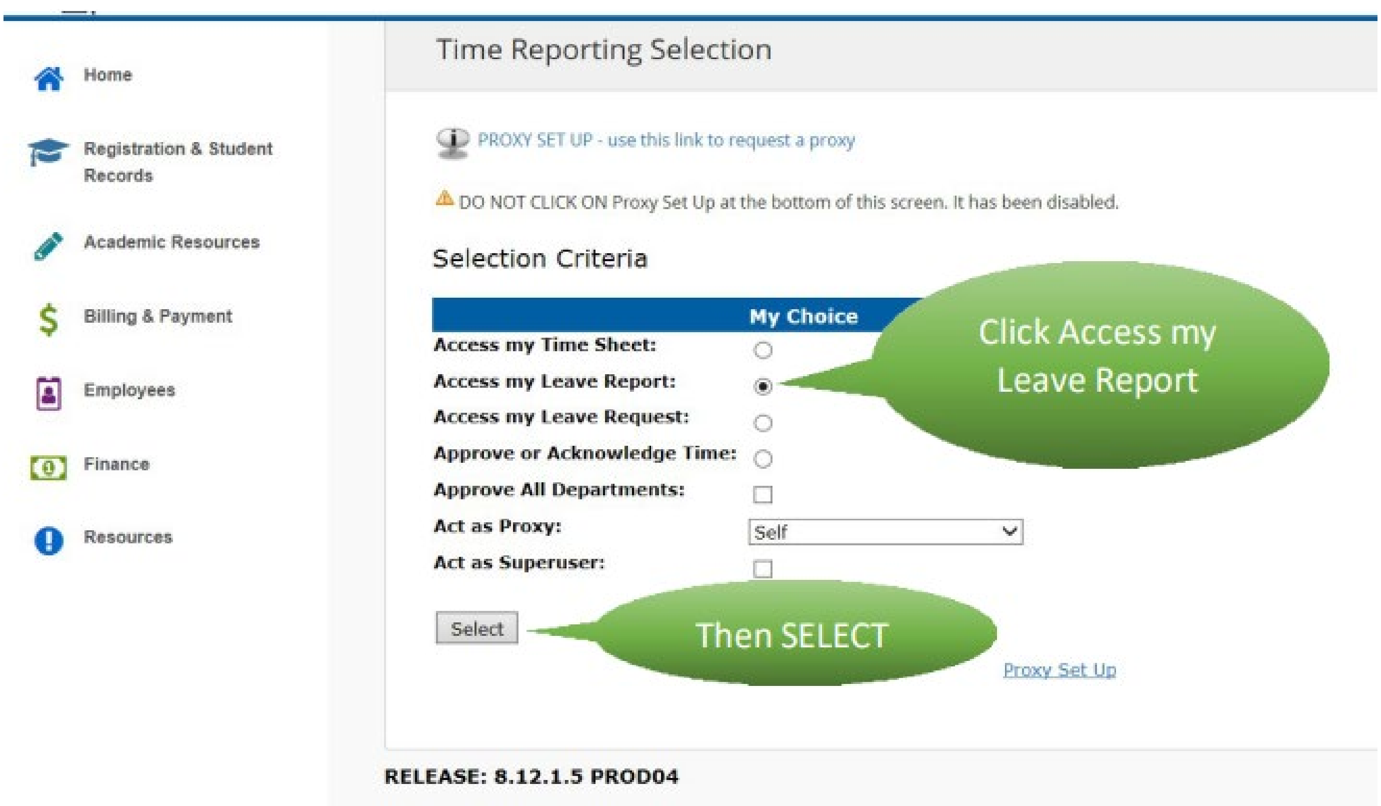
28.) If you have any questions, contact your approver.

Access my Leave Report

PIPELINE SSB8 – Current View in Pipeline

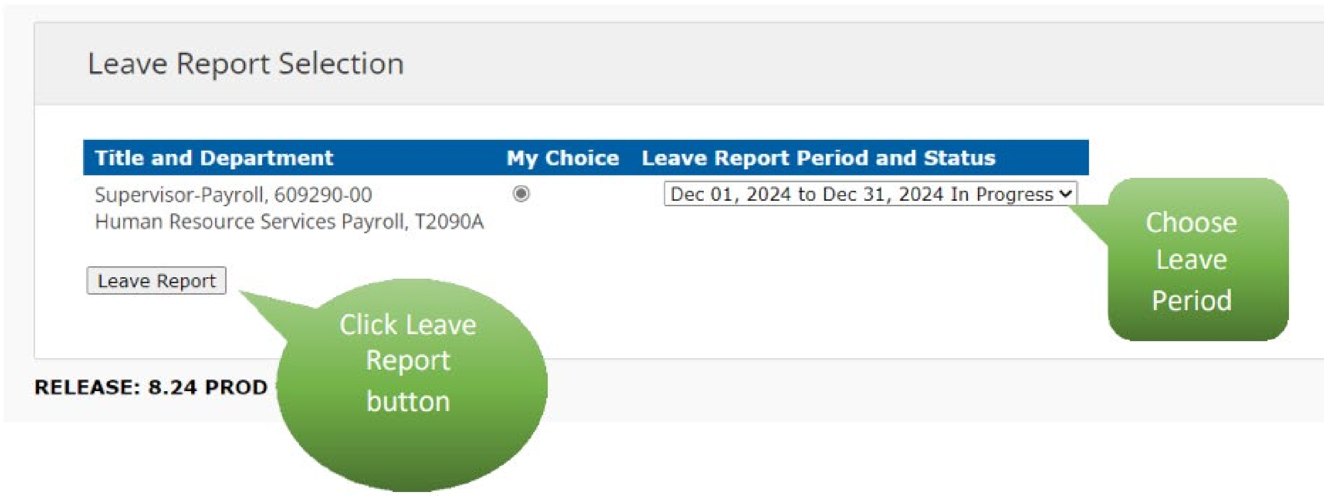
Time Reporting Selection Individuals who have the role of approver or proxy will begin at the Time Reporting Selection page. This page requires you to tell the system what you want to do, such as accessing your leave report or accessing leave reports for approval. (Note: Accessing my Leave Request is not available at this time.) Individuals without these roles begin with the Leave Report Selection page.

Begin by clicking the Access my Leave Report radio button under My Choice and then the Select button.



Leave Report Section The Leave Report Selection page contains a dropdown box of available leave reports related to the position in that row. Click the dropdown box to display the available leave reports. Leave reports are displayed in chronological order by leave period and shows the status of the report (i.e., Not Started, In Progress, Pending, etc.).

Be sure to select the appropriate month when entering your leave usage. Click the Leave Report button to open the leave report after choosing the appropriate month.



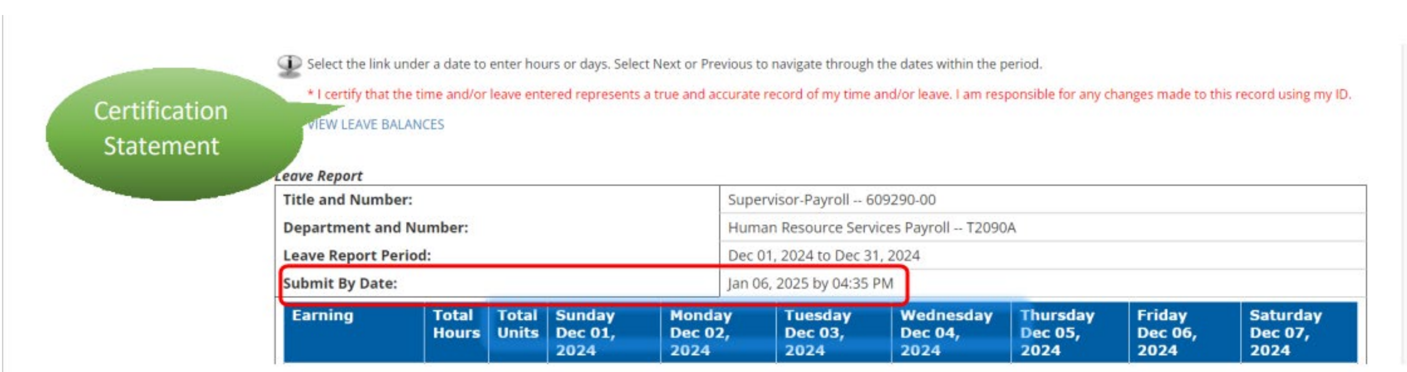
Entering hours on your Leave Report.

Upon opening your leave report, notice the certification statement near the top of the page. This statement legally acknowledges your login to the leave report and submission of the leave report to be true and accurate, just the same as if you signed a paper document.

Below the certification statement is your position number, department, and leave period information.

Please pay special attention to the Submit by Date. Your leave report must be submitted and approved by this date. This date is usually around the fifth to eighth day of the following month. Employees are strongly encouraged to enter their leave throughout the month. Employees should have their leave reports completed and submitted for approval by the first or second day of the following month. The approvers then have time to review, return for correction, and approve the leave report.

ALWAYS REPORT THE TYPE OF LEAVE YOU TAKE EVEN IF YOUR LEAVE BALANCE IS INSUFFICIENT. Enter sick leave as "Sick Leave" regardless of your Sick Leave balance. The Banner system will automatically adjust using your Annual Leave, if needed. NOTE: This pertains to Administrative employees and 12 Month Faculty only. 9/10 Month Faculty do not accrue Annual Leave.



The leave report is in a grid format with days of the week displaying across the top of the grid. A list of available types of leave are along the left side of the grid; and links entitled “Enter Hours” display in each date block within the grid

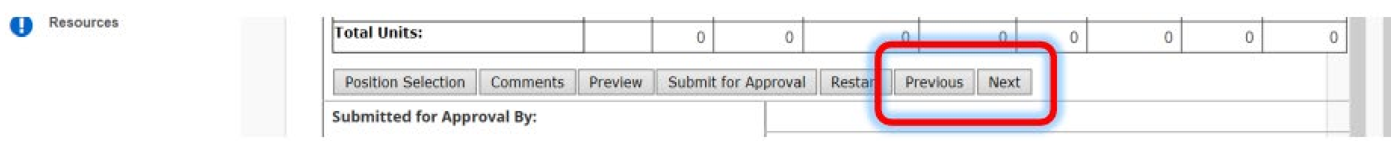
Earning: Annual Leave
Date: Dec 02, 2024
Hours:

Save | Copy

Earning	Total Hours	Total Units	Sunday Dec 01, 2024	Monday Dec 02, 2024	Tuesday Dec 03, 2024	Wednesday Dec 04, 2024	Thursday Dec 05, 2024	Friday Dec 06, 2024	Saturday Dec 07, 2024
Annual Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Sick Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
Bereavement Leave	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours

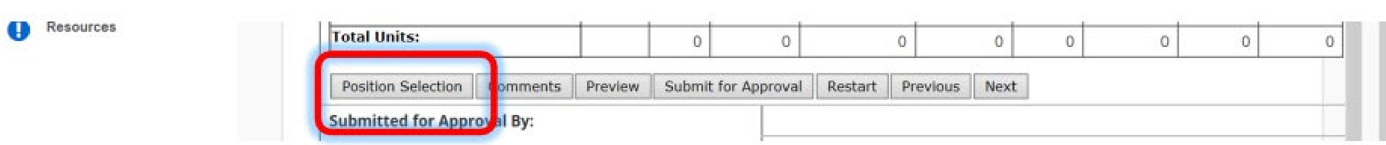
Leave is entered for each appropriate day of the leave period and can be copied to multiple days. We discuss the copy feature in the “Entering Multiple Days at a Time” section later in this document.

The leave report displays one week at a time. To advance to the next week of the leave period, click on the NEXT button. Click the PREVIOUS button to return to the previous week of the leave period (the “Previous” button will not appear the first week of the month since there are no previous dates to view).



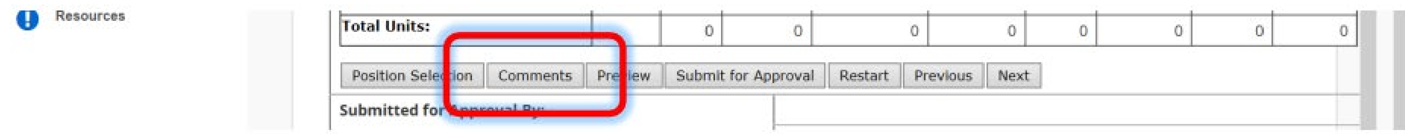
Position Selection

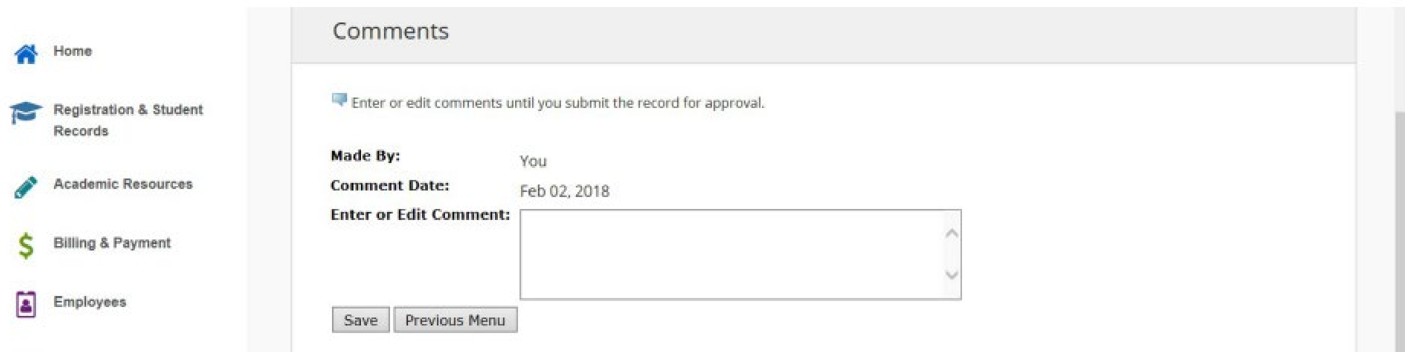
If you have changed positions within the leave period, contact the Payroll Services department for help if you see more than one leave report available



Comment

You may add comments to your leave report by clicking on the Comments button. Enter your message and click on the Save button to save the entry. Click on the “Previous Menu” button to return to your leave report. Comments can be edited or deleted before your leave report is submitted for approval. However, once submitted comments are permanent. Comments are not confidential, do not go away, and are a part of the employee’s permanent record.

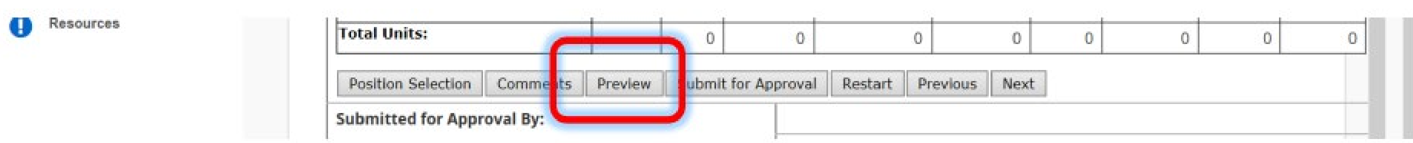




Previewing the Leave Report

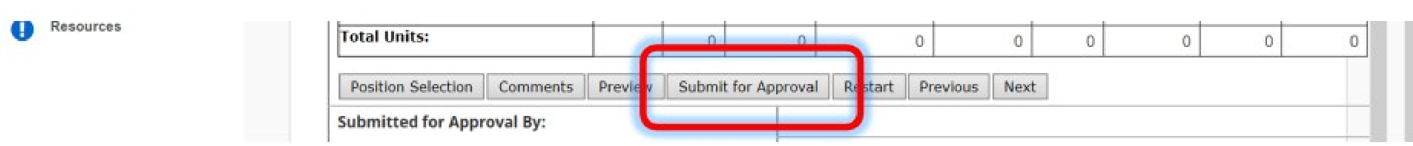
You may preview your leave report by clicking on the Preview button. The preview feature displays the leave period horizontally across the web page. Use the horizontal scroll bar to view days not being displayed in the initial view.

The Leave Reporting System is designed as a "paperless" system and not designed for printer friendly purposes. If you must print a copy of your report, use the landscape setting. NOTE: Your report will not print on one page



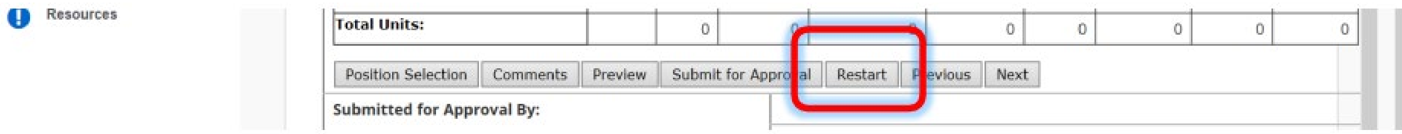
Submit for Approval

Click the Submit button only after all leave is entered for month, previewed by you, and is ready for approval. Once you have submitted your leave report for approval, you may no longer make any changes



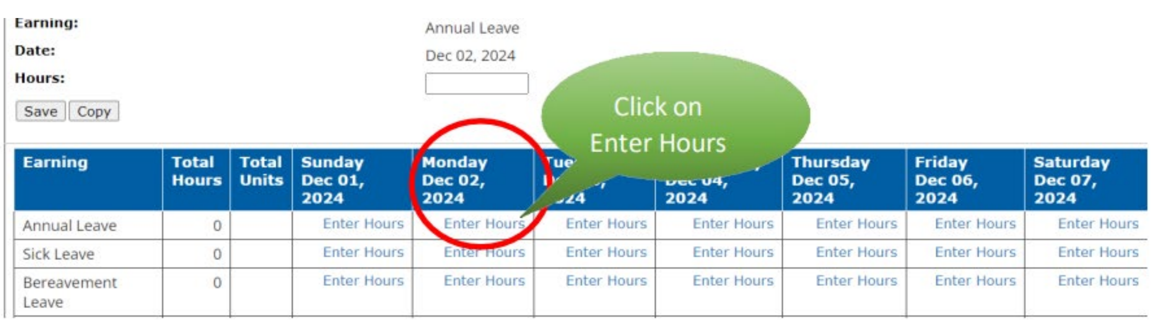
Restarting the Leave Report

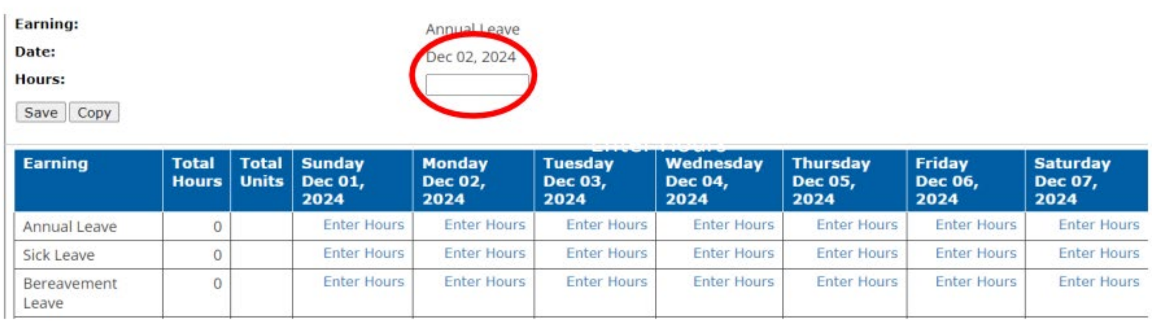
If you make errors while entering your leave, you can clear the entire leave report while it is in In Progress, Returned for Correction and Error status by clicking on the Restart button. Restarting a leave report will clear all entries and return the report status to In Progress. To restart, click on the Restart button and a confirmation screen will appear. Confirm the restart by clicking on the Submit button. The leave report will reappear with no time entered in any fields. You may then begin entering time



Entering only one day of leave at a time:
NOTE: 9/10 Month Faculty do not have a choice of Annual Leave

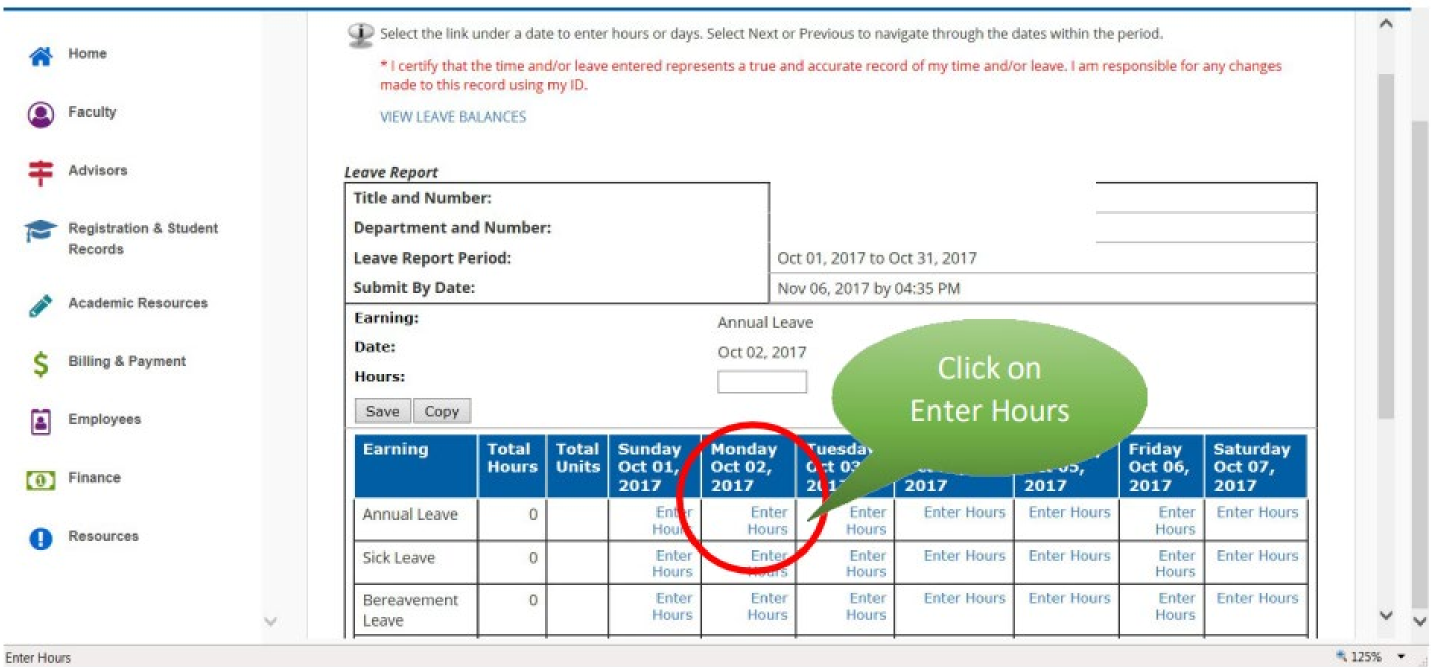
Scroll to the day you need to report leave and click on "Enter Hours" of the appropriate leave type. This link will open a dialog box that you will enter the number of hours. Click on the blue "Enter Hours" link and enter number of hours used in the "Hours" box. Use decimals as needed to report parts of hours (7.3 = 7 hours and 15 minutes, 7.5 = 7 hours and 30 minutes, etc.) See the "Reporting Partial Hours Grid" section later in this document.





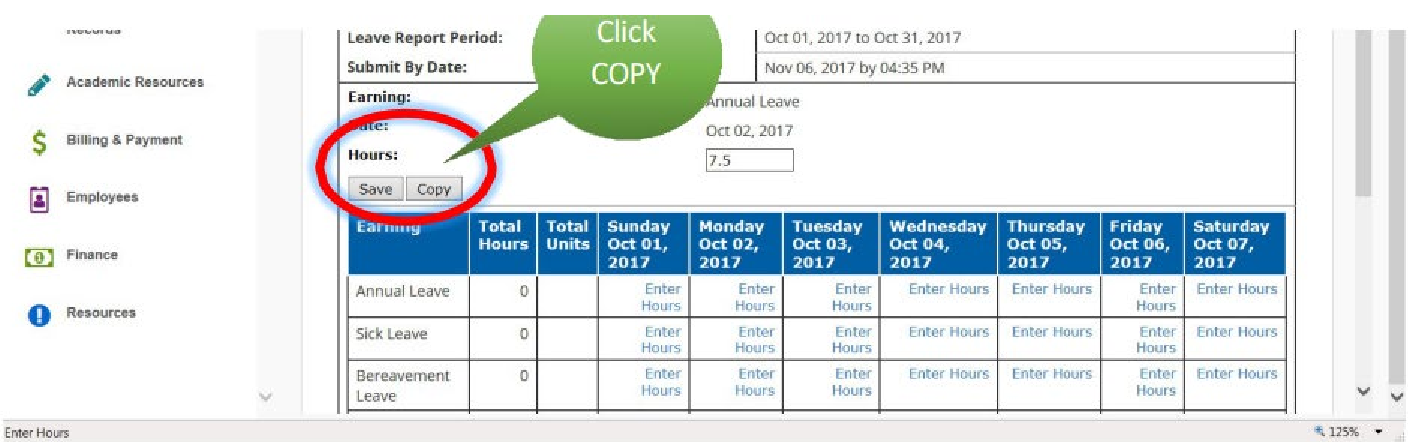
Click on the SAVE button and your leave will be entered

Entering multiple days at a time NOTE: 9/10 Month Faculty do not have a choice of Annual Leave

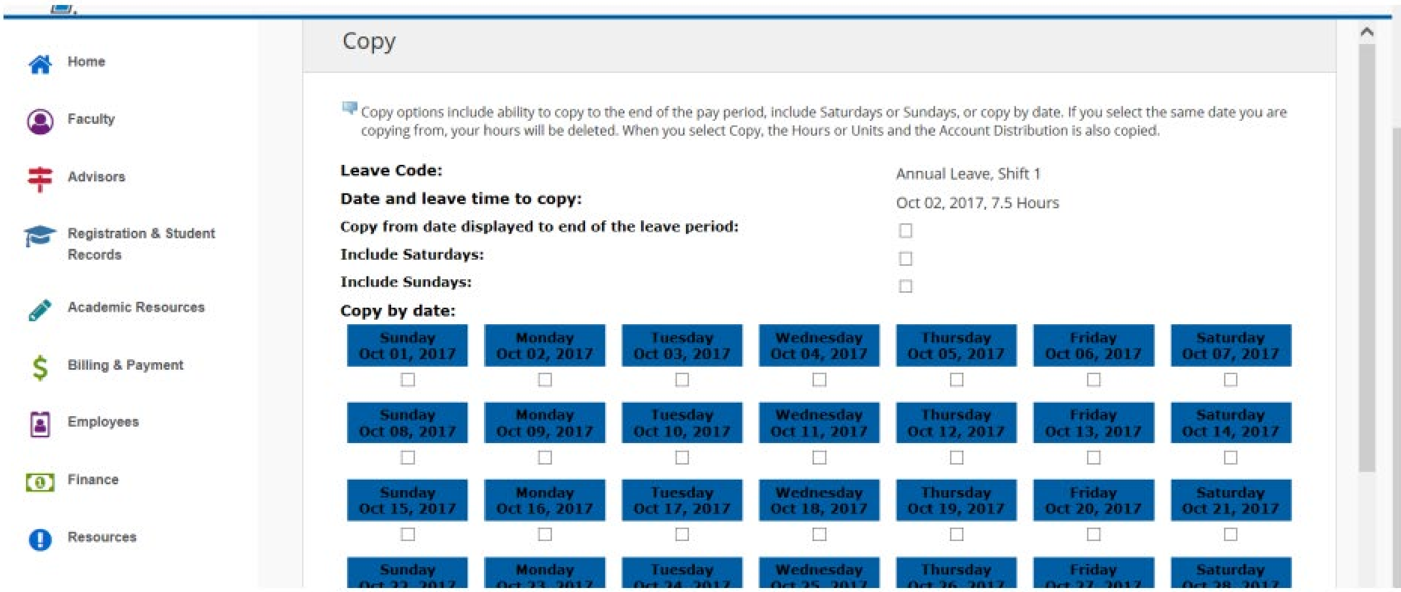


Scroll to the day you need to report leave and click on “Enter Hours”. This link will open a dialog box that you will enter the number of hours. Click on the blue “Enter Hours” link and enter number of hours used in the “Hours” box

Click on the COPY button



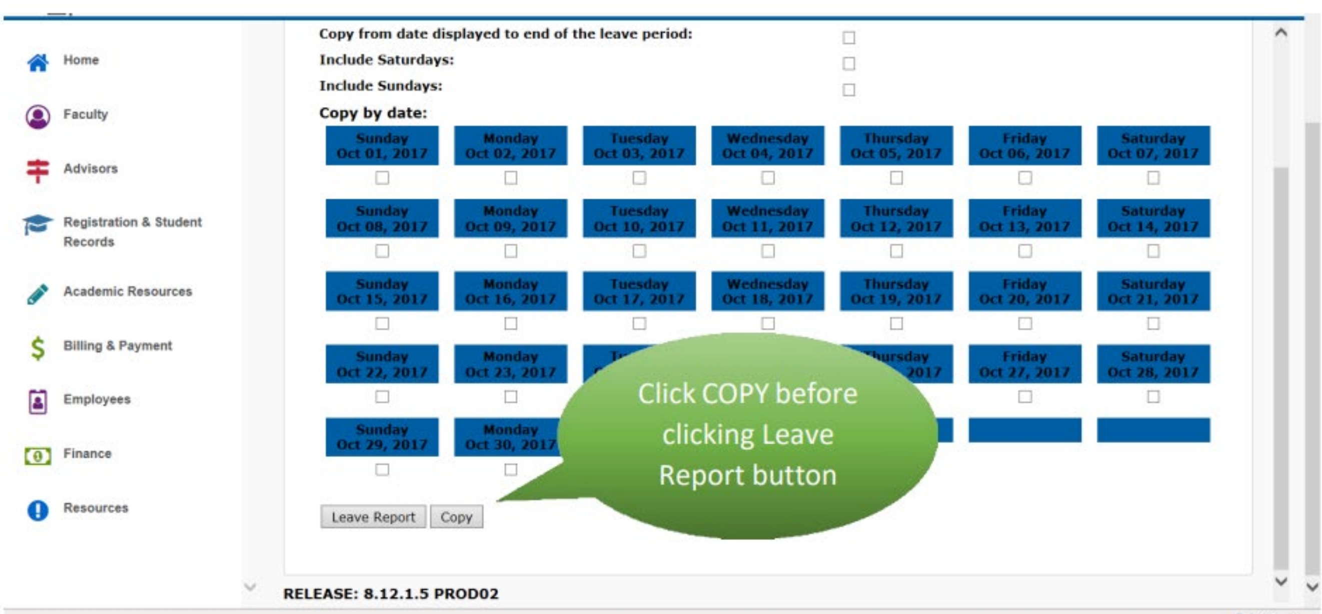
The following screen will appear.



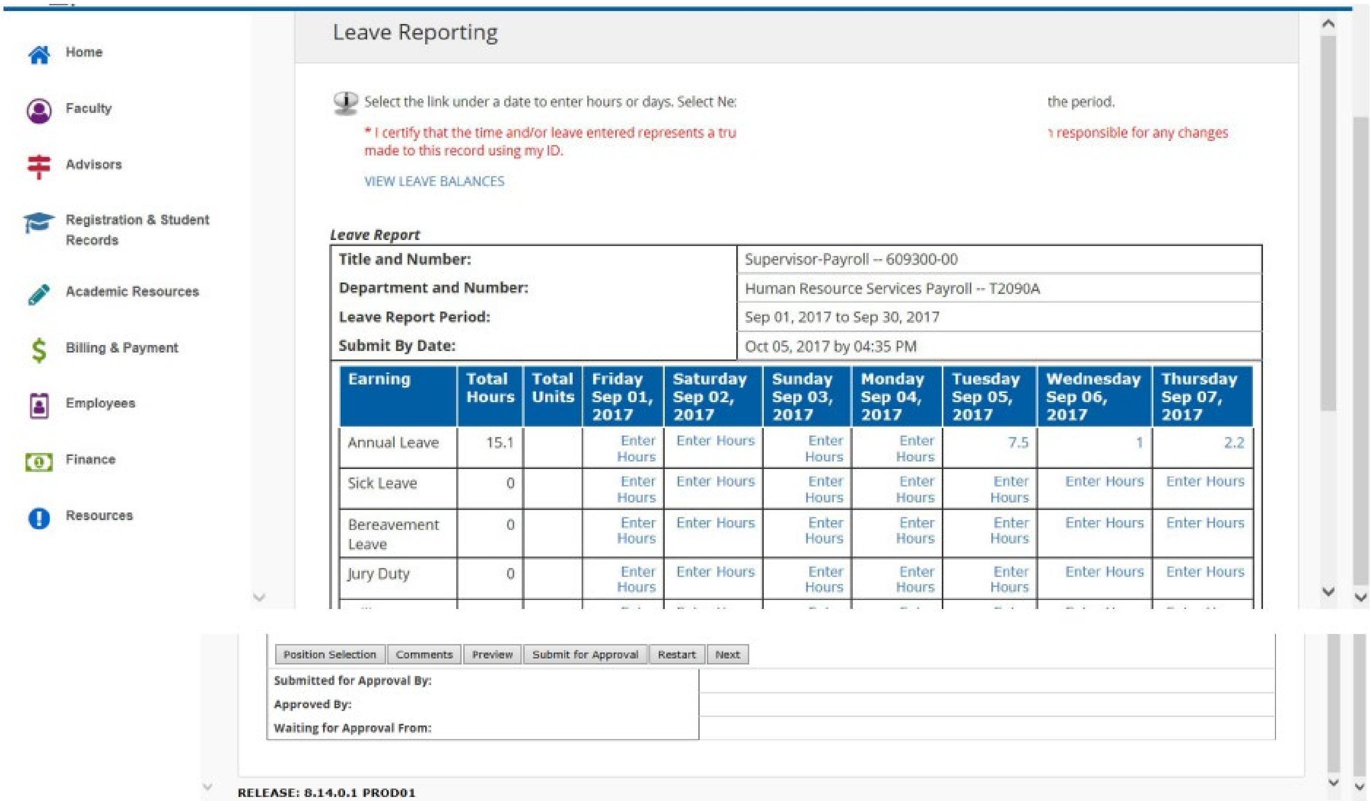
Check the box under each date that you intend to enter leave OR if you are entering leave for the entire month click the box on the “Copy from date displayed to end of the leave period:” line. Do not click on the “Include Saturdays” or “Include Sundays:” unless these are normal workdays for you.

Enter Hours 16 Click COPY before clicking Leave Report button NOTE: Please make sure that you do not enter leave for holidays or weekends. 9/10 Month Faculty will not report leave on Fall/Spring breaks.

Scroll to the bottom of the page and click on the COPY button once you have marked your Leave Report

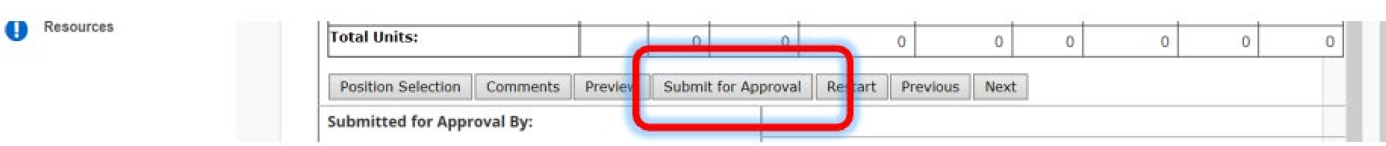


Click on the Leave Report button and you will be directed back to the Leave form. At this point, you will be able to submit your report or log out. Once you have submitted your leave report for approval, you will not be able to make any changes.



Submitting your Leave Report for Approval

Before submitting your leave report for approval, click the Preview button to review your entries. If you have no corrections after previewing and are ready to submit, click on the Submit for Approval button. Remember, once you have submitted your leave report for approval you cannot make changes.

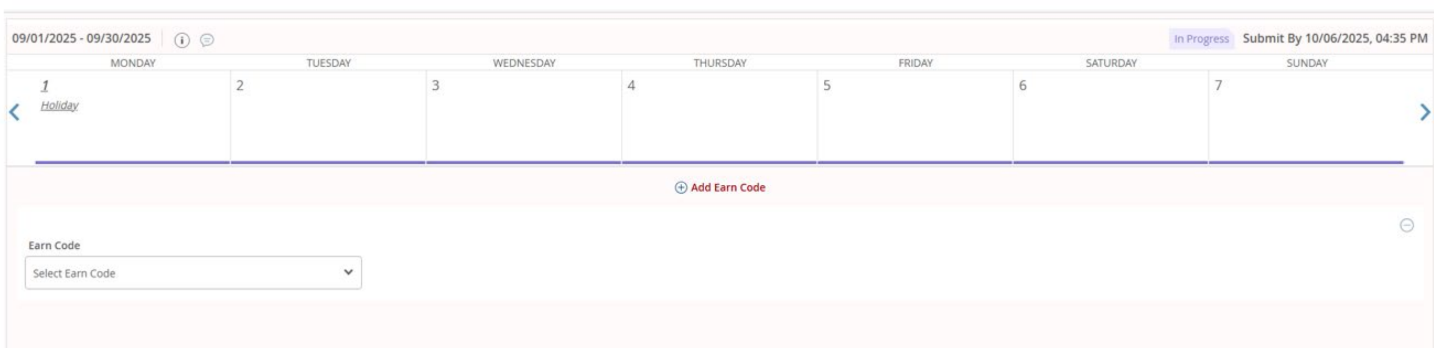


After submitting your leave report, its status changes from In Progress to Pending. It will remain in Pending status until your designated approver takes some type of action. At this point, you are permitted to view the leave report, but you cannot make changes unless the approver returns the leave report for correction. Once you submit your leave report a message appears under the certificate statement indicating that it has been successfully submitted, a message will also appear if any errors or warnings are found by the system. CAUTION! Be careful when entering leave, as very few error checks take place upon submission. For example, if you mistakenly enter 75 hours instead of 7.5 hours in a single day, the system will NOT reject this entry.

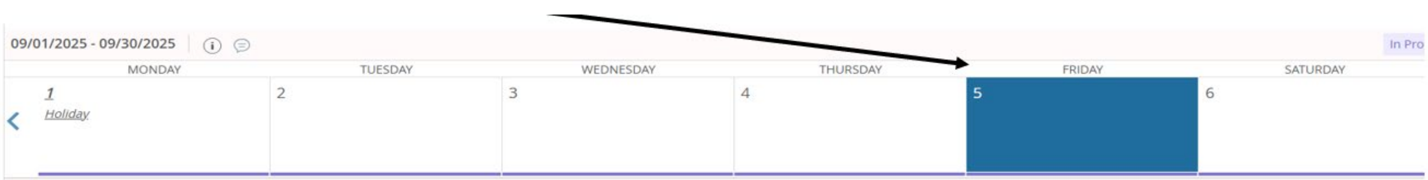
PIPELINE SSB9 – New View in Pipeline

Just like Banner 8, you log into Pipeline and click on the Employees tab then Leave report. Click “Start Leave Report” for the current leave period.

It will then show you the days of the month



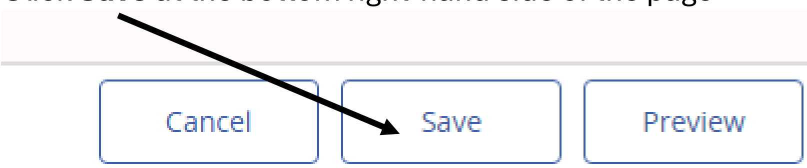
Click on the day you need to enter leave



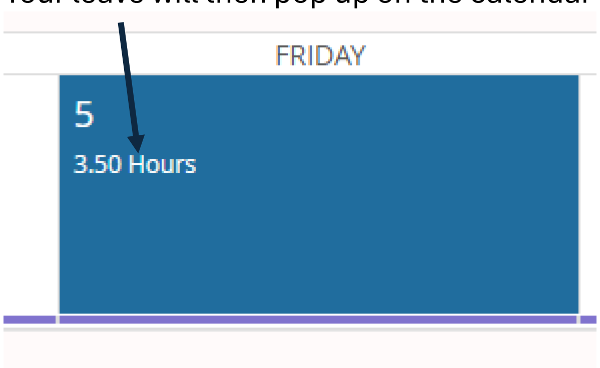
Click the **Select Earn Code**

Choose what type of leave you need to enter for that day and then enter the amount of hours.

Click **Save** at the bottom right-hand side of the page



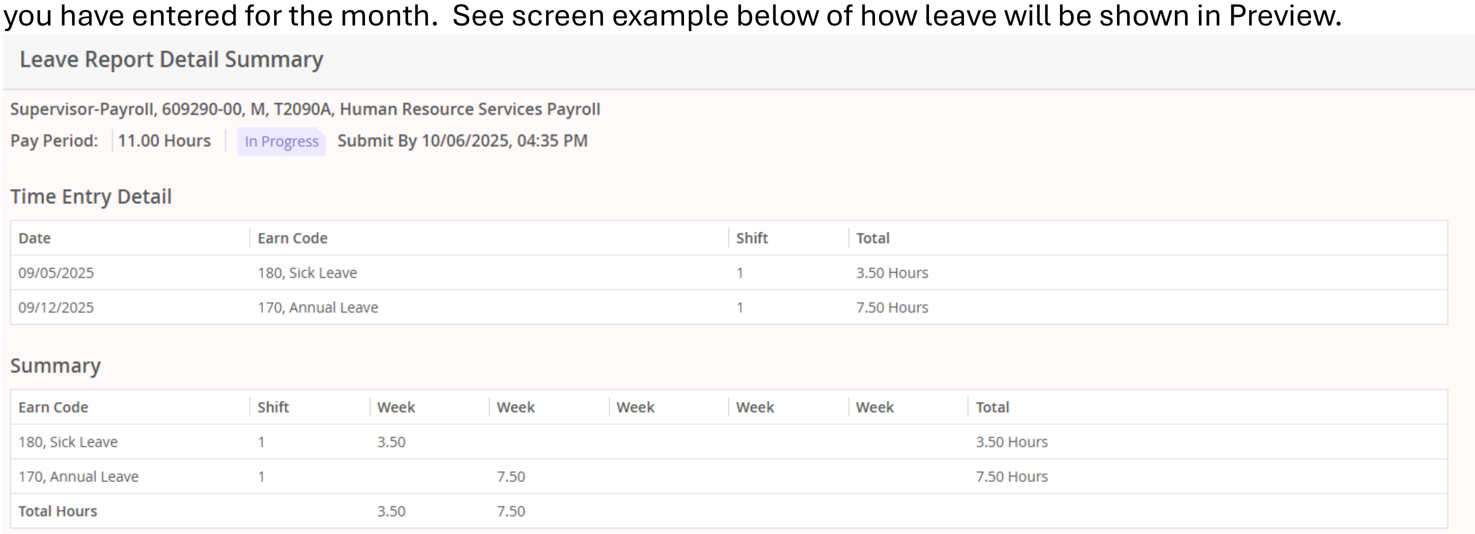
Your leave will then pop up on the calendar on that day.



If you need to add additional leave on another day, use the  on each side of the page to scroll back and forth to the day you need.

Make sure you hit Save after each day you add leave.

Once you have added all your leave for that month, you can click the **Preview** button to view all the leave you have entered for the month. See screen example below of how leave will be shown in Preview.



Leave Report Detail Summary

Supervisor-Payroll, 609290-00, M, T2090A, Human Resource Services Payroll

Pay Period: 11.00 Hours | In Progress | Submit By 10/06/2025, 04:35 PM

Time Entry Detail

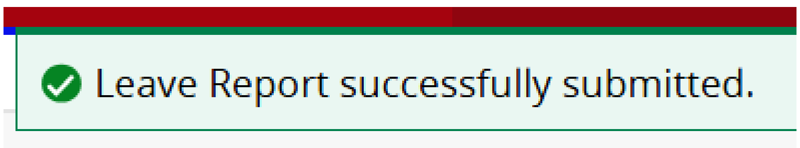
Date	Earn Code	Shift	Total
09/05/2025	180, Sick Leave	1	3.50 Hours
09/12/2025	170, Annual Leave	1	7.50 Hours

Summary

Earn Code	Shift	Week	Week	Week	Week	Week	Total
180, Sick Leave	1	3.50					3.50 Hours
170, Annual Leave	1		7.50				7.50 Hours
Total Hours		3.50	7.50				

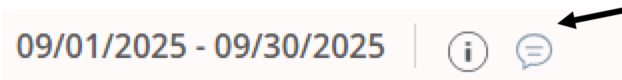
If everything looks correct, you can click the Submit button or the Return button. If you click the Return button, it will take you back to the days on the calendar where you can make a change to your leave report if needed.

Once you hit **Submit** button, at the top right-hand side of the screen the message, “Leave Report successfully
submitted” will show.

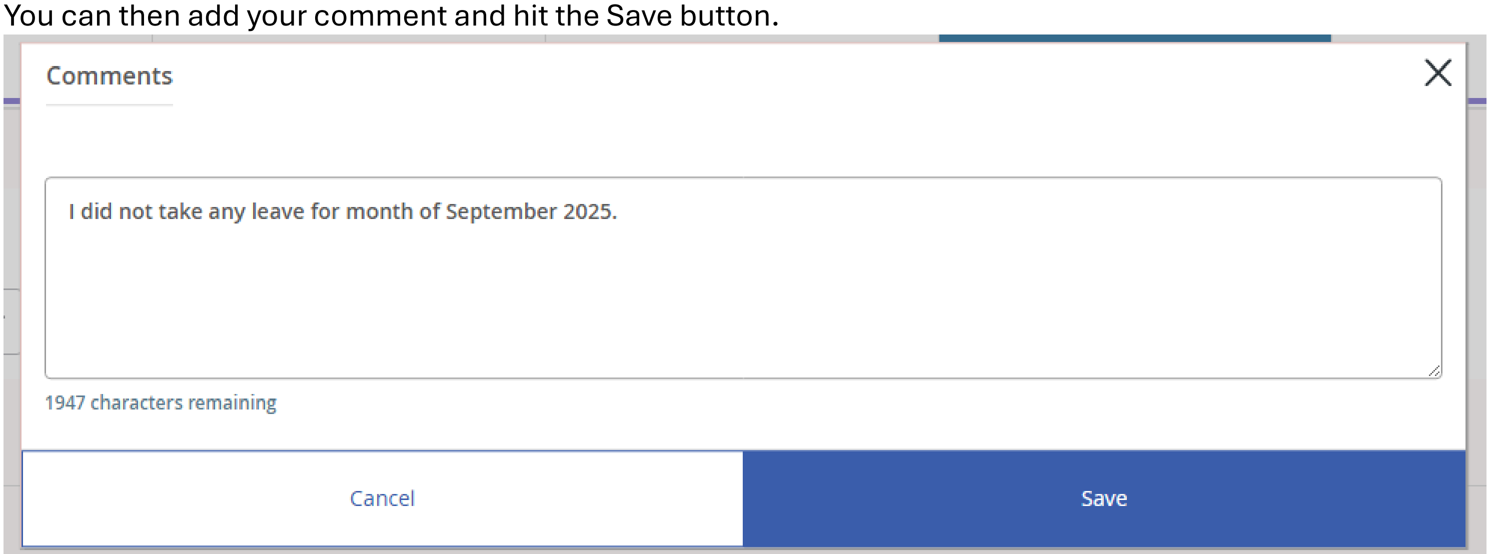


<u>Adding a Comment to Your Leave Report</u>:

You can add a comment on your leave report by clicking on the voice bubble that is located next to the leave period.

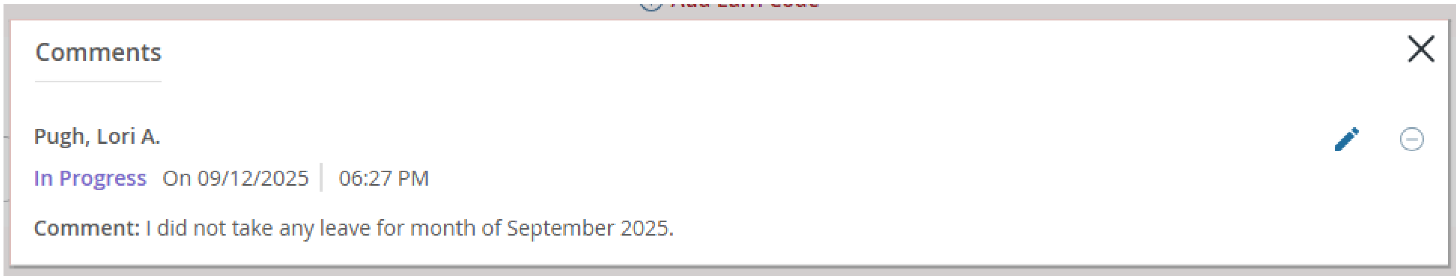


You can then add your comment and hit the Save button.



Once you hit the Save button, the button will then show a # beside it that will indicate how many comments were added.

You can click on the voice bubble and it will show you the comment, and you can edit the comment or delete it. **Just remember anytime you make a change to hit Save!**



Approve or Acknowledge Time (Leave Report)

PIPELINE SSB8 – Current View in Pipeline

Reviewing and Approving Administrative and Faculty Leave Reporting

- Log in to PipelineMT > Employees Link (on left side of page) > Leave Report icon (right side of page)
- “Approve or Acknowledge Time” is the default choice on the Time Reporting Selection page.
- Approvers: Approve or Acknowledge Time > Act as Proxy = Self > click Select.
- Approver Selection Form. Be sure to select the correct department (if you approve more than one area) and month in which you wish to approve leave

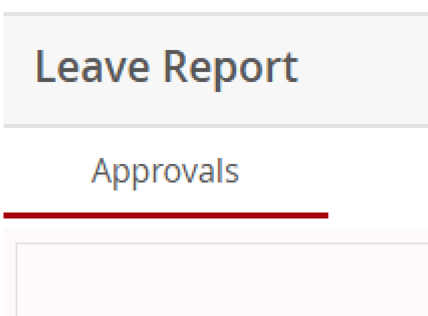
Approvers can approve Leave Reports in one of two different ways.

- Department Summary Form: Approver can see the status of ALL employees, which allows them to monitor their leave reports throughout the month. If you use this form to approve your leave reports, you must click the SELECT ALL, APPROVE, OR FYI button, then click the SAVE button to process the approvals.
- Employee Detail Form: Approver is able to see the individual detail of each employee. Click the APPROVE button on the leave report to approve and use NEXT button to go to the next pending leave report.

PIPELINE SSB9 – New View in Pipeline

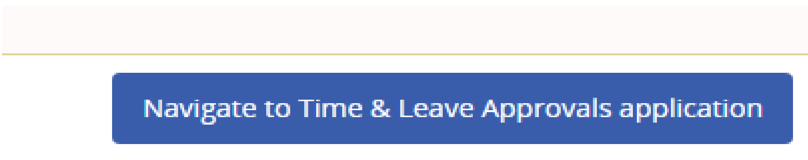
Log into Pipeline and click on the Employees tab then Leave report.

Click “Approvals” at the top left-hand side of the page.

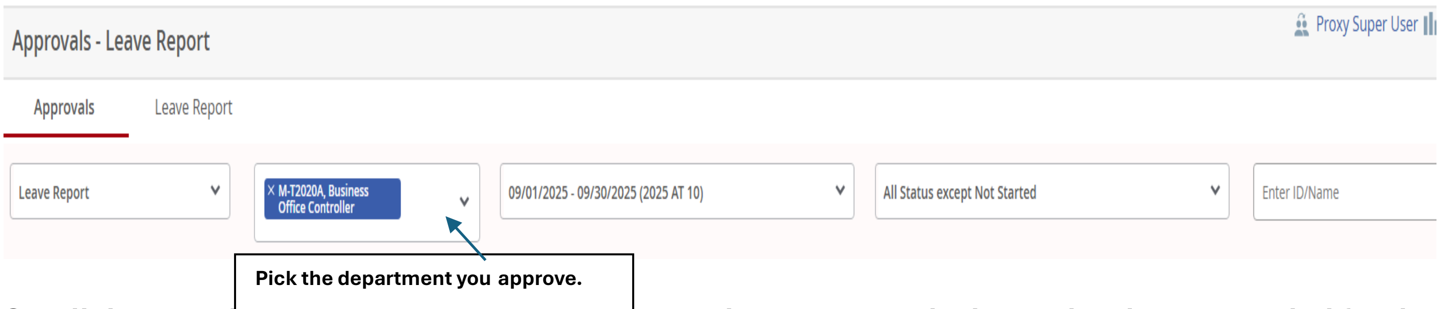


Click on Proxy Super User at the top right-hand side of the page.

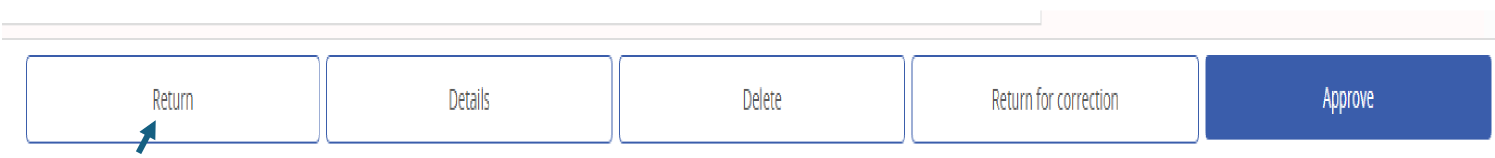
Click “Navigate to Time & Leave Approvals application” at the bottom right-hand side of the page.



Click the various drop-down boxes across the top of the page to choose "leave report", the department, and the correct pay period.

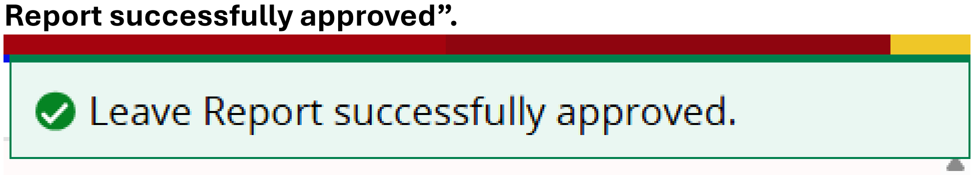


Scroll down and click on an employee's name, and you can see the leave they have recorded for the month. You can then choose Approve at the bottom right-hand side of the page or one of the other options such as return for correction if needed.



The other return listed first is just to return to the previous screen.

Once you click approve, you will get a message at the top right-hand side of the screen that says, "Leave Report successfully approved".



You must go through each employee individually to approve.

Act as Proxy (Leave Report)

PIPELINE SSB8 – Current View in Pipeline

Reviewing and Approving Administrative and Faculty Leave Reporting

- Log in to PipelineMT > Employees Link (on left side of page) > Leave Report icon (right side of page)
- “Approve or Acknowledge Time” is the default choice on the Time Reporting Selection page.
- Proxies: Approve or Acknowledge Time > Act as Proxy = use the drop-down menu and click the approver you are approving leave for > click Select. NOTE: a Proxy can perform the same duties as an Approver.
- Approver Selection Form. Be sure to select the correct department (if you approve more than one area) and month in which you wish to approve leave

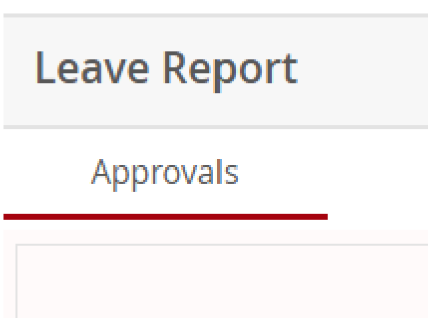
Approvers can approve Leave Reports in one of two different ways.

- Department Summary Form: Approver can see the status of ALL employees, which allows them to monitor their leave reports throughout the month. If you use this form to approve your leave reports, you must click the SELECT ALL, APPROVE, OR FYI button, then click the SAVE button to process the approvals.
- Employee Detail Form: Approver is able to see the individual detail of each employee. Click the APPROVE button on the leave report to approve and use NEXT button to go to the next pending leave report.

PIPELINE SSB9 – New View in Pipeline

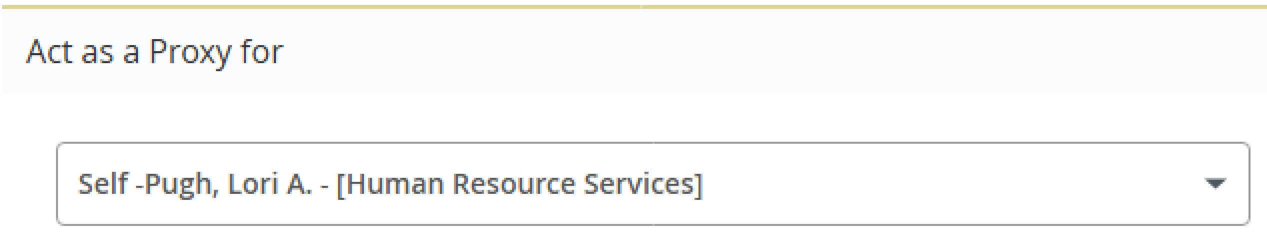
Log into Pipeline and click on the Employees tab then Leave report.

Click “Approvals” at the top left-hand side of the page.

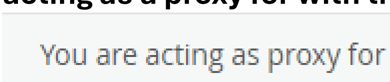


Click on Proxy Super User at the top right-hand side of the page.

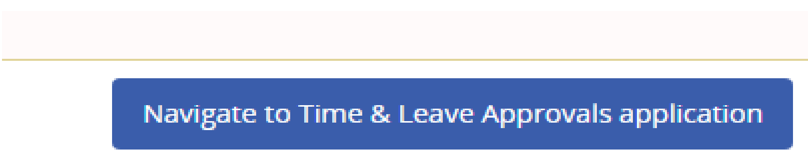
On the drop-down menu for Act as a Proxy for, choose the person you are going in as a proxy for.



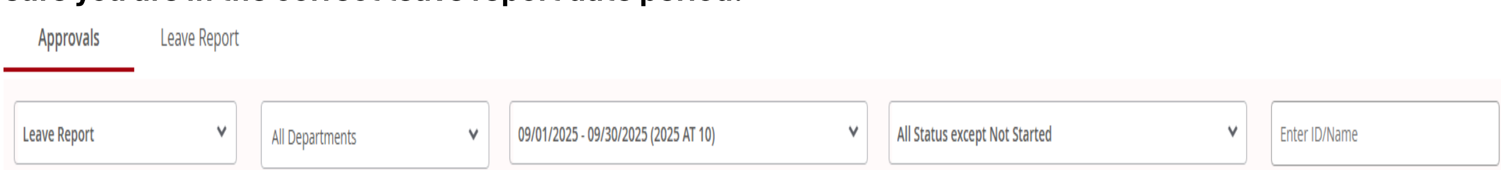
Once you choose the proxy, at the top right-hand corner of the screen, it will show who you are acting as a proxy for with their name.



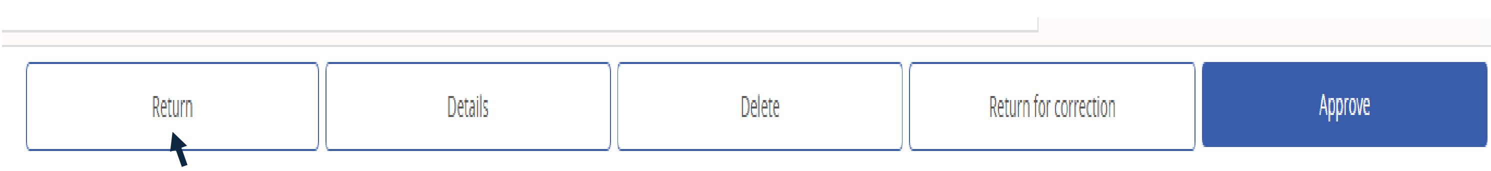
Click "Navigate to Time & Leave Approvals application" at the bottom right-hand side of the page.



Click the various drop-down boxes across the top of the page to choose "leave report", and make sure you are in the correct leave report date period.



Scroll down and click on an employee's name and you can see the leave they have recorded for the month. You can then choose Approve at the bottom right-hand side of the page or one of the other options such as return for correction if needed.



The other return listed first is just to return to the previous screen.
Once you click approve, you will get a message at the top right-hand side of the screen that says, "Leave Report successfully approved".

Leave Report successfully approved.

You will also see in the routing and status section when it was approved and your name showing approving as the proxy.

Approved on 10/10/2025 | 08:42 AM by **Pugh, Lori A.** as **Proxy**

You must go through each employee individually to approve.

Approve or Acknowledge Time (Time Sheet)

PIPELINE SSB8 – Current View in Pipeline

MTSU
Web Time Entry "Quick Reference" for Approvers

1. Login to PipelineMT. Please contact the ITD Help Desk @ 5345 if you need help with your username and/or password.
2. Click "Employee" in the sidebar on the left-hand side of the screen. If completing this on a cell phone, once you log on pipeline, you can click the three horizontal lines at the top right-hand side of your phone and then click the employees tab. If your phone is turned sideways, after you click on pipeline, click on the square person icon and then click employees to continue to the next step.
3. Click on the "Time Entry" icon (looks like a clock) in the upper right portion of the screen. This will take you to Time Reporting Selection.
4. Approve or Acknowledge Time Sheets will be marked as the default.
 • Approvers click on Approve or Acknowledge Time, Act as Proxy = Self, hit Select.
5. You should be on Approver Selection Form. Be sure to select the correct department and the correct month you wish to approve time.
6. In order to see your employee's time sheets, at least one of your employee's must have started their WTE time sheet for this information to appear. You may have to ask one of your employees to start their time sheet so you will be able to view all your employee time sheets!
7. Be sure you know and understand the following six WTE transaction statuses:
 • Not Started – time sheet has not been opened by employee. Approvers should carefully review Not Started time sheets and if the employee worked during the pay period make sure the employee opens their time sheet and reports their hours.
 • In Progress – time sheet has been opened and may or may not have hours entered. If the approver knows the employee has hours to report, make sure they are reported. If they do not have hours to report, it is OK to leave their time sheet in an In Progress status with no hours (this only applies to students and hourly employees).
 • Pending – time sheet has been submitted for approval. This is the only status where an approver can take action. It is ready for the approver to review and either approve the hours, return the time sheet for correction or make the necessary corrections with a comment. The time sheet must be approved by the Pay Period Time Entry Status date or the employee may not be paid!
 • Return for Correction – Approver returned time sheet to employee for correction. The approver must make the employee aware that the time

sheet has been returned. The necessary corrections must be made and the time sheet must be resubmitted.

- Approved – time sheet has been approved by the department and is pending approval by payroll.
- Completed – time sheet has been processed by payroll.

8. Approvers can approve WTE time sheets on one of three different forms.

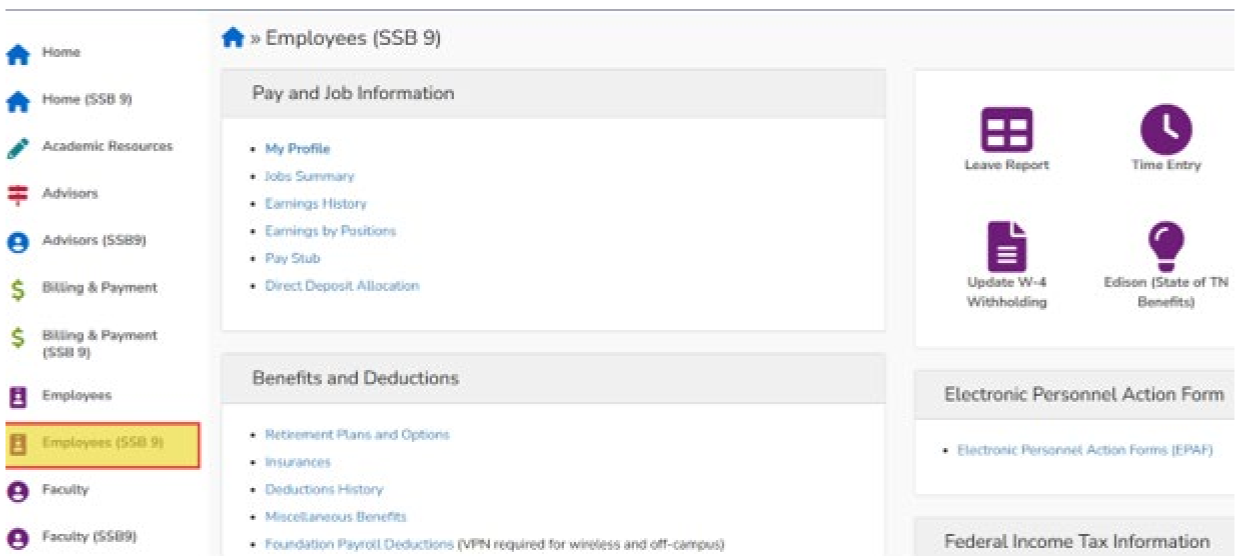
- Department Summary Form – approver can see the status of ALL their employees which allows them to monitor their payroll throughout the month. If you use this form to approve your time sheets, you must click the SELECT ALL, APPROVE OR FYI button, then click the SAVE button to process the approvals.
- Employee Detail Form – approver able to see individual employee detail.
- Leave Request Form – approver able to directly click on any individual day to review.

9. The Return for Correction status should only be used if there is time to return the time sheet back to the employee for correction and receive it back before the Pay Period Time Entry Status date. If you do return a time sheet for correction, be sure to notify your employee to correct their time sheet and let them know to click the submit button so it will be returned back to you to approve.
10. If there is not time to return a time sheet to the employee for correction, you can make the correction yourself by clicking the CHANGE RECORD OPTION on the Employee Detail screen. You may also make a necessary change by clicking the CHANGE TIME RECORD hyperlink on the Department Summary Screen. Click on the day and correct the hours reported. Be sure to use the Comments box to document the changes you made and why. Also be sure to let your employee know about the changes you made to their time sheet!
11. It is your responsibility to make sure all time sheets are approved with the correct hours before the Pay Period Time Entry Status date that appears on the WTE Department Summary Form so your employees will be paid correctly at the end of the month. Please know that we are here to assist you. Please call Tammy Keylon @ ext. 2186 (Tammy.Keylon@mtsu.edu) if you have any questions/issues.

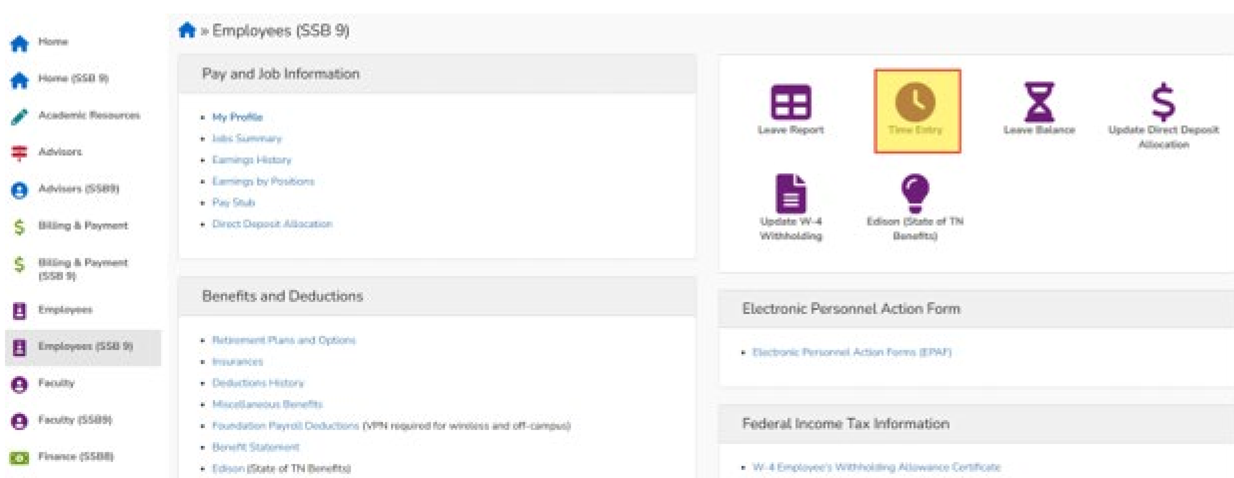
WTE "Quick Reference" For Approvers

1.) Login to PipelineMT. Please contact the ITD Help Desk @5345 if you need help with your username and/or password.

2.) Click on "Employees" in the sidebar on the left side of the screen.

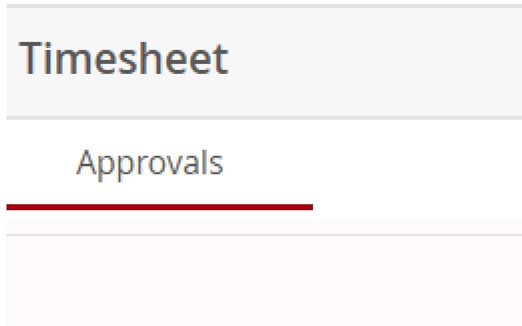


3.) Click the "Time Entry" icon (it looks like a clock) in the upper right portion of the screen.



4.) Approving Timesheets as an Approver:

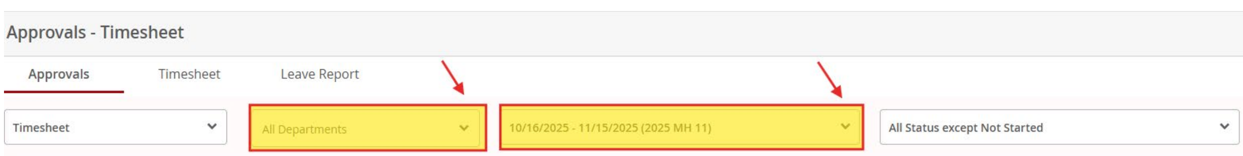
- Approvers : Once you are logged in, you will be routed to a page that says "Timesheet" and underneath it, "Approvals".
- Click on the word "Approvals".



5.) **Approvers** will then be routed to your approver queue.

6.) To see your employee timesheets, at least one of your employees must have started their WTE timesheet for this information to appear. You may have to ask one of your employees to start their timesheet so you will be able to view all your employees' timesheets!

7.) This will take you to the Approvals – Timesheet page. Be sure to select the correct department code(s) and that you are approving the current pay period.

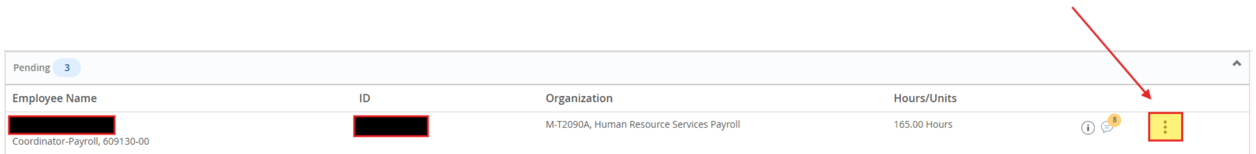


8.) Be sure you know and understand the following six WTE transaction statuses:

- **Not Started** – timesheet has not been opened by the employee. Approvers should carefully review Not Started timesheets and, if the employee worked during the pay period, make sure the employee opens their timesheet and reports their hours.
- **In Progress** – timesheet has been opened and may or may not have hours entered. If the approver knows the employee has hours to report, it is acceptable to leave their timesheet in an 'In Progress' status with no hours (this only applies to student and hourly employees).
- **Pending** – timesheet has been submitted for approval. This is the only status where an approver can take action. It is ready for the approver to review and either approve the hours, return the timesheet for correction, or make the necessary corrections and add a comment. The timesheet must be approved by the Approval Deadline date; otherwise, the employee may not be paid.
- **Return for Correction** – Approver returned timesheet to employee for correction. The approver must make the employee aware that the timesheet has been returned. The necessary corrections must be made, and the timesheet must be resubmitted.
- **Approved** – timesheet has been approved by the department and is pending approval by payroll.
- **Completed -** timesheet has been processed by payroll.

9.) Review the statuses of ALL your employees at the bottom of the Approvals – Timesheet page and monitor their payroll throughout the month.

10.) To approve each timesheet, click the three vertical dots to the right of each employee under the Pending section on the Approvals – Timesheet page:



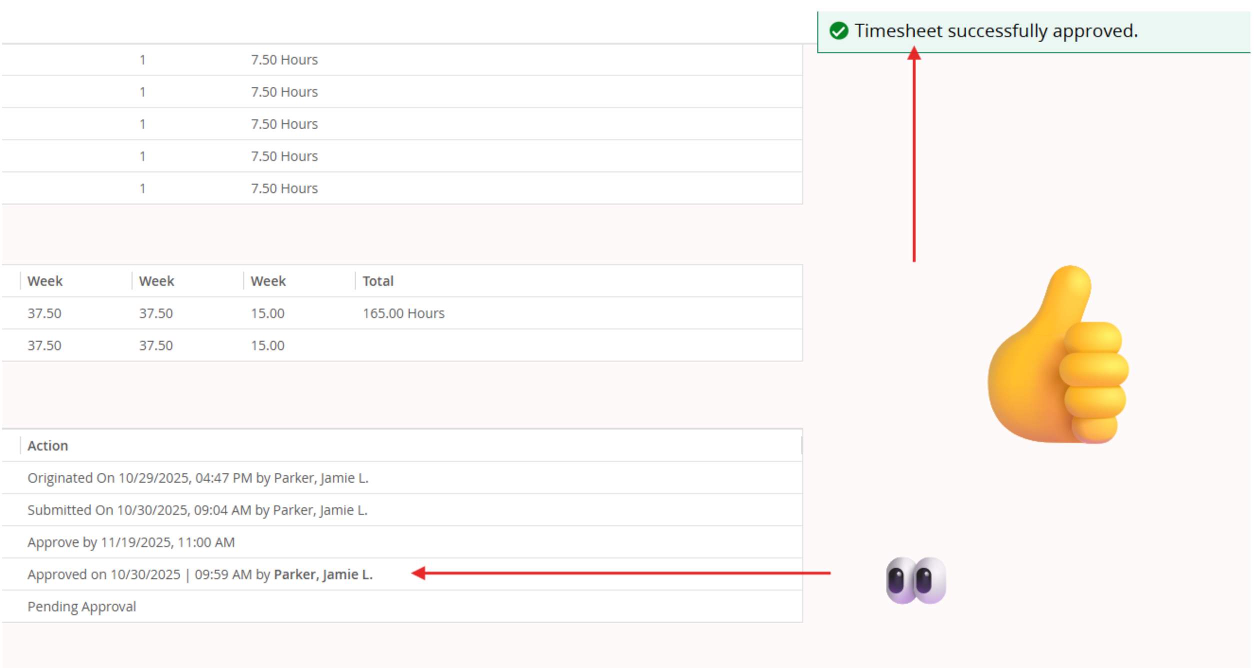
11.) Click "Preview" to review the timesheet - From here, approvers can review the timesheet in the Time Entry Detail list format for each day, and the Summary format, which lists the total hours per week, and then the Total Hours.

12.) **If all is correct**, click "Approve" at the bottom right of the screen.

Please Note: You must approve each timesheet individually.

13.) If you have successfully approved the timesheet.

- An alert, "Timesheet successfully approved," will appear at the top right of your screen.
- Under the Routing and Status section, it will say, "Approved on the date and time by the Approver".



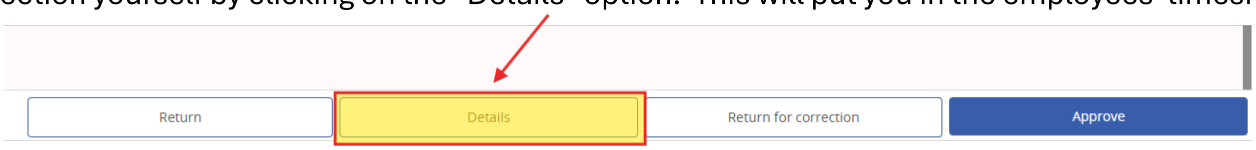
14.) The Return for Correction status should only be used if there is enough time to send the timesheet back to the employee for correction and receive it before the Pay Period Time Entry Status date.

- A comment is required before the timesheet can be returned for correction.
- Be sure to notify your employee(s) to update their timesheet and instruct them to click the "Submit" button so it will be sent back to you for approval.
- ***Only the "Return for Correction" button sends the timesheet back to the employee.***

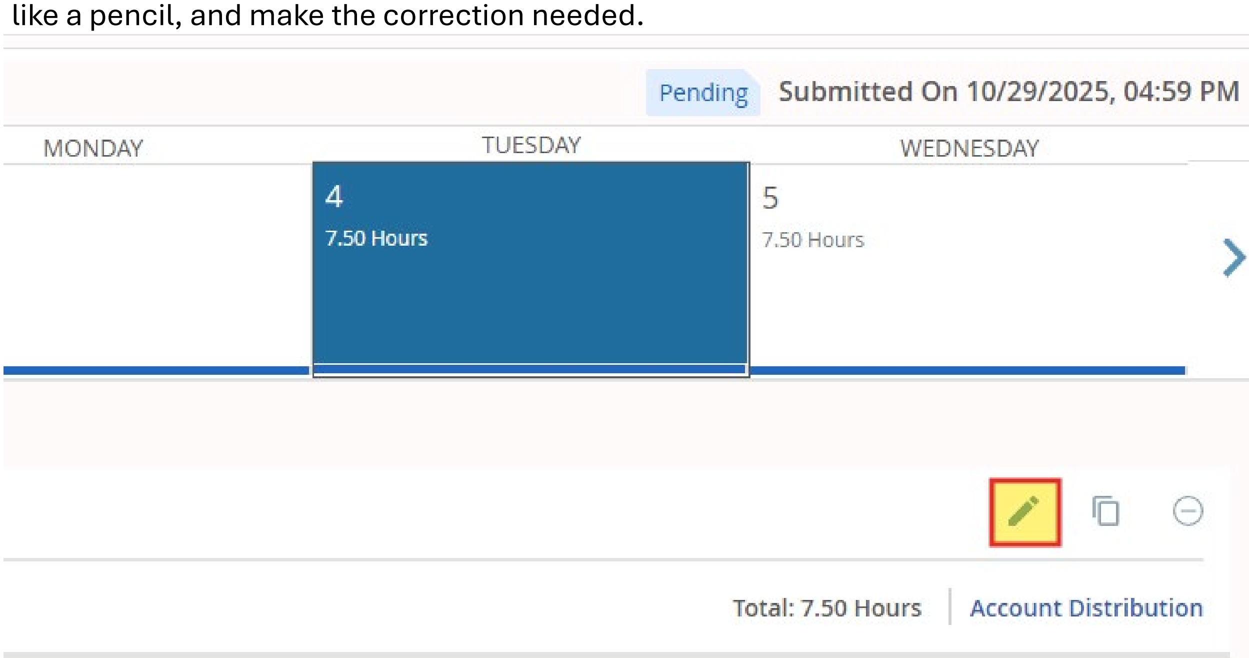
15.) Click the "Return" button to take you back to the previous screen and does NOT return the timesheet. This will take you back to the rest of your employees' timesheets to complete the remaining approvals.

Please Note: You must approve each timesheet individually.

16.) If there is no time to return the timesheet to the employee for correction, you can make the correction yourself by clicking on the "Details" option. This will put you in the employees' timesheet.



17.) Click on the day for the correction and then the edit icon on the right of your screen, which looks like a pencil, and make the correction needed.



18.) Click "Save".

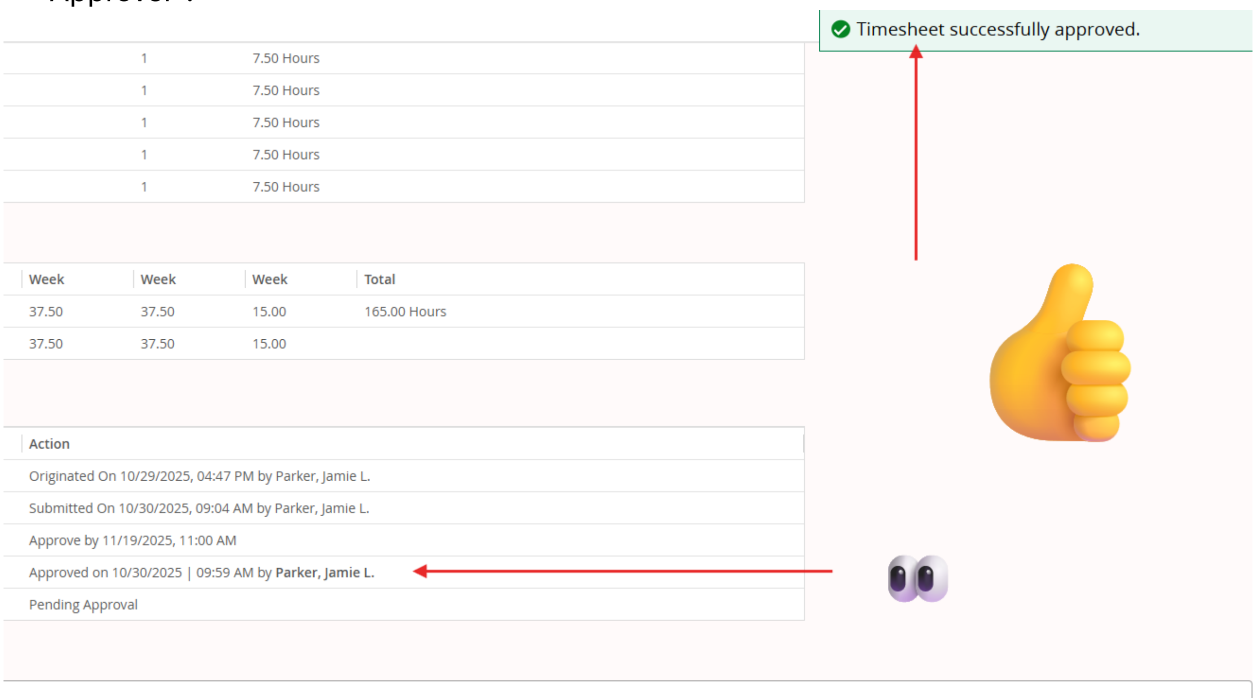
19.) Click the "Preview" button to move forward to review the changes.

20.) Add a comment if you have made a change to the timesheet.

21.) Approve at the bottom of your screen.

22.) If you have successfully approved the timesheet.

- An alert, “Timesheet successfully approved,” will appear at the top right of your screen.
- Under the Routing and Status section, it will state “Approved on the date and time by the Approver”.



23.) It is your responsibility to make sure all timesheets are approved with the correct hours before the Approval deadline date that appears under the Routing and Status section on the Time Entry Detail page, so your employees will be paid correctly at the end of the month.

Please know that we are here to assist you. Please call Tammy Keylon @ ext. 2186 (Tammy.Keylon@mtsu.edu) if you have any questions or issues.

Act as Proxy (Time Sheet)

PIPELINE SSB8 – Current View in Pipeline

MTSU
Web Time Entry "Quick Reference" for Proxies

1. Login to PipelineMT. Please contact the ITD Help Desk @ 5345 if you need help with your username and/or password.
2. Click "Employee" in the sidebar on the left-hand side of the screen. If completing this on a cell phone, once you log on pipeline, you can click the three horizontal lines at the top right-hand side of your phone and then click the employees tab. If your phone is turned sideways, after you click on pipeline, click on the square person icon and then click employees to continue to the next step.
3. Click on the "Time Entry" icon (looks like a clock) in the upper right portion of the screen. This will take you to Time Reporting Selection.
4. Approve or Acknowledge Time Sheets will be marked as the default.
   • Proxies click on Approve or Acknowledge Time, Act as Proxy = choose the approver you are approving time for, hit Select.
Reminder... a Proxy can perform the same duties as an Approver!
5. You should be on Approver Selection Form. Be sure to select the correct department and the correct month you wish to approve time.
6. In order to see your employee's time sheets, at least one of your employee's must have started their WTE time sheet for this information to appear. You may have to ask one of your employees to start their time sheet so you will be able to view all your employee time sheets!
7. Be sure you know and understand the following six WTE transaction statuses:
   • Not Started – time sheet has not been opened by employee. Approvers should carefully review Not Started time sheets and if the employee worked during the pay period make sure the employee opens their time sheet and reports their hours.
   • In Progress – time sheet has been opened and may or may not have hours entered. If the approver knows the employee has hours to report, make sure they are reported. If they do not have hours to report, it is OK to leave their time sheet in an In Progress status with no hours (this only applies to students and hourly employees).
   • Pending – time sheet has been submitted for approval. This is the only status where an approver can take action. It is ready for the approver to review and either approve the hours, return the time sheet for correction or make the necessary corrections with a comment. The time sheet must be approved by the Pay Period Time Entry Status date or the employee may not be paid!

• Return for Correction – Approver returned time sheet to employee for correction. The approver must make the employee aware that the time sheet has been returned. The necessary corrections must be made and the time sheet must be resubmitted.

• Approved – time sheet has been approved by the department and is pending approval by payroll.

• Completed – time sheet has been processed by payroll.

8. Approvers can approve WTE time sheets on one of three different forms.

• Department Summary Form – approver can see the status of ALL their employees which allows them to monitor their payroll throughout the month. If you use this form to approve your time sheets, you must click the SELECT ALL, APPROVE OR FYI button, then click the SAVE button to process the approvals.

• Employee Detail Form – approver able to see individual employee detail.

• Leave Request Form – approver able to directly click on any individual day to review.

9. The Return for Correction status should only be used if there is time to return the time sheet back to the employee for correction and receive it back before the Pay Period Time Entry Status date. If you do return a time sheet for correction, be sure to notify your employee to correct their time sheet and let them know to click the submit button so it will be returned back to you to approve.

10. If there is not time to return a time sheet to the employee for correction, you can make the correction yourself by clicking the CHANGE RECORD OPTION on the Employee Detail screen. You may also make a necessary change by clicking the CHANGE TIME RECORD hyperlink on the Department Summary Screen. Click on the day and correct the hours reported. Be sure to use the Comments box to document the changes you made and why. Also be sure to let your employee know about the changes you made to their time sheet!

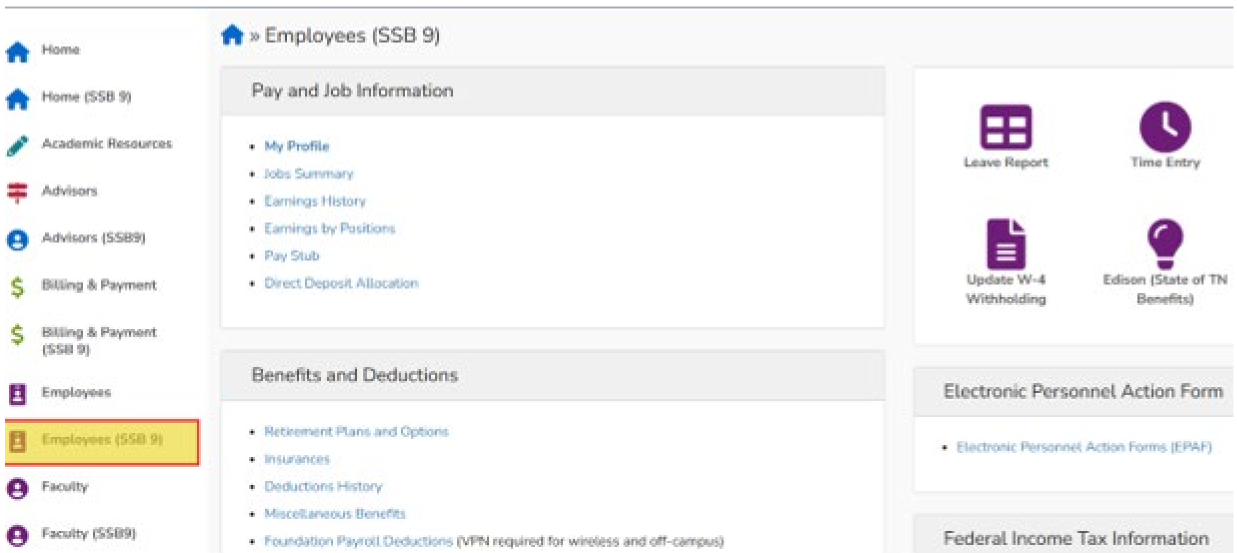
11. It is your responsibility to make sure all time sheets are approved with the correct hours before the Pay Period Time Entry Status date that appears on the WTE Department Summary Form so your employees will be paid correctly at the end of the month. Please know that we are here to assist you. Please call Tammy Keylon @ ext. 2186 (Tammy.Keylon@mtsu.edu) if you have any questions/issues.

PIPELINE SSB9 – New View in Pipeline

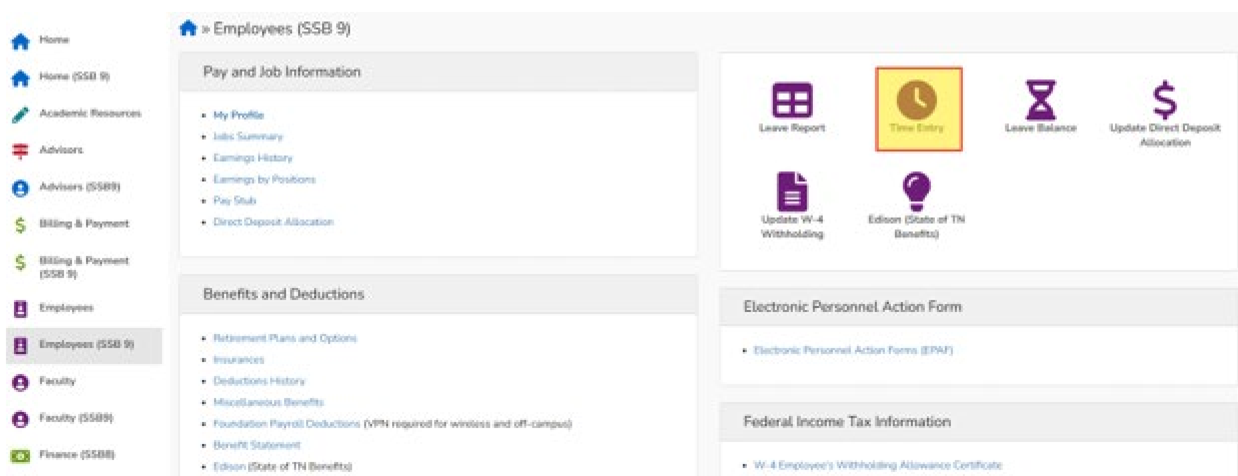
WTE "Quick Reference" For Proxies

1.) Login to PipelineMT. Please contact the ITD Help Desk @5345 if you need help with your username and/or password.

2.) Click on "Employees" in the sidebar on the left side of the screen.

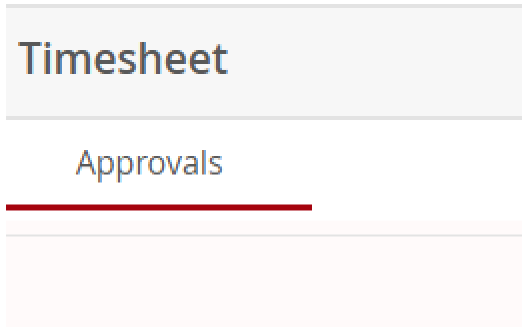


3.) Click the "Time Entry" icon (it looks like a clock) in the upper right portion of the screen.



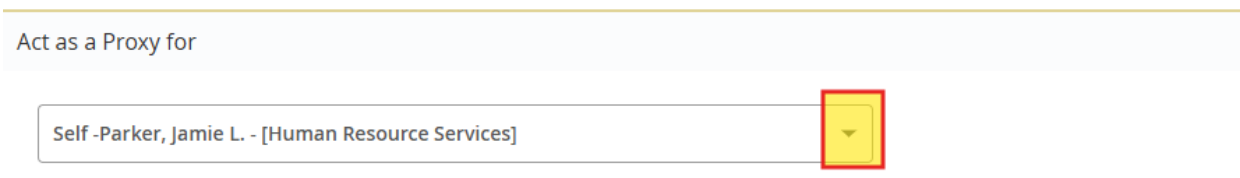
4.) Approving Timesheets as a Proxy:

- Proxies: Once you are logged in, you will be routed to a page that says "Timesheet" and underneath it says "Approvals". Click "Approvals"

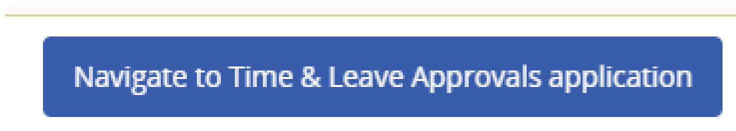


5.) **Proxies** will need to click on "Proxy Super User" on the right of the screen – this will take you to the Proxy or Superuser page.

6.) Under "Act as a Proxy for", use the dropdown to choose the approver you are approving time for.

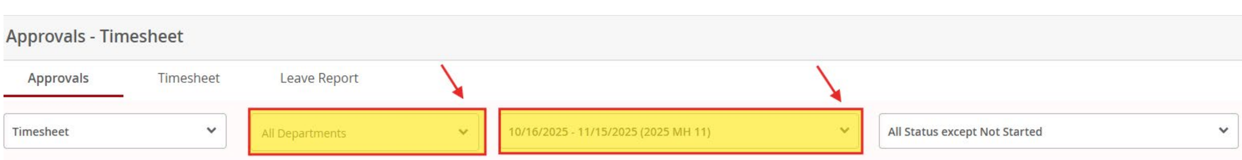


7.) Click "Navigate to Time & Leave Approvals allocation" in the lower right of your screen.



8.) To see your employee timesheets, at least one of your employees must have started their WTE timesheet for this information to appear. You may have to ask one of your employees to start their timesheet so you will be able to view all your employees' timesheets!

9.) This will take you to the Approvals – Timesheet page. Be sure to select the correct department code(s) and that you are approving the current pay period.



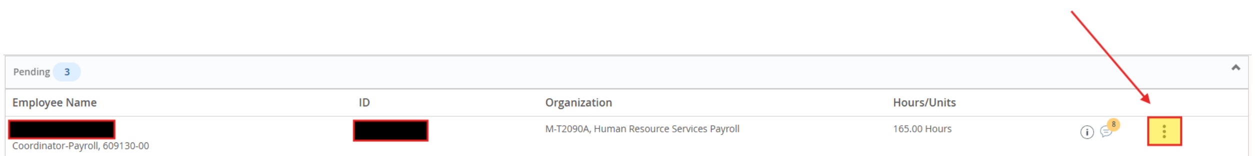
10.) Be sure you know and understand the following six WTE transaction statuses:

- **Not Started** – timesheet has not been opened by the employee. Approvers should carefully review Not Started timesheets and, if the employee worked during the pay period, make sure the employee opens their timesheet and reports their hours.

- **In Progress** – timesheet has been opened and may or may not have hours entered. If the approver knows the employee has hours to report, it is acceptable to leave their timesheet in an 'In Progress' status with no hours (this only applies to student and hourly employees).
- **Pending** – timesheet has been submitted for approval. This is the only status where an approver can take action. It is ready for the approver to review and either approve the hours, return the timesheet for correction, or make the necessary corrections and add a comment. The timesheet must be approved by the Approval Deadline date; otherwise, the employee may not be paid.
- **Return for Correction** – Approver returned timesheet to employee for correction. The approver must make the employee aware that the timesheet has been returned. The necessary corrections must be made, and the timesheet must be resubmitted.
- **Approved** – timesheet has been approved by the department and is pending approval by payroll.
- **Completed -** timesheet has been processed by payroll.

11.) Review the statuses of ALL your employees at the bottom of the Approvals – Timesheet page and monitor their payroll throughout the month.

12.) To approve each timesheet, click the three vertical dots to the right of each employee under the Pending section on the Approvals – Timesheet page:



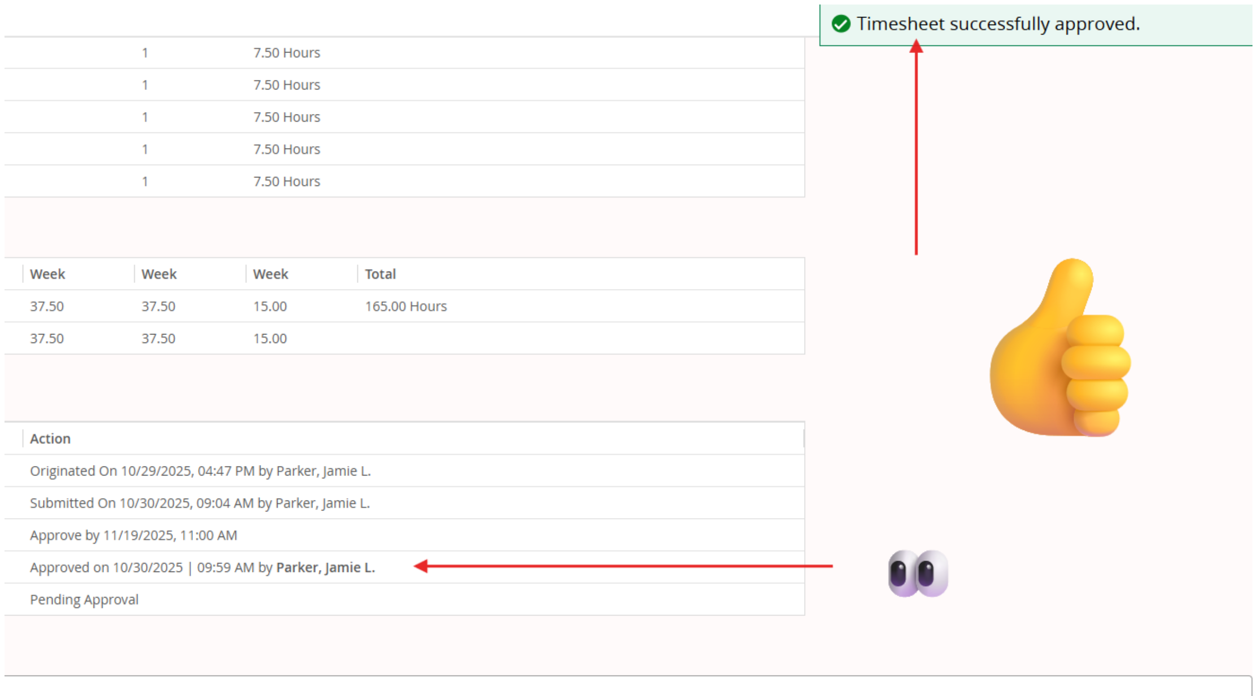
13.) Click "Preview" to review the timesheet - From here, approvers can review the timesheet in the Time Entry Detail list format for each day, and the Summary format, which lists the total hours per week, and then the Total Hours.

14.) **If all is correct**, click "Approve" at the bottom right of the screen.

Please Note: You must approve each timesheet individually.

15.) If you have successfully approved the timesheet.

- An alert, "Timesheet successfully approved," will appear at the top right of your screen.
- Under the Routing and Status section, it will say, "Approved" on the date and time by the Proxy.



16.) The Return for Correction status should only be used if there is enough time to send the timesheet back to the employee for correction and receive it before the Pay Period Time Entry Status date.

- A comment is required before the timesheet can be returned for correction.
- Be sure to notify your employee(s) to update their timesheet and instruct them to click the “Submit” button so it will be sent back to you for approval.
- ***Only the “Return for Correction” button sends the timesheet back to the employee.***

17.) Please note that the “Return” button takes you back to the previous screen and does NOT return the timesheet. This will take you back to the rest of your employees' timesheets to complete the remaining approvals.

Please Note: You must approve each timesheet individually.

18.) If there is not time to return the timesheet to the employee for correction, you can make the correction yourself by clicking the “Details” option. This will put you in the employees’ timesheet.

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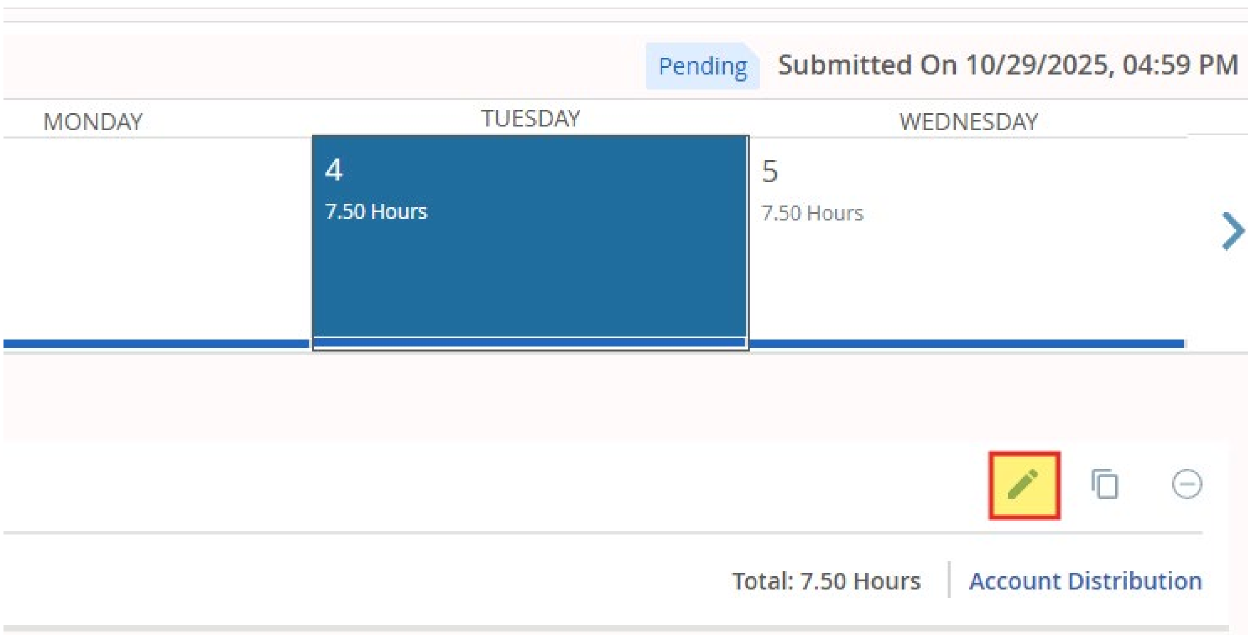
19.) Click on the day for the correction and then the edit icon on the right of your screen, which looks like a pencil, and make the correction needed.



20.) Click "Save".

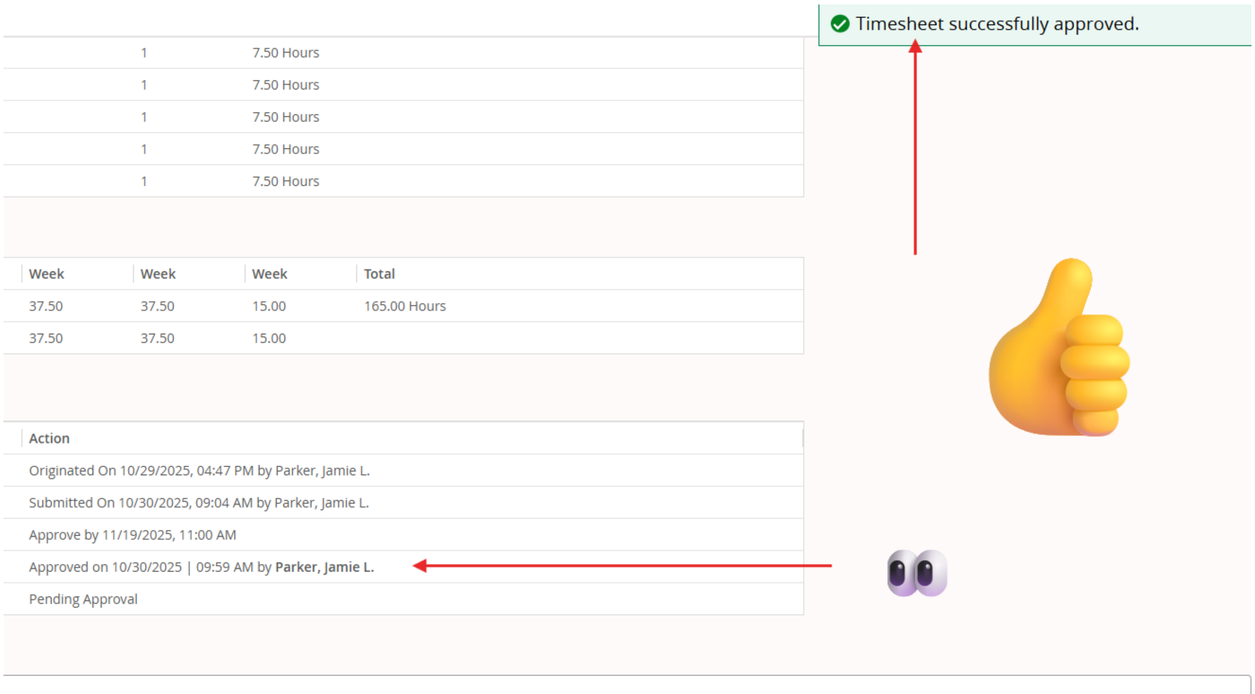
21.) Click the "Preview" button to move forward to review the changes.

22.) Add a comment if you have made a change to the timesheet.

23.) Approve at the bottom of your screen.

24.) If you have successfully approved the timesheet.

- An alert, "Timesheet successfully approved," will appear at the top right of your screen.
- Under the Routing and Status section, it will state "Approved on the date and time by the Proxy".



25.) It is your responsibility to make sure all timesheets are approved with the correct hours before the Approval deadline date that appears under the Routing and Status section on the Time Entry Detail page, so your employees will be paid correctly at the end of the month.

Please know that we are here to assist you. Please call Tammy Keylon @ ext. 2186 (Tammy.Keylon@mtsu.edu) if you have any questions or issues.