

# Student and Temp Hourly Employees

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Web Time Entry Presentation

Middle Tennessee State University

# Web Time Entry Overview

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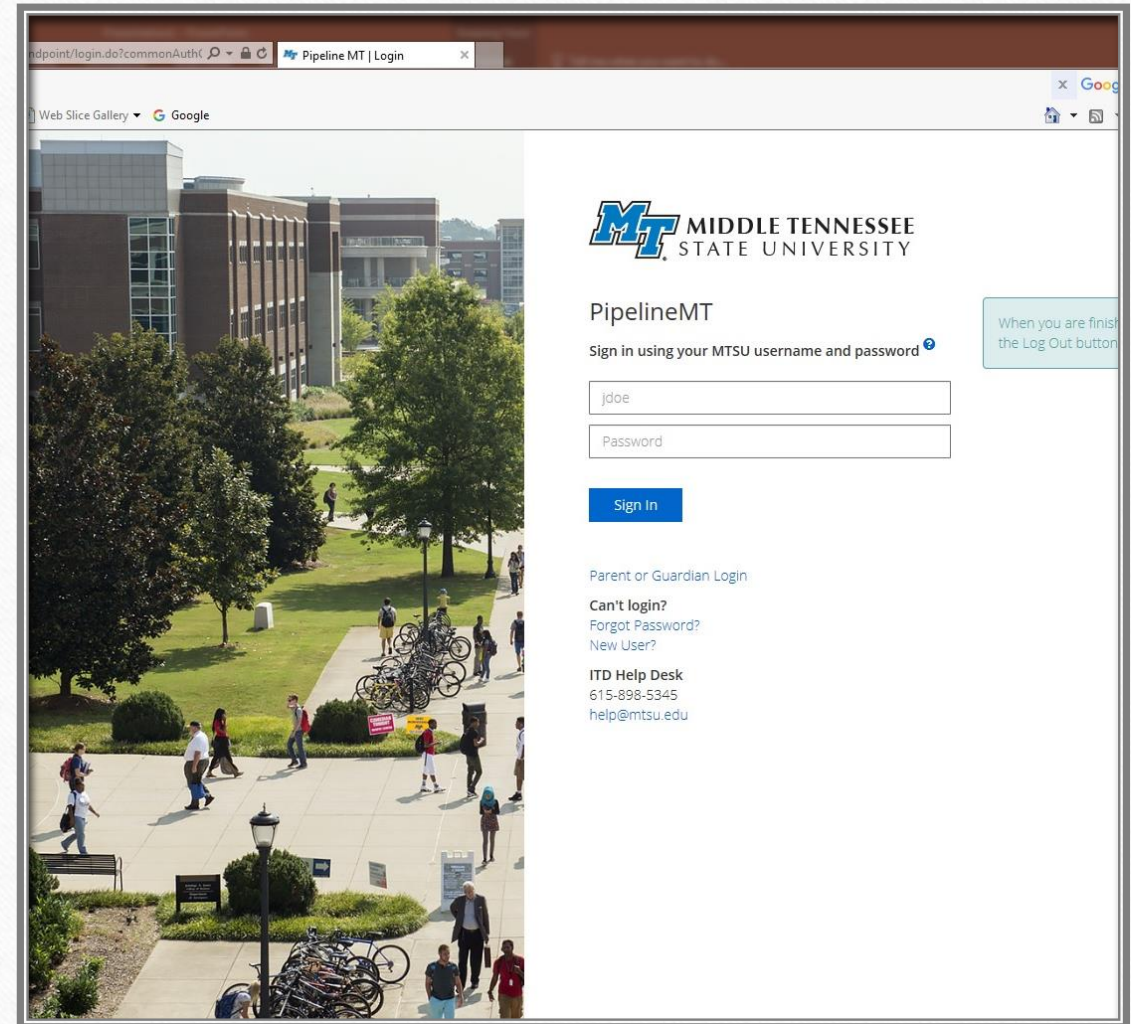
- Web Time Entry (WTE) allows employees to enter time worked on a web-based time sheet in PipelineMT.
- WTE Time Sheets are available on the first workday of each pay period.
- Pay periods begin on the 16<sup>th</sup> day of each month and run through the 15<sup>th</sup> day of the following month (ex: May 16 – June 15). The submission deadline is two working days after the 15<sup>th</sup>.
- Meet your submission deadlines. This is how you get paid!

# PipelineMT Login Page

[www.mtsu.edu/pipelinemt](http://www.mtsu.edu/pipelinemt)

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](mailto:help@mtsu.edu) or 615-898-5345



# Find Your Time Sheet

The screenshot displays the PipelineMT web application interface. At the top, the Middle Tennessee State University logo and the text "PipelineMT" are visible. A left-hand navigation menu includes links for Home, Registration & Student Records, Academic Resources, Billing & Payment, Employees, Finance, and Resources. The "Employees" link is highlighted. The main content area is titled "Employees" and contains a "Pay and Job Information" section with links for Jobs Summary, Earnings History, and Earnings Statement. Below this is an "Electronic Personnel" section with links for E-PAF Approver Summary, E-PAF Originator Summary, New E-PAF, E-PAF Proxy Records, and Act as a Proxy. A central dashboard area features four icons: Leave Report (calendar), Time Entry (clock), Leave Balance (hourglass), and Update Direct Deposit Allocation (dollar sign). A fifth icon, Update W-4 Withholding (document), is located below the Time Entry icon. Two yellow callout bubbles provide instructions: one points to the "Employees" link in the navigation menu, and the other points to the "Time Entry" icon in the dashboard.

MIDDLE TENNESSEE STATE UNIVERSITY | PipelineMT

Home

Registration & Student Records

Academic Resources

Billing & Payment

**Employees**

Finance

Resources

Employees

Pay and Job Information

- Jobs Summary
- Earnings History
- Earnings Statement

Leave Report

Time Entry

Leave Balance

Update Direct Deposit Allocation

Update W-4 Withholding

Electronic Personnel

- E-PAF Approver Summary
- E-PAF Originator Summary
- New E-PAF
- E-PAF Proxy Records
- Act as a Proxy

First click the Employees Link

Next Click the Time Entry Icon

# 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

The screenshot shows a web interface titled "Time Sheet Selection". At the top, there is a header bar with the title. Below the header, there is a message: "Make a selection from My Choice. Choose a Time Sheet period from the pull-down list. Select Time Sheet." Below this message is a link: "VIEW CURRENT JOBS WITH PAYRATES". The main content area is a table with three columns: "Title and Department", "My Choice", and "Pay Period and Status". The table has one row with the following data: "Coordinator-Payroll, 609290-00" and "Human Resource Services Payroll, T2090A" under "Title and Department"; a radio button under "My Choice"; and "Apr 16, 2018 to May 15, 2018 In Progress" under "Pay Period and Status". Below the table is a "Time Sheet" button. A yellow box highlights the table and the button. Two yellow arrows point from a yellow callout box at the bottom right to the radio button and the dropdown menu. The callout box contains the text: "Choose Department then Pay Period then click TIME SHEET button". At the bottom left of the page, there is a release note: "RELEASE: 8.12.1.5 PROD - SSBPROD2".

Title and Department	My Choice	Pay Period and Status
Coordinator-Payroll, 609290-00 Human Resource Services Payroll, T2090A	<input checked="" type="radio"/>	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

# Entering Hours on Your Time Sheet

- Click the “Enter Hours” link under the appropriate date

Leave Request

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

**Time Sheet**

<b>Name:</b>	Student Name										
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00										
<b>Department and Number:</b>	Ticket Office -- T20210										
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018										
<b>Submit By Date:</b>	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	0		Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours	Enter Hours
<b>Total Hours:</b>			0		0	0	0	0	0	0	0
<b>Total Units:</b>				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:**

## 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	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	AM ▼	0
1	<input type="text"/>	AM ▼	<input type="text"/>	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

Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30

**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



## 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

### Time In and Out

 Enter time in intervals of 15 minutes in the 99:99 format. For example, 10:00, 10:15, 10:30

**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	<span>Account Distribution</span>

## 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, 10:30

**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

## Copying the same exact hours to different days...

- Only use this feature if you have a standard work schedule from day to day
- Click the box under each day of the week for the days that the hours are the same. Do not click the box for the day that you used to enter hours to copy
- Click the COPY button to save your hours
- Click the Time Sheet button to return to the time sheet and make sure hours appear and are calculated

**Copy**

Copy options include ability to copy to the end of the pay period, include Saturdays or Sundays, or copy by date. If you select the same date you are copying, select Copy, Hours or Units and Account Distribution is also copied.

**Earnings Code:** Campus Student W/O FICA

**Date and Hours to Copy:** Feb 16, 2018, 6.5 Hours

**Copy from date displayed to end of the pay period:**

**Include Saturdays:**

**Include Sundays:**

**Copy by date:**

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
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Feb 23, 2018	Saturday Feb 24, 2018	Sunday Feb 25, 2018	Monday Feb 26, 2018	Tuesday Feb 27, 2018	Wednesday Feb 28, 2018	Thursday Mar 01, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Mar 02, 2018	Saturday Mar 03, 2018	Sunday Mar 04, 2018	Monday Mar 05, 2018	Tuesday Mar 06, 2018	Wednesday Mar 07, 2018	Thursday Mar 08, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Friday Mar 09, 2018	Saturday Mar 10, 2018	Sunday Mar 11, 2018	Monday Mar 12, 2018	Tuesday Mar 13, 2018	Wednesday Mar 14, 2018	Thursday Mar 15, 2018
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Time Sheet Previous Menu **Copy**

Click box  
under each day  
to copy hours

# Hours Have Been Entered and Calculated

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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
Campus Student W/O FICA	1	0	6.5		6.5	Enter Hours	Enter Hours	Enter Hours	
<b>Total Hours:</b>			6.5		6.5	0	0	0	
<b>Total Units:</b>				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

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

**Time Sheet**

<b>Name:</b>	Student Name										
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00										
<b>Department and Number:</b>	Ticket Office -- T20210										
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018										
<b>Submit By Date:</b>	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
<b>Total Hours:</b>			40.5		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

Submitted for Approval By:

Approved By:

Waiting for Approval From:

Navigation buttons: Previous Menu, Preview, Comments, Submit for Approval, Restart, Next

## 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

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

**Time Sheet**

<b>Name:</b>	Student Name										
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00										
<b>Department and Number:</b>	Ticket Office -- T20210										
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018										
<b>Submit By Date:</b>	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
<b>Total Hours:</b>			40.5		0	0	0	0	0	0	0
<b>Total Units:</b>				0	0	0	0	0	0	0	0

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

# 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

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

**Time Sheet**

<b>Name:</b>	Student Name										
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00										
<b>Department and Number:</b>	Ticket Office -- T20210										
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018										
<b>Submit By Date:</b>	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
<b>Total Hours:</b>			40.5		0	0	0	0	0	0	0
<b>Total Units:</b>				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:**

## 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**

<b>Name:</b>	Student Name										
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00										
<b>Department and Number:</b>	Ticket Office -- T20210										
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018										
<b>Submit By Date:</b>	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
<b>Total Hours:</b>			40.5		0	0	0	0	0	0	0
<b>Total Units:</b>				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

<b>Name:</b>	Student Name
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00
<b>Department and Number:</b>	Ticket Office -- T20210
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018
<b>Submit By Date:</b>	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 Hours
<b>Total Hours:</b>			6.5		6.5	0	0	
<b>Total Units:</b>				0	0	0	0	

[Previous Menu](#)
[Preview](#)
[Comments](#)
[Approve](#)
[Next](#)

<b>Submitted for Approval By:</b>	Lisa A Mitchell on March 18, 2018
<b>Approved By:</b>	
<b>Waiting for Approval From:</b>	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

<b>Name:</b>	Student Name
<b>Title and Number:</b>	Student Help-Ticket Office -- 518880-00
<b>Department and Number:</b>	Ticket Office -- T20210
<b>Time Sheet Period:</b>	Feb 16, 2018 to Mar 15, 2018
<b>Submit By Date:</b>	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 Hours
<b>Total Hours:</b>			6.5		6.5	0	0	
<b>Total Units:</b>				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

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	0
1		AM	0
1		AM	0
1		AM	0
1		AM	0

Previous Menu Next Day

Add New Line Save Copy **Delete**

# 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!

⚠ The time sheet was submitted successfully.

## Time Sheet

Name:

Title and Number:

Department and Number:

Time Sheet Period:

Submit By Date:

Earning	Shift	Default Hours or Units	Total Hours	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 Hours
<b>Total Hours:</b>			6.5	6.5	0	0	
<b>Total Units:</b>				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

Oh no, I left off some hours I worked

# What else do I need to know?

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- 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

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Jamie Parker, Payroll Supervisor

[Jamie.Parker@mtsu.edu](mailto:Jamie.Parker@mtsu.edu)

615-898-5727

Additional information can be found at

[http://www.mtsu.edu/hrs/leaverreporting/web\\_time\\_entry.php](http://www.mtsu.edu/hrs/leaverreporting/web_time_entry.php)

Revised December 2022