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.

    <u>or</u>

    - 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.