Student and Temp Hourly Employees

Web Time Entry Presentation

Middle Tennessee State University
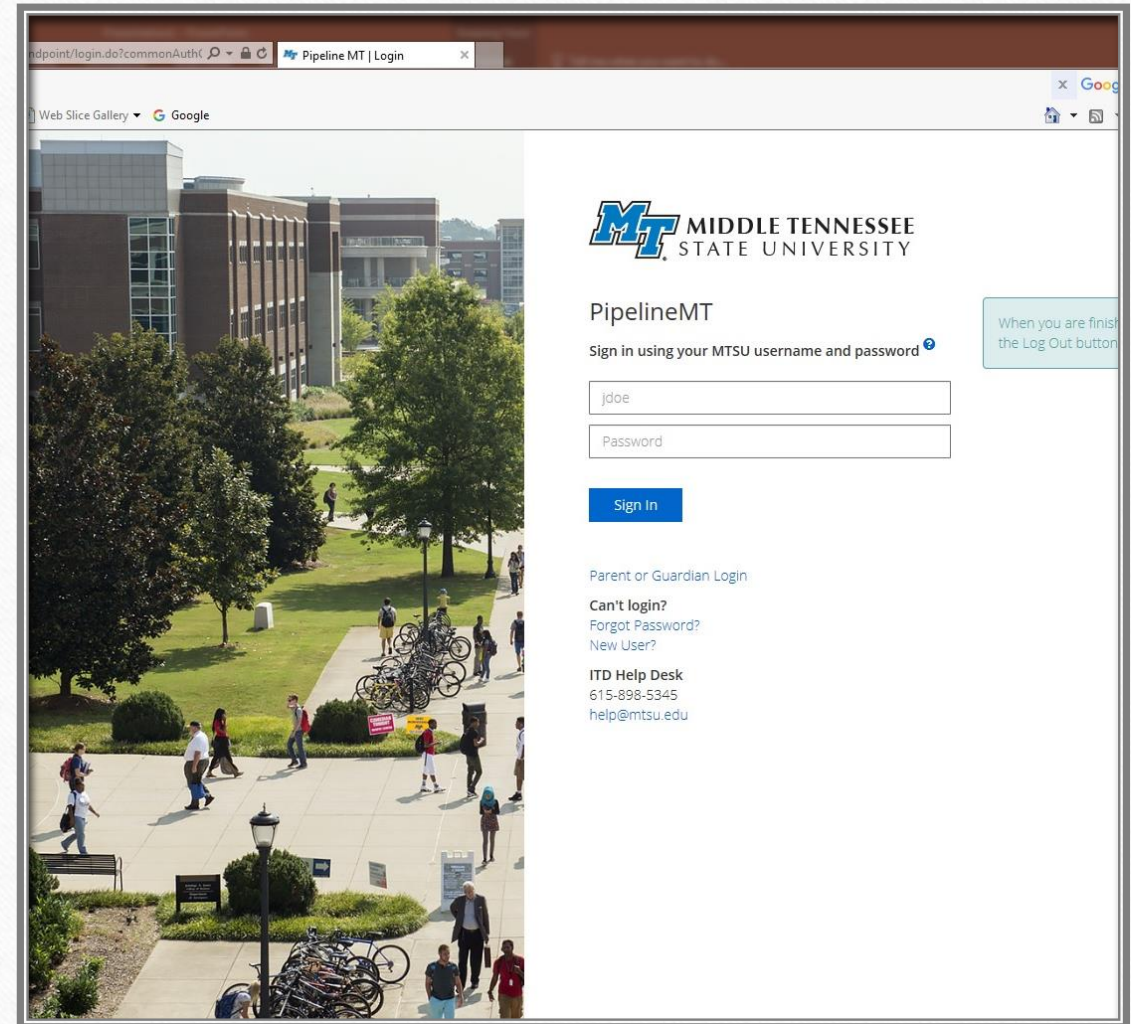
Web Time Entry Overview

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

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

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

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

PipelineMT Login Page

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

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

Find Your Time Sheet

Time Sheet Selection Page

- Select your time sheet by clicking the button next to the title and department under "My Choice"

- If you have multiple positions MAKE SURE you select the correct department to enter your hours

- Select the pay period for the department in which you have hours to enter by clicking the dropdown box.

- The default "Pay Period and Status" is the latest month. You will have access to three previous months' time sheets from this page

- Choose your time sheet period and click the TIME SHEET button

Time Sheet Selection

💬 Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet.

ⓘ VIEW CURRENT JOBS WITH PAYRATES

Title and Department	My Choice	Pay Period and Status
Coordinator-Payroll, 609290-00 Human Resource Services Payroll, T2090A	⦿	Apr 16, 2018 to May 15, 2018 In Progress ▾

Time Sheet

RELEASE: 8.12.1.5 PROD - SSBPROD2

Choose Department then Pay Period then click TIME SHEET button

Time In and Out Page

- Enter each work session at the same time, i.e., enter the time you began working and the time you ended on line one before beginning a new line.

- If you work a split shift, have a class between work hours, take a lunch break, etc. enter these sessions separately.

- Hours are entered in the 99:99 format at 15 minute intervals, i.e., 10:00, 04:30, etc.

Time In and Out

💬 Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30, 10:45. Select Save to display Total Hours.

Date: Friday , Feb 16, 2018

Earnings Code: Campus Student W/O FICA

Shift	Time In		Time Out		Total Hours
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
1		AM ▾		AM ▾	0
					0

[Previous Menu] [Next Day]

[Add New Line] [Save] [Copy] [Delete]

Entering Hours Continued…

- Look at the "Date" to verify you are on the correct day

- Enter Time In (time work session began) and Time Out (time work session ended) in correct format

- Make sure you choose AM or PM
  - AM = 12:00 midnight to 11:59 AM
  - PM = 12:00 noon to 11:59 PM

- Enter each day's work session on separate line

- Once hours are entered click the SAVE button (Total hours will calculate once saved)

Time In and Out Navigation Buttons Explanations

- Previous Menu – Returns to the Time Sheet Selection page

- Next Day – Time In and Out page for the following day will appear

- Add New Line – Adds an additional line

- Save – Saves entered hours and calculates totals for each line and day

- Copy – Can copy same hours to other days at one time

- Delete – Deletes hours entered for this day

When you work the same exact hours each day…

- If you have a standard work schedule the copy feature will allow you to enter hours for one day and then copy the hours to other days at one time

- Enter hours as previously discussed

- Select the COPY button once you have saved your hours

Time In and Out

💬 Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:3

Date: Friday , Feb 16, 2018

Earnings Code: Campus Student W/O FICA

Shift	Time In		Time Out		Total Hours
1	08:30	AM	03:00	PM	6.5
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
1		AM		AM	0
					6.5

Previous Menu | Next Day
Add New Line | Save | Copy | Delete

Account Distribution

Earnings Code	Shift	Hours	
Campus Student W/O FICA	1	6.5	Account Distribution

Hours Have Been Entered and Calculated

Submit By Date:						Mar 20, 2018 by 12:30 PM			
Earning	**Shift**	**Default Hours or Units**	**Total Hours**	**Total Units**	**Friday Feb 16, 2018**	**Saturday Feb 17, 2018**	**Sunday Feb 18, 2018**	**Monday Feb 19, 2018**	**T F 2**
Campus Student W/O FICA	1	0	6.5		6.5	Enter Hours	Enter Hours	Enter Hours	
Total Hours:			6.5		6.5	0	0	0	
Total Units:				0	0	0	0	0	

Time Sheet Buttons Navigation Explanations

- Previous Menu – returns you to the Time Sheet Selection Page

- Preview – Opens a preview page that will allow you to view your time sheet for the entire month. *Use the scroll bar at the bottom of the page to review entire time sheet*

- Comments – You and your supervisor can enter comments. Comments are NOT confidential

- Submit for Approval – Submits Time Sheet to supervisor for approval

- Restart – Clears all entries made on each day

- Previous/Next – Click this button to go to the next or previous seven days of the pay period for entering hours

Submitting Your Time Sheet For Approval

- The "Submit By Date" is the date your supervisor must have your time sheet approved and submitted to Payroll Services

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

Submitting Your Time Sheet for Approval

PREVIEW…PREVIEW…PREVIEW!!!

Click the PREVIEW button to verify that you have entered all of your hours worked and that the dates and hours are correct

Submitting Your Time Sheet for Approval

- After you have reviewed and determined that your time sheet is correct click the SUBMIT FOR APPROVAL button

- Once you have submitted your time sheet for approval you no longer have access to make any changes. If you need to make a change contact your supervisor and ask to have your time sheet returned for correction. Make your change immediately and resubmit for approval.

- Remember, deadlines are in effect and this is how you get paid!

Select the link under a date to enter hours. Select Next or Previous to navigate through the dates within the period.

Time Sheet

Name:						Student Name						
Title and Number:						Student Help-Ticket Office -- 518880-00						
Department and Number:						Ticket Office -- T20210						
Time Sheet Period:						Feb 16, 2018 to Mar 15, 2018						
Submit By Date:						Mar 20, 2018 by 12:30 PM						

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 16, 2018	Saturday Feb 17, 2018	Sunday Feb 18, 2018	Monday Feb 19, 2018	Tuesday Feb 20, 2018	Wednesday Feb 21, 2018	Thursday Feb 22, 2018
Campus Student W/O FICA	1	0	40.5		6.5	Enter Hours	Enter Hours	3.5	5	Enter Hours	Enter Hours
Total Hours:			40.5		0	0	0	0	0	0	0
Total Units:				0	0	0	0	0	0	0	0

Previous Menu	Preview	Comments	Submit for Approval	Restart	Next

Submitted for Approval By:	
Approved By:	
Waiting for Approval From:	

How to Verify Your Time Sheet Has Been Submitted

- In the top left-hand corner of your time sheet look for "The time sheet was submitted successfully" statement

- On the "Submitted for Approval By:" line you will see your name and date of submission

- On the "Waiting for Approval From:" line will be your supervisor's name

- If you do not see these check for an error message and/or contact your supervisor

⚠ **The time sheet was submitted successfully.**

Time Sheet

Name:		Student Name
Title and Number:		Student Help-Ticket Office -- 518880-00
Department and Number:		Ticket Office -- T20210
Time Sheet Period:		Feb 16, 2018 to Mar 15, 2018
Submit By Date:		Mar 20, 2018 by 12:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 16, 2018	Saturday Feb 17, 2018	Sunday Feb 18, 2018	Monday Feb 19, 2018
Campus Student W/O FICA	1	0	6.5		6.5	Enter Hours	Enter Hours	Enter Ho
Total Hours:			6.5		6.5	0	0	
Total Units:				0	0	0	0	

Previous Menu	Preview	Comments	Approve	Next

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

Approved Time Sheet

- Once your supervisor has approved your time sheet you will see his/her name on the "Approved By:" line

- Your time sheet has been submitted to Payroll Services and awaiting processing

⚠ **The time sheet was submitted successfully.**

Time Sheet

Name:		Student Name
Title and Number:		Student Help-Ticket Office -- 518880-00
Department and Number:		Ticket Office -- T20210
Time Sheet Period:		Feb 16, 2018 to Mar 15, 2018
Submit By Date:		Mar 20, 2018 by 12:30 PM

Earning	Shift	Default Hours or Units	Total Hours	Total Units	Friday Feb 16, 2018	Saturday Feb 17, 2018	Sunday Feb 18, 2018	Monday Feb 19, 2018
Campus Student W/O FICA	1	0	6.5		6.5	Enter Hours	Enter Hours	Enter Ho
Total Hours:			6.5		6.5	0	0	
Total Units:				0	0	0	0	

[Previous Menu] [Preview] [Comments] [Approve] [Next]

Submitted for Approval By:		Lisa A Mitchell on March 18, 2018
Approved By:		James E. Kentfield
Waiting for Approval From:		

Troubleshooting

- I have not submitted my time sheet and I have put time on the wrong day.

  - Click on the hours under the date that needs changing

  - Click the DELETE button and then click the SAVE button—Do NOT enter zero's to correct time

  - Click PREVIOUS MENU button and click on correct date and enter time

Troubleshooting

- I have already submitted by time sheet and need to make a correction

  - Contact your supervisor immediately and ask to have your time sheet returned to you for correction

  - Make your changes and resubmit for approval

  - Advise your supervisor that you have resubmitted your time sheet

  - REMEMBER DEADLINES!

What else do I need to know?

- Student and Temp Hourly employees are paid on the last business day of the month via direct deposit.

- DO NOT close your checking/saving account until you have received your last paycheck.

- If you change banks you must notify Human Resource Services no later than the second week of the month, otherwise keep your old account open and make the change for the next month. *Direct Deposit accounts can be changed through your PipelineMT account.*

- Do not wait until the last day to enter your time. Enter your hours worked throughout the pay period. Do not submit your time sheet for approval until you have everything entered and verified.

- PREVIEW…PREVIEW…PREVIEW!

- Watch deadline dates closely. If your time sheet has not been approved by the deadline remind your supervisor.

- Do not use the BACK arrow of your browser to navigate through your time sheet

- DO NOT give others access to your PipelineMT username and password. PipelineMT is the gateway to all of your personal information.

- Human Resource Services corresponds with you through your MTSU email account only.

Always submit your time sheet on time!

You've earned your pay!

For More Information or Assistance Contact

Jamie Parker, Payroll Supervisor
Jamie.Parker@mtsu.edu
615-898-5727

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

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