ADMINISTRATIVE EMPLOYEES AND FACULTY

Online Leave Reporting Training Presentation
Log in to your account by using your MTSU username and password.

If you need assistance logging into your PipelineMT account contact the MTSU Helpdesk at help@mtsu.edu or 615-898-5345
FIND YOUR LEAVE REPORT

First click the Employees Link

Next click the Leave Report Icon
Employees with Approver and Proxy privileges will see this page. For all other employees go to the Leave Report Selection Page. Click the “Access my Leave Report” choice. Next click the SELECT button.

Click “Access my Leave Report”
Note: “Approve or Acknowledge Time” is the default
The default “Leave Report Period and Status” is the latest month. You have access to the three previous months’ leave reports from this page.

Choose your leave report period and click the LEAVE REPORT button.
LEAVE REPORTING DETAIL PAGE – ENTERING ONE DAY AT A TIME

Click the “Enter Hours” link under the appropriate date and leave type to enter your hours.

Check the “Earning:” line to make sure you are entering the correct type of leave.

Check the “Date:” to make sure you are on the correct date.

Enter hours in the box across from the “Hours:” line.

Click SAVE.
PARTIAL HOURS GRID

Report hours using whole hours and tenths of an hour only. Do not use leading or ending zeros.

Example: 7.5, 5, 4.3, .7
Navigating the Control Buttons

Position Selection: Click this button to return to the “Leave Report Selection” page.

Comments: Comments can be added to the leave report by clicking this button.

Preview: Click to preview your report once hours have been entered.

Submit for Approval: Click this button ONLY after all leave is entered, previewed by you, and is ready for approval.

Restart: Clears ALL entries made.

Previous/Next: Takes you to the previous or next seven days in the report.
LEAVE REPORTING DETAIL PAGE – ENTERING MULTIPLE DAYS AT ONE TIME

Use this method when entering the same number of hours under the same type of leave for multiple days

1. Click the “Enter Hours” link under the appropriate date and leave type to enter your hours
2. Check the “Earning” line to make sure you are entering the correct type of leave
3. Check the “Date” to make sure you are on the correct date
4. Enter hours in the box across from the “Hours” line
5. Click COPY and you will move to a calendar type grid with checkboxes for each day
CONTINUED...

ENTERING MULTIPLE DAYS

Click the checkbox for days that you wish to enter leave or click the “Copy from date displayed to end of the leave period” box. (This will copy leave to each day of the month.)

Click the COPY button

Click the Leave Report button and you will be taken back to the leave report page.

Preview your leave report to make sure all entries are correct before submitting for approval.
SUBMITTING YOUR LEAVE REPORT FOR APPROVAL

Once you have entered your leave, always PREVIEW your report to make sure all entries are correct. Once you are satisfied with your report click the SUBMIT FOR APPROVAL button.

Note: You no longer have access to make any changes to your leave once your report is submitted.
• 9/10 Month Faculty accrue 7.5 hours of Sick Leave each month from August-April
• Only Administrative employees and 12 Month Faculty accrue annual leave
• Always use sick leave, not annual leave, when you are sick regardless of your Sick Leave balance.
• Submission and approval deadlines are found on the HRS website at [http://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf](http://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf)
• Employees may view their leave reports through PipelineMT > Employees link > Leave Balance icon

For more information or assistance contact
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