Quick Guide for Approvers and Proxies: 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.
  - **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.
- In order to review your employees' leave reports, at least one person must have opened his/her leave report for the current month.
- Understanding the following six web time entry transaction statuses:
  - **Not Started:** Employee has not opened leave report. Approvers should carefully review *Not Started* leave reports. If the employee took leave during the month make sure the employee reports their leave.
  - **In Progress:** Employee has opened leave report and may or may not have hours entered.
  - **Pending:** Employee submitted leave report for approval. This is the only status where an approver can take action. It is ready for you to review and either approve the hours, return the leave report for correction, or make the necessary corrections with a comment. The *Leave Period Leave Entry Status* date is the deadline for departmental approval.
  - **Return for Correction:** Approver returns leave report to employee for correction. As the approver, you must make the employee aware that you are returning the report for correction and that he/she must make all necessary corrections and resubmit before the deadline. Return a leave report for correction only if there is time to return the leave report to the employee for correction and receive it back before the *Leave Period Leave Entry Status* date.

    If there is not enough time to return a leave report to an employee for correction before the deadline, make the correction(s) yourself by clicking the **CHANGE RECORD** button on the "Employee Detail" page or by choosing the **CHANGE LEAVE RECORD** link on the "Department Summary" page. Be sure to use the **COMMENTS** button to document the changes you make and why.
  - **Approved:** Department has approved leave report and it is pending approval by Payroll.
  - **Completed:** Payroll has approved and processed leave report.
- 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.
- It is your responsibility to make sure all leave reports are approved with the correct hours before the *Leave Period Leave Entry Status* date that appears on the Department Summary Form.
- Training information is available at http://www.mtsu.edu/hrs/leavereporting/index.php, which includes a quick reference guide as well as a detailed training guide and leave reporting training module for approvers and proxies.
- If you need assistance or have questions contact Shannon Sexton at shannon.sexton@mtsu.edu or 615-898-5852.

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