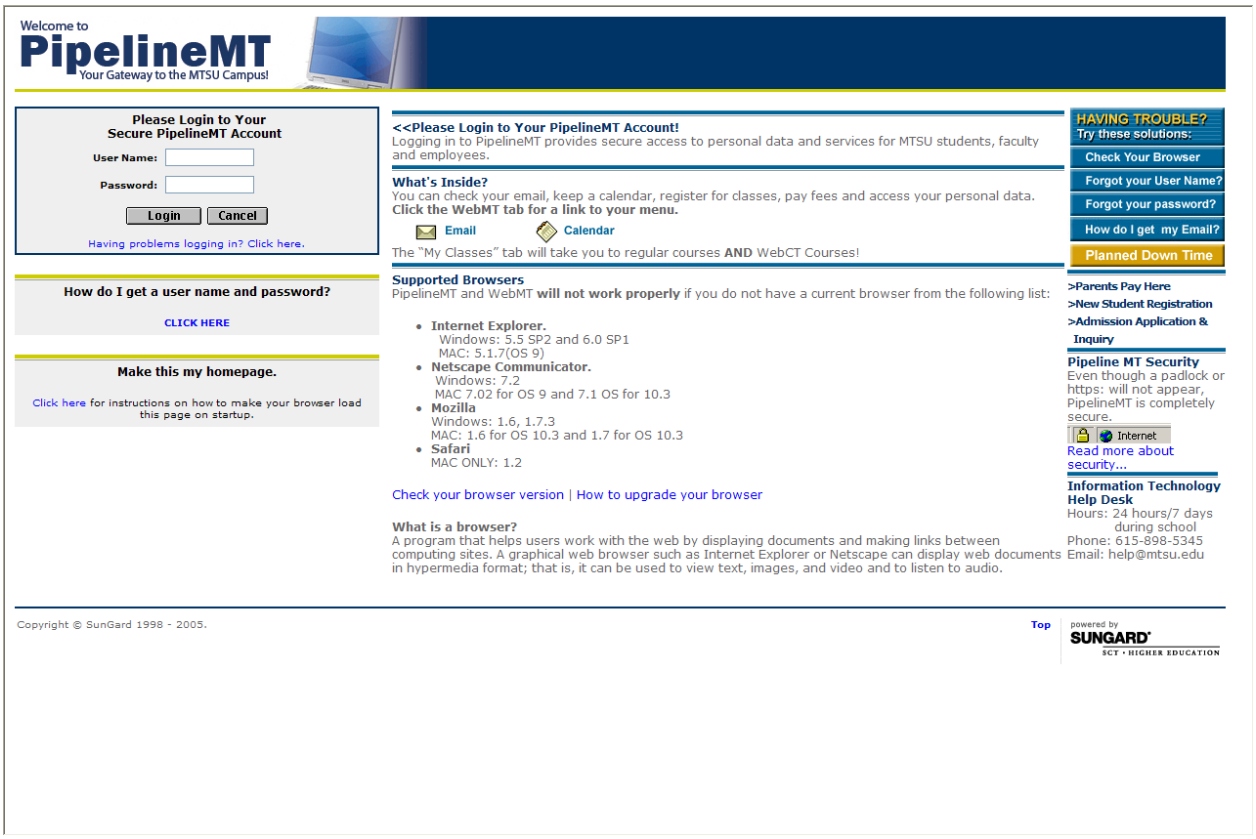
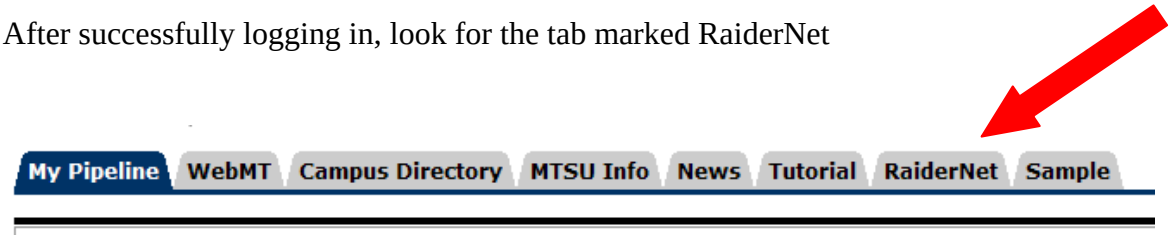
EMPLOYEE SELF SERVICE:
ACCESSING YOUR INFORMATION

The implementation of the Human Resources Self-Service system means that you can access your information via the University's PipelineMT portal.

The official PipelineMT web site is http://mtsu36.mtsu.edu/cp/home/loginf. Log into PipelineMT using your Username and Password. If you have trouble logging in, contact the ITD Helpdesk at (615)898-5345.



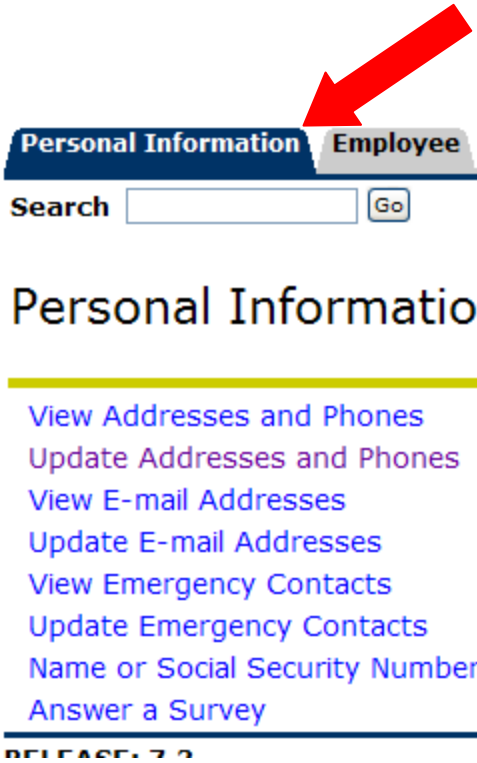
After successfully logging in, look for the tab marked RaiderNet



Click on the **RaiderNet** tab and look for a tab called **Personal Information** or **Employee**. When you click on the **Personal Information** tab, this link will take you to another channel where you will find seven links pertaining to your personal information: **View Addresses and Phones, Update Addresses and Phones, View E-Mail Addresses, Update E-Mail Addresses, View Emergency Contacts, Update Emergency Contacts, Name or SSN Change Information, Answer Survey**. If you click on the **Employee** tab this link will take you to another channel where you will find six links pertaining to your employee information: **Benefits and Deductions, Leave Balances, Pay Information, Federal Income Tax Information, Job Summary, and Campus Directory.**

Descriptions of how to use each of these links follows:

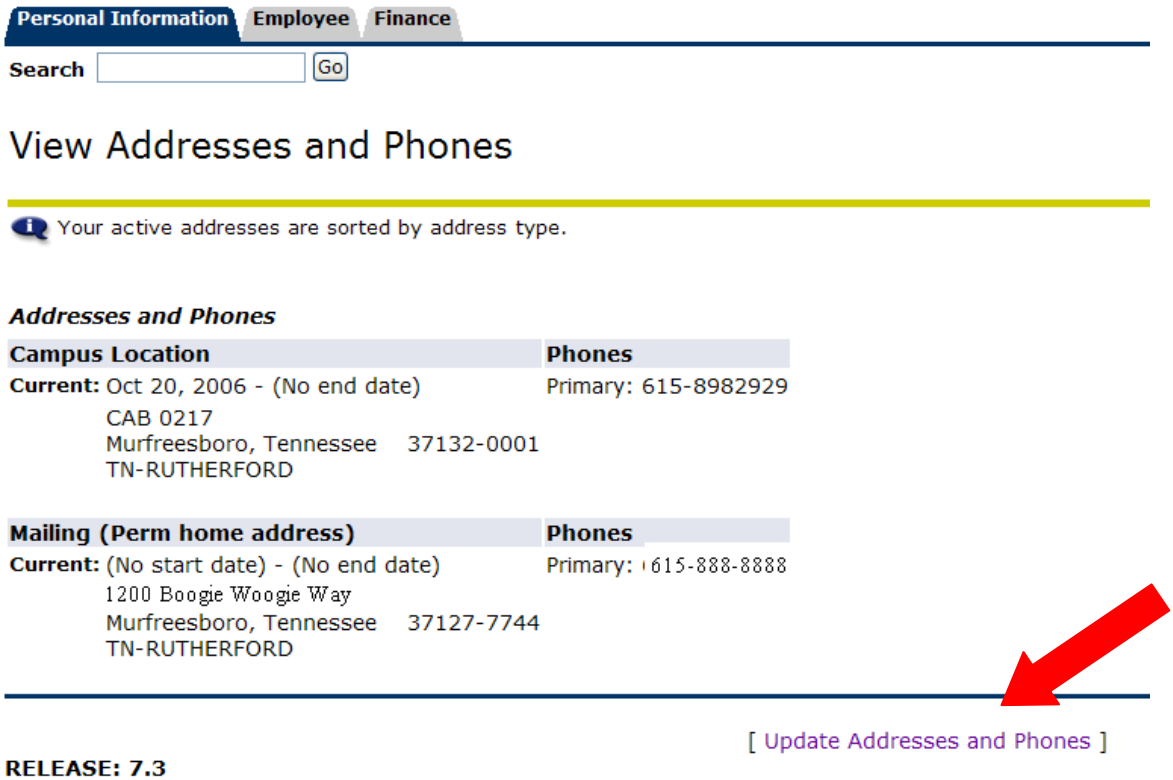
PERSONAL INFORMATION



NOTE: You may have more tabs depending upon your current or former relationships with the university.

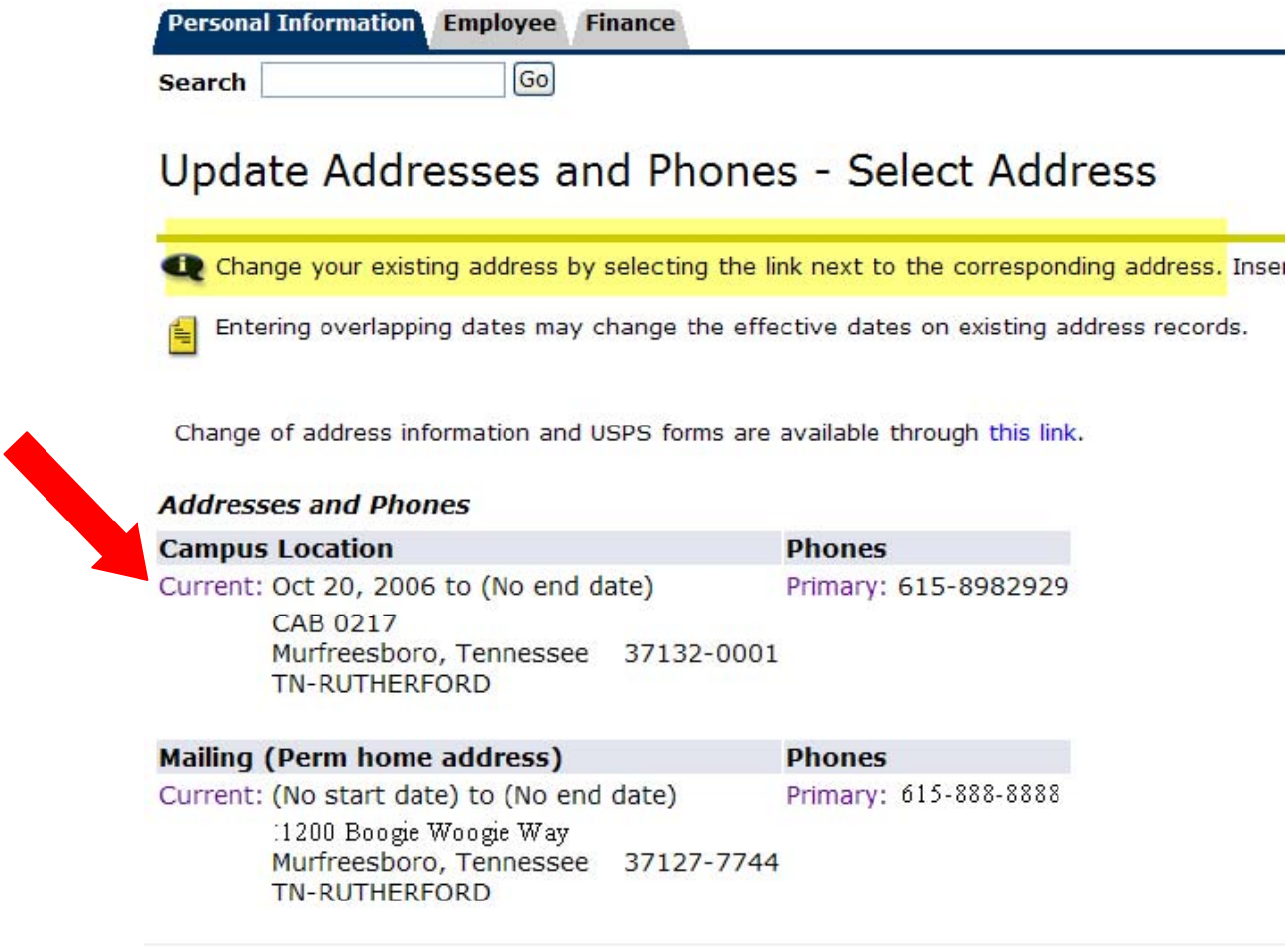
VIEW ADDRESSES AND PHONES

Selecting the **View Addresses and Phones** link will take you to a screen that shows all addresses currently on file in the system. To update your address click on the **Update Addresses and Phones** link at the bottom of the screen.

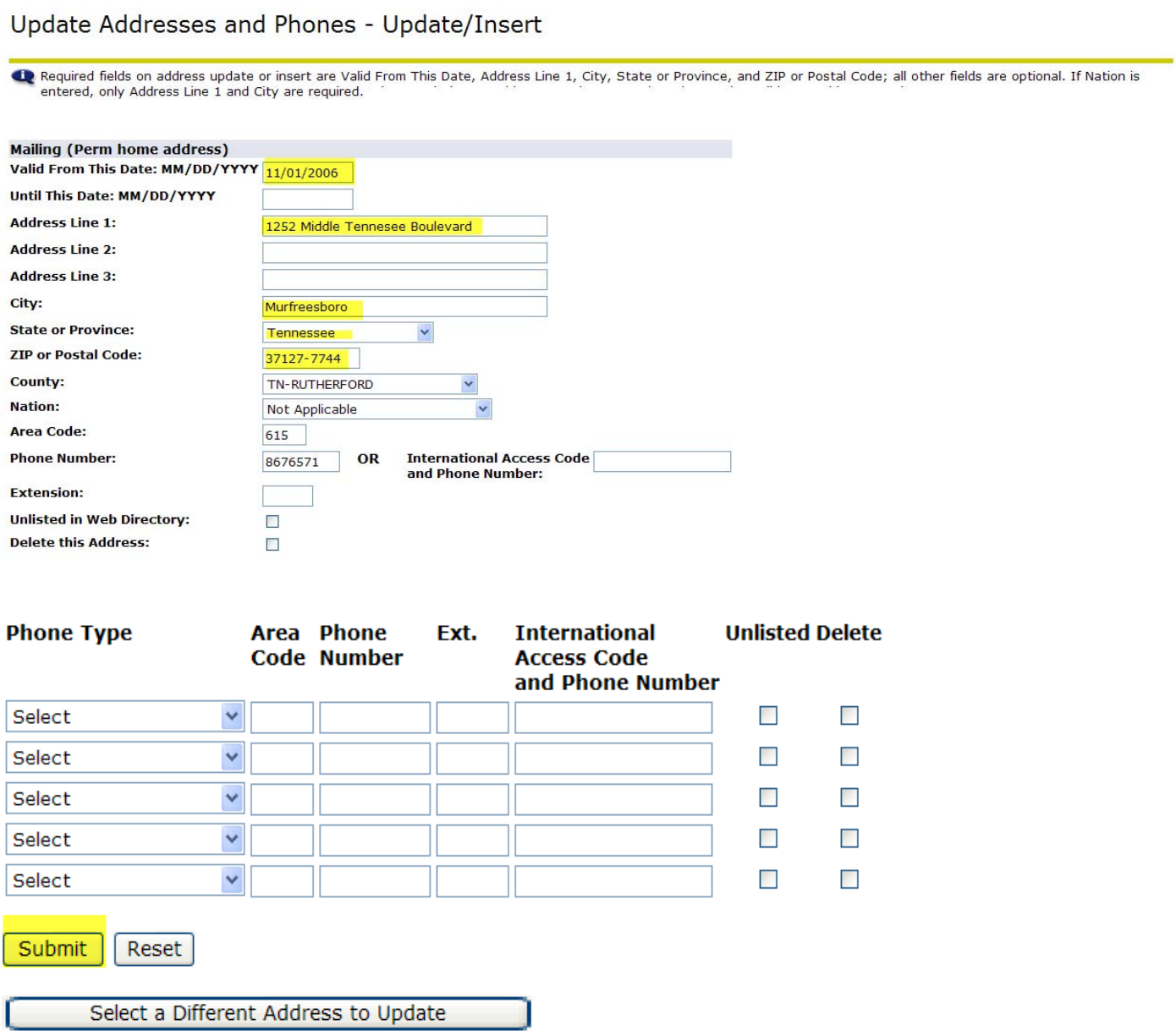


UPDATE ADDRESSES AND PHONES

Select the **Update Addresses and Phones** link from the **View Addresses and Phones** link or from the **Main Personal Information Page**. To change your current address or phone click on the link beside the address or phone to update. This will bring up another screen that will allow you to update your information.

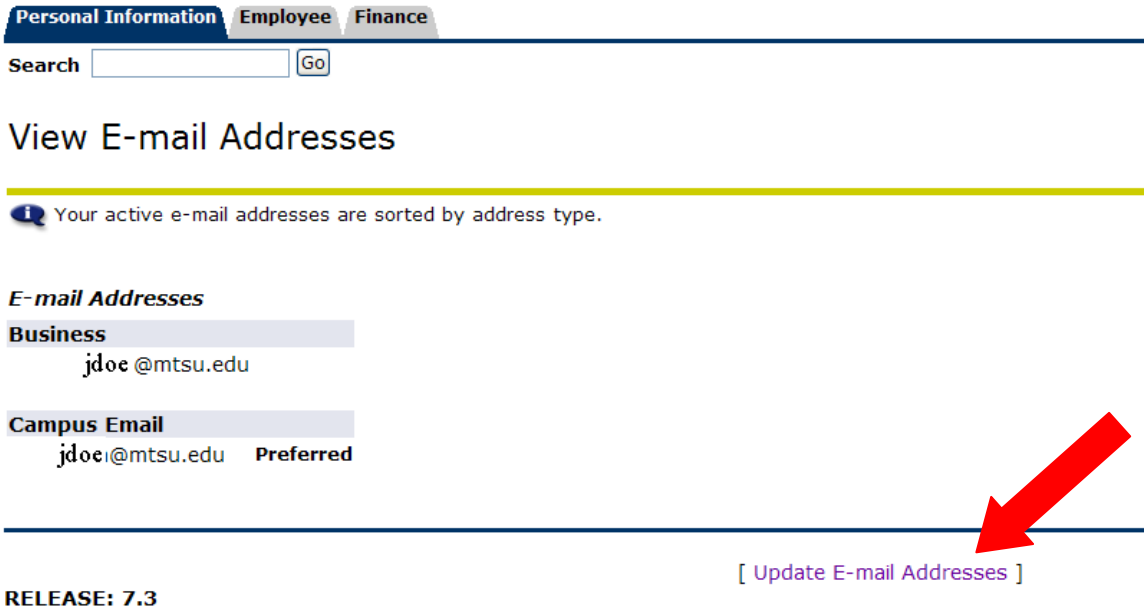


In order to update your addresses or phone number in the system certain fields are required. These are highlighted below. Please note the format of the date field when entering address changes. To save information click on the **Submit** button.



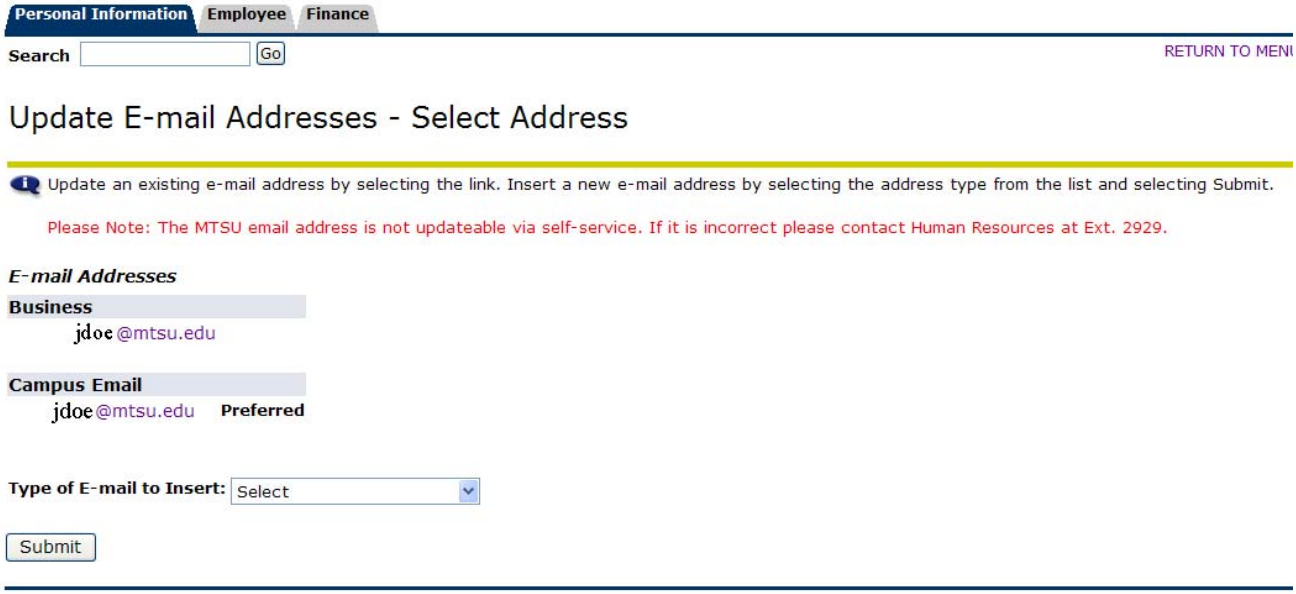
VIEW E-MAIL ADDRESSES

Selecting the **View E-Mail** Addresses link will take you to a screen that shows all E-mail addresses currently on file in the system. To update your address click on the **Update E-Mail Addresses** link at the bottom of the screen.

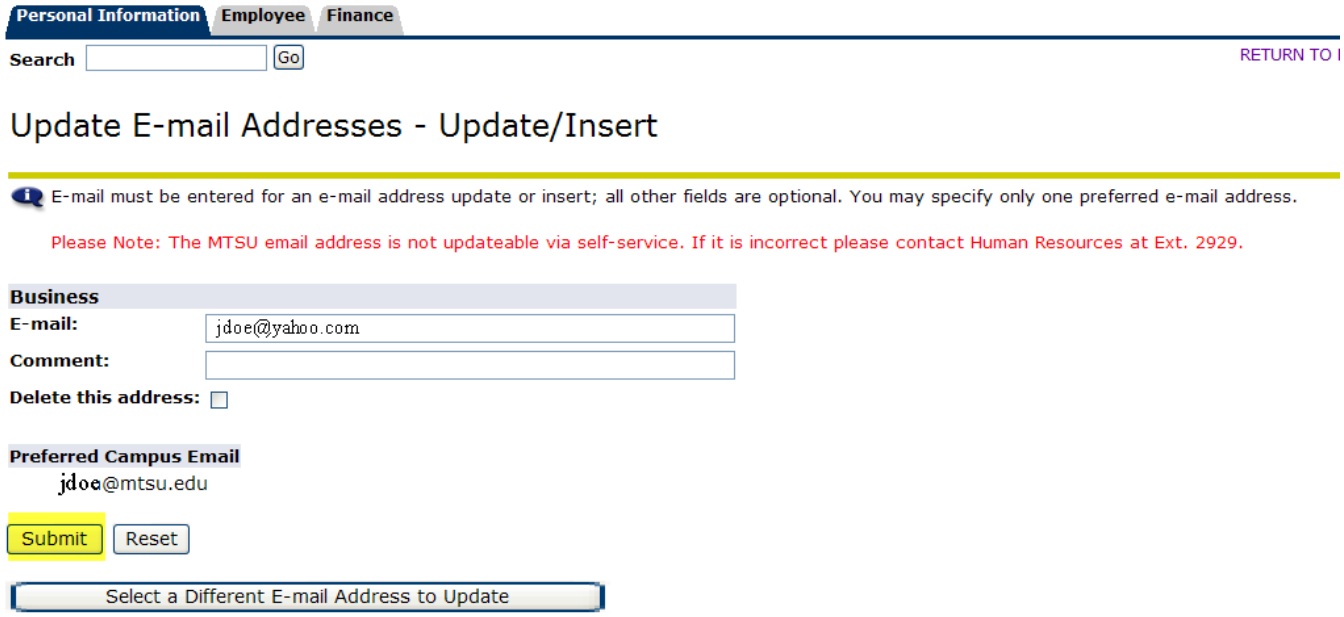


UPDATE E-MAIL ADDRESSES

Select the **Update E-Mail Addresses** link from the **View E-Mail Addresses** Link or from the **Main Personal Information** Page. To change your e-mail address click on the address you wish to update. This will bring up another screen that will allow you to update the information. Please note that your @mtsu.edu address is not updateable. If it is incorrect, please contact Human Resources at Ext. 2929.

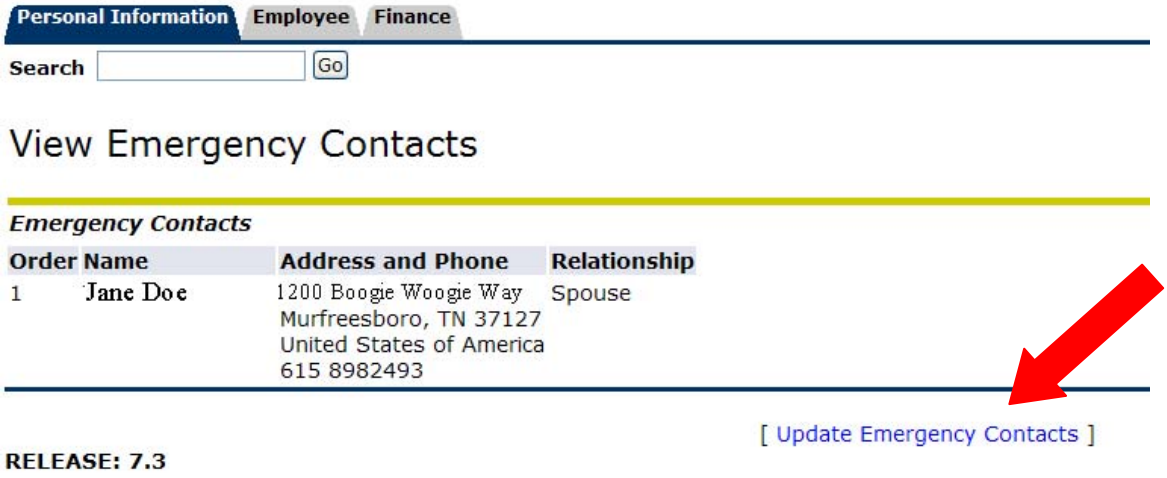


To update your E-mail address in the system you must remember to click on the **Submit** button for the information to be saved.



VIEW EMERGENCY CONTACTS

Selecting the **View Emergency Contacts** link will take you to a screen that shows all Emergency Contacts currently on file in the system. To update your emergency contacts click on the **Update Emergency Contacts** link at the bottom of the screen. NOTE: Data from the old HRS Plus system was not converted to Banner.

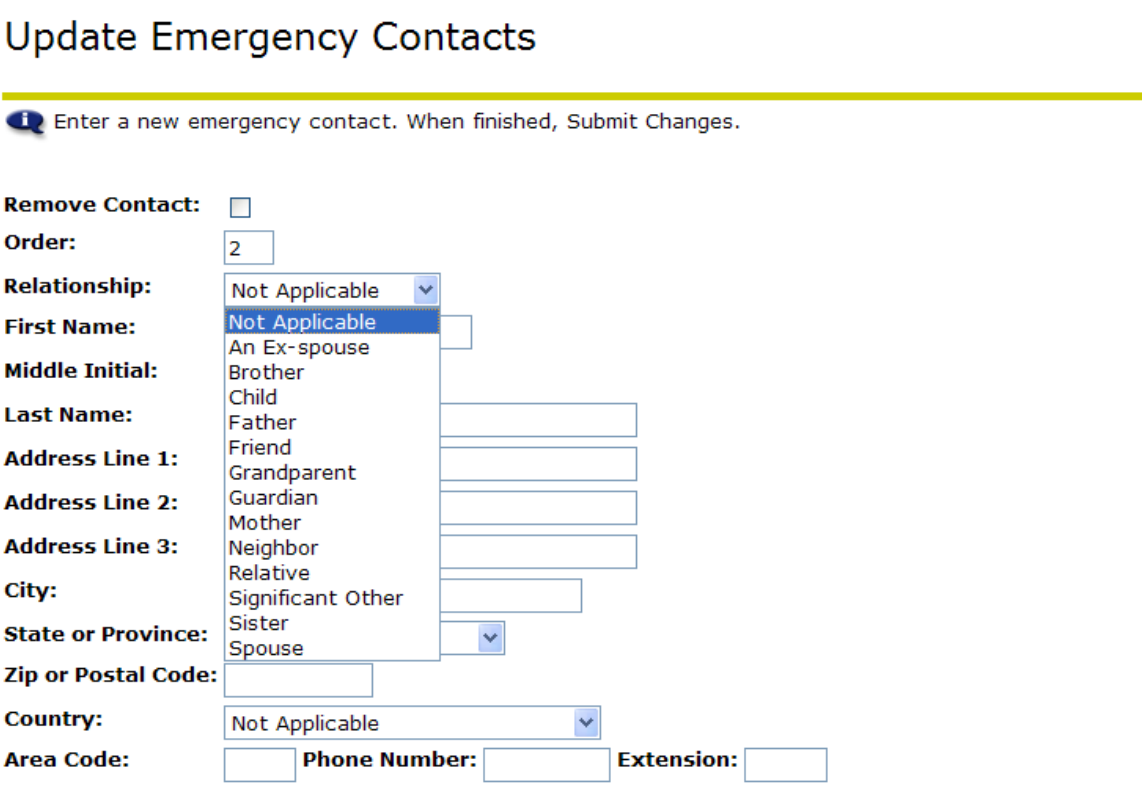


UPDATE EMERGENCY CONTACTS

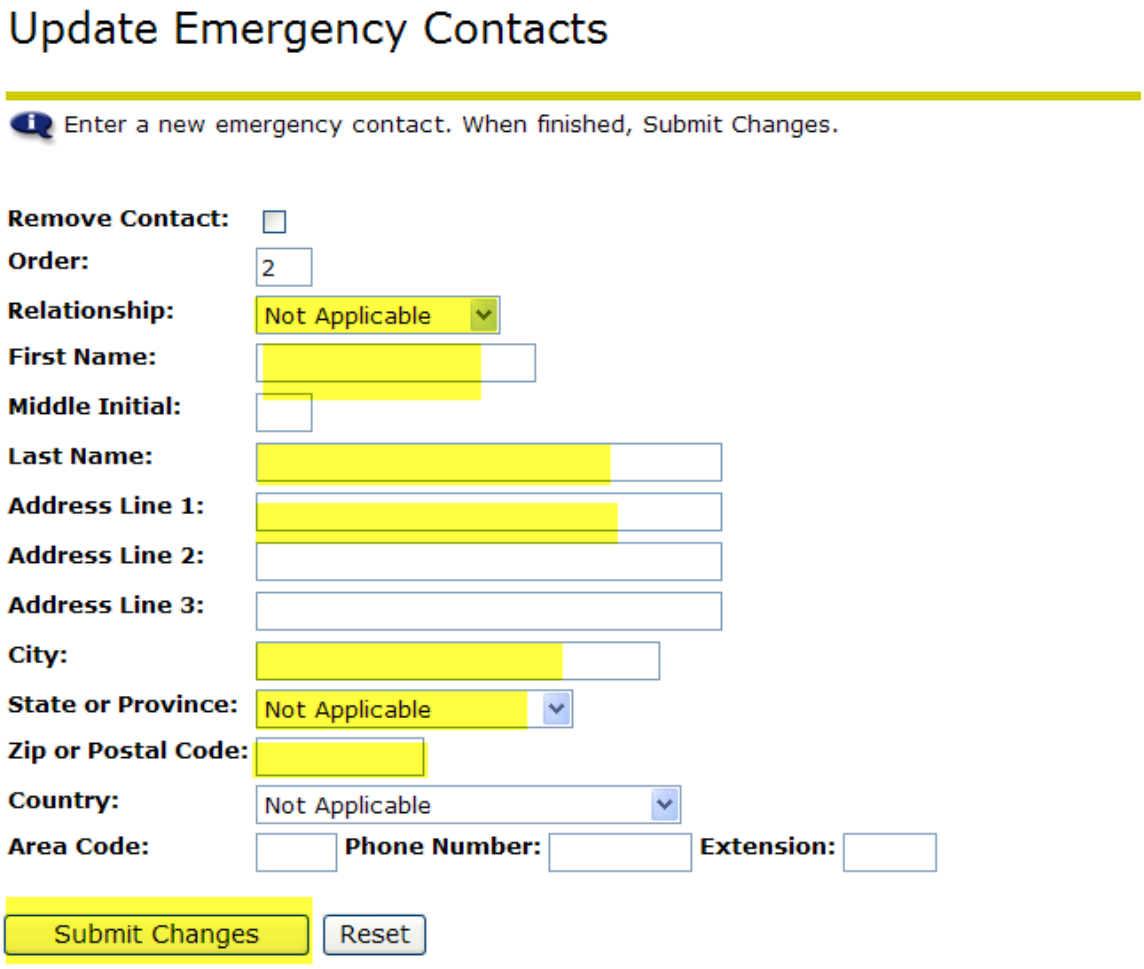
Select the **Update Emergency Contacts** link from the **View Emergency Contacts** link or from the **Main Personal Information** Page. To update or delete any current emergency contacts click on the name you wish to change. This will bring up another screen that will allow you to update or delete the information.

To add a new contact click on the **New Contact** link. This will bring up another screen that will allow you to add new contact information.

To add a new contact select from the drop down lists of relationship codes.

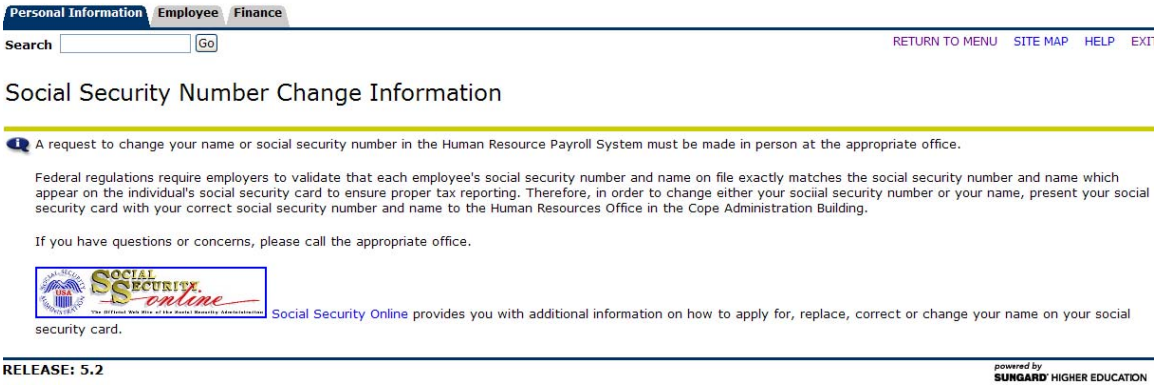


To update or add emergency contact information in the system certain fields are required. These fields are highlighted below. To save information click on the **Submit** button.



NAME OR SOCIAL SECURITY CHANGE INFORMATION

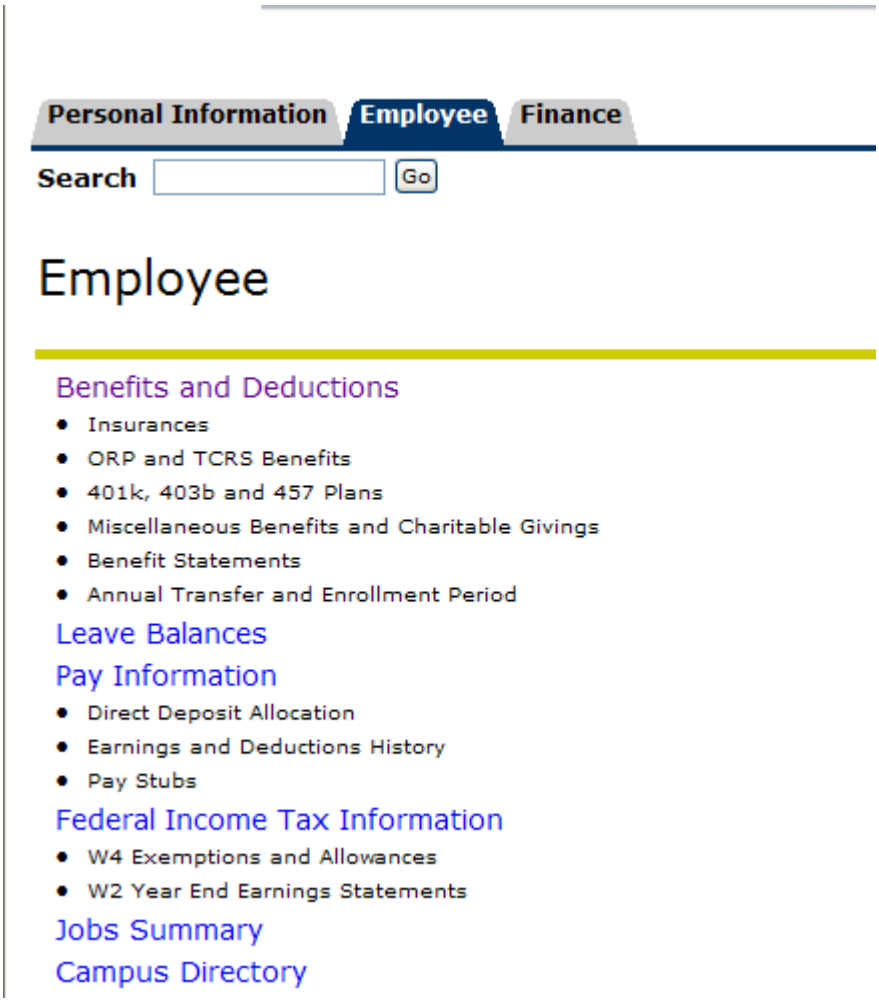
Select this link to obtain information on changing your name or Social Security Number.



ANSWER A SURVEY

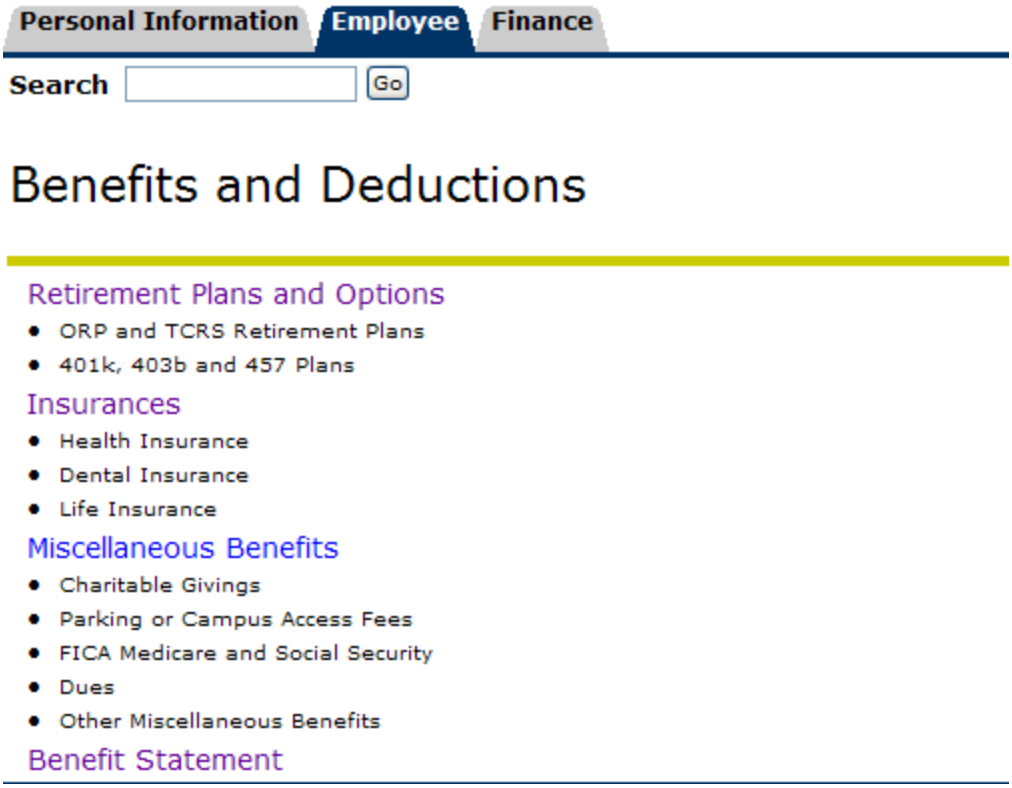
Select this link if you have been ask to complete a survey for the university.

EMPLOYEE INFORMATION



BENEFITS AND DEDUCTIONS

Selecting the **Benefits and Deductions** tab will take you to another screen with links to the various types of benefits and deductions that you are currently enrolled in as an employee.



Click on the **Retirement Plans and Options** link to view your Retirement Plan as well as any deferred compensation programs that you have deducted or have had deducted from your paycheck . The **Insurances** link displays health, dental and life insurance of which you currently participate. The **Miscellaneous Benefits** link shows your other deductions or benefits that are part of our benefit package offered to employees. To see the details of deductions and/or benefits paid on your behalf click on the **Contributions or Deductions** link below each benefit or deduction. To see the history of any changes that you have made to your deductions/benefits click on the **History** link. And if you would like more information concerning this benefit you may click on the **Vendor Web Site** link to obtain more information.

To view all of your benefits in one statement click on the **Benefits Statement** link. This will take you to a screen prompting you to select the benefit period that you wish to view. Once you have made your selection, click **Select** and you will see a Benefit Summary screen. This screen will list your personal data, including university department, benefit category, date of birth, original and current hire dates and adjusted service dates (used for leave accrual). This information is followed by a list of benefits and deductions that exist in the system for the date range that you have chosen. You also have the option of **Select New Date** should you wish to view information for a different time period. You may click the **Return to Menu** link in the upper right portion of your screen to return to the **Employee Information** channel.

Benefit Summary

Statement for Jane Doe **as of Oct 30, 2006**
Current Date is Oct 30, 2006

Personal Data

Department:	Human Resource Services
Benefit Category:	Full Time Administrative/Prof
Date of Birth:	Jun 05, 1955
Original Hire Date:	Jan 01, 1996
Current Hire Date:	Jan 01, 1996
Adjusted Service Date:	Jun 28, 1993

Flexible Benefits | Foundation | Misc Benefits & Deductions | Parking Fees | Retirement Plans | State Health, Dental & Life

Flexible Benefits

Dependent Care Spending Account

Employee Amount:	
Employee Limit:	

Medical Spending Account

Employee Amount:	
Employee Limit:	

Return to Top

Foundation

Foundation

Employee Amount:	
Employee Goal:	

LEAVE BALANCES

Selecting the **Leave Balances** link will take you to a screen with a listing of annual and sick leave balances and date ranges. NOTE: Your leave balances are as of month-end payroll of the current month. The balances do not reflect the leave used in the previous month.

Leave Balances

Select the link under the Type of Leave column to access detailed information.

List of Leave Types

TYPE of Leave	Hours or Days	Available Beginning Balance	Earned as of Oct 30, 2006	Taken as of Oct 30, 2006	Available Balance as of Oct 30, 2006
Annual Leave	Hours	224.00	60.00	30.00	254.00
Non-Faculty Sick Bank	Hours	.00	.00	.00	.00
Sick Leave	Hours	216.50	30.00	1.50	245.00

RELEASE: 7.0

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You may select an option within the **Type of Leave** column to view more details. The detail screens displays information related to leave accrual and usage for a fiscal year, sorted by pay periods.

Leave Detail

Annual Leave

Leave Accrual and Usage from Jul 02, 2006 to Jul 01, 2007

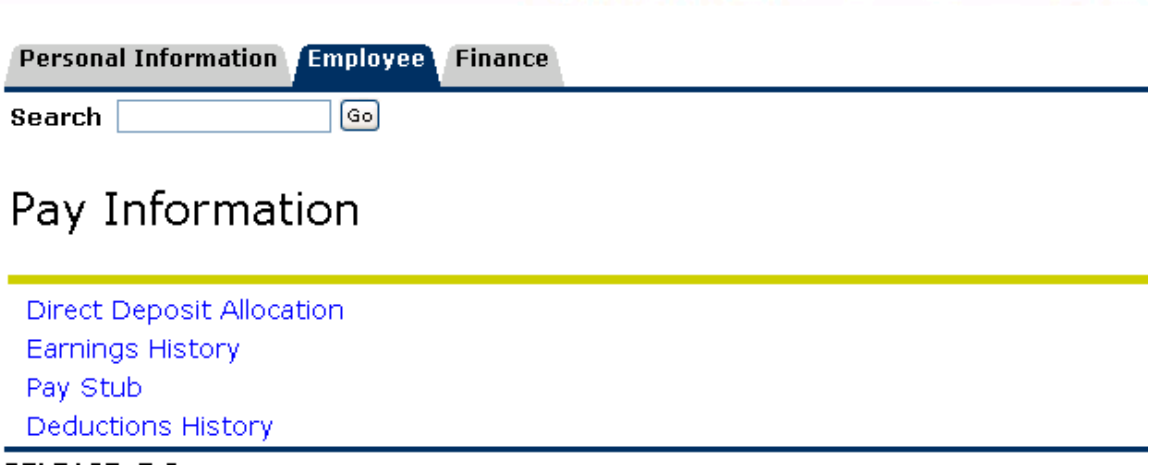
Payroll Type	Date Paid	Pay Period Begin Date	Pay Period End Date	Hours or Days	Earned	Taken
Monthly	Oct 31, 2006	Oct 01, 2006	Oct 31, 2006	Hours	15.00	7.50
Monthly	Sep 29, 2006	Sep 01, 2006	Sep 30, 2006	Hours	15.00	.00
Monthly	Aug 31, 2006	Aug 01, 2006	Aug 31, 2006	Hours	15.00	22.50
Monthly	Jul 31, 2006	Jul 01, 2006	Jul 31, 2006	Hours	15.00	.00

Previous Year

Leave By Job

PAY INFORMATION

Selecting the **Pay Information** link will take you to another screen that allows you access to four additional channels: **Direct Deposit Allocation, Earnings History, Pay Stub, Deductions History.**



Direct Deposit Allocation

Clicking on the **Direct Deposit Allocation** link will take you to a screen listing two sets of direct deposit information. The first set of account number(s) displays the account(s) into which your most recent salary payment was deposited. The second set of account number(s) displays the account(s) currently on file to receive any future salary payments from the University. Both of these listings include any splits you have requested (e.g. savings vs. checking) with details of the order in which your salary will be distributed to these accounts. To make changes to your direct deposit allocations you may go to the following website to complete the necessary forms:
http://hrs.web.mtsu.edu/forms/ddep.html

Pay Distribution as of Oct 31, 2006

Bank Name	Routing Number	Account Number	Account Type	Net Pay Distribution
CORNERSTONE FINANCIAL CREDIT UNION	9999999	99999	Checking	800.00
MIDSOUTH BANK	99999998	999998	Checking	3000.00
Total Net Pay				

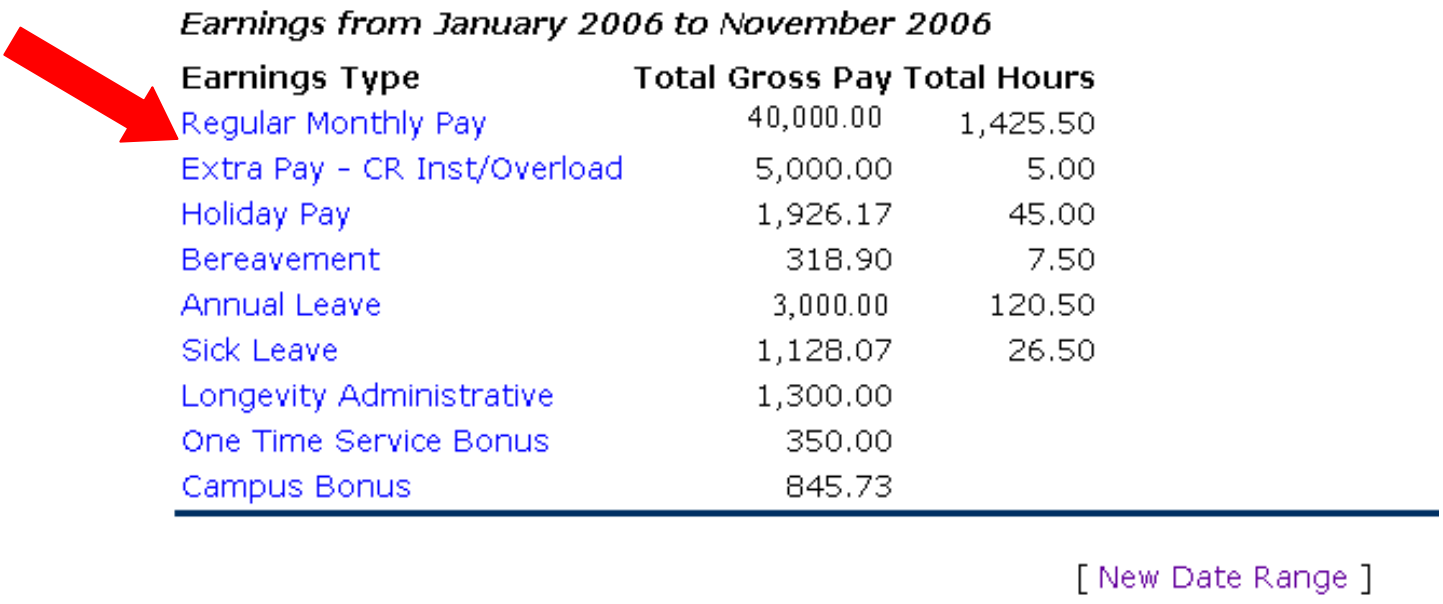
Proposed Pay Distribution:

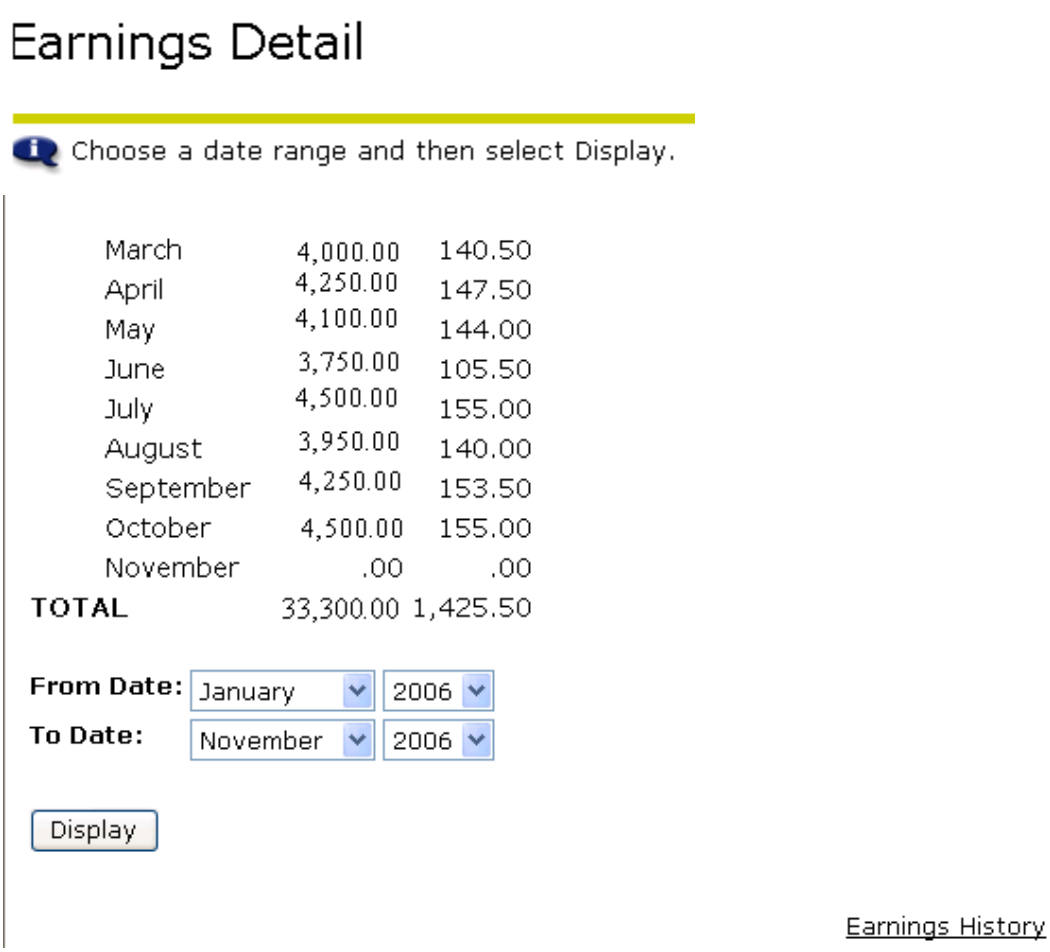
Bank Name	Routing Number	Account Number	Account Type	Priority	Amount or Percent	Net Pay Distribution
CORNERSTONE FINANCIAL CREDIT UNION	9999999	99999	Checking	1	$ 800.00	800.00
MIDSOUTH BANK	99999998	999998	Checking	2	Remaining	3000.00
Total Net Pay						

Earnings History

Clicking on the **Earnings History** link will bring up a screen that allows you to select a date range to view earnings history. Click on the drop down menu in the **From Date** and **To Date** field to specify your date selection. Then click the **Display** button to view. This will bring up a screen of the various types of earnings that you have earned within the specified time period.

To view further detail of earnings history click on the various links under the heading **Earnings Type**. This will bring up another screen that provides the earnings detail for the dates specified.

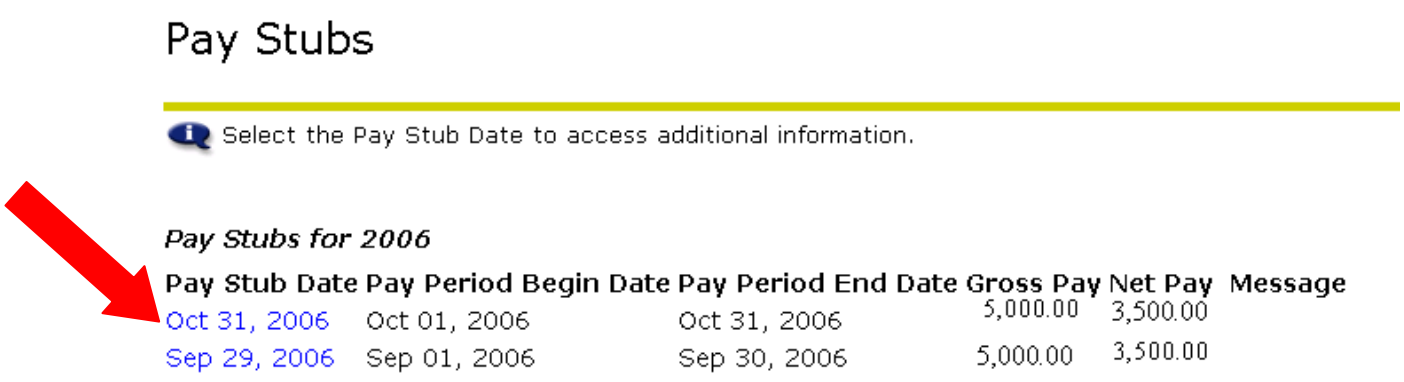




Pay Stub

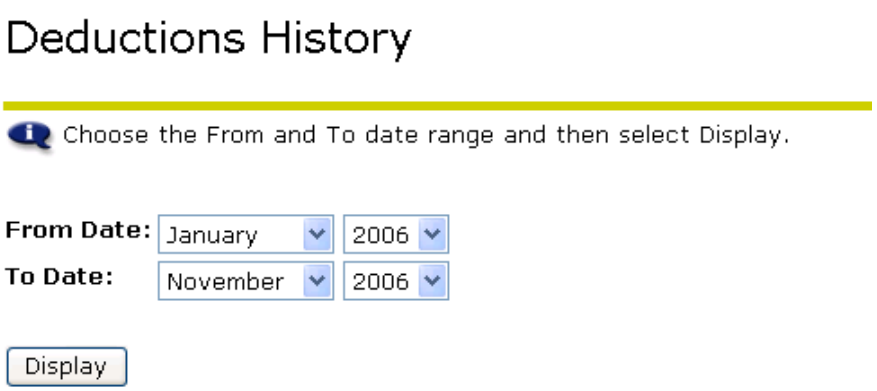
Clicking on the **Pay Stub** link will take you to a screen prompting you to select a year from which you wish to view pay stub information. Select the year by clicking on the drop down box and then click on **Display**. This will open a screen that shows each pay stub you have received for the year.

To see the detail for a particular pay stub, click on the Pay Stub Date link for the date you wish to view. This screen replicates much of the information that is e-mailed to you or received in hard copy (if you do not have access to e-mail) when you receive a salary payment. Clicking on the **Pay Stubs** link at the bottom of this screen will take you back to the menu and allow you to choose another date.

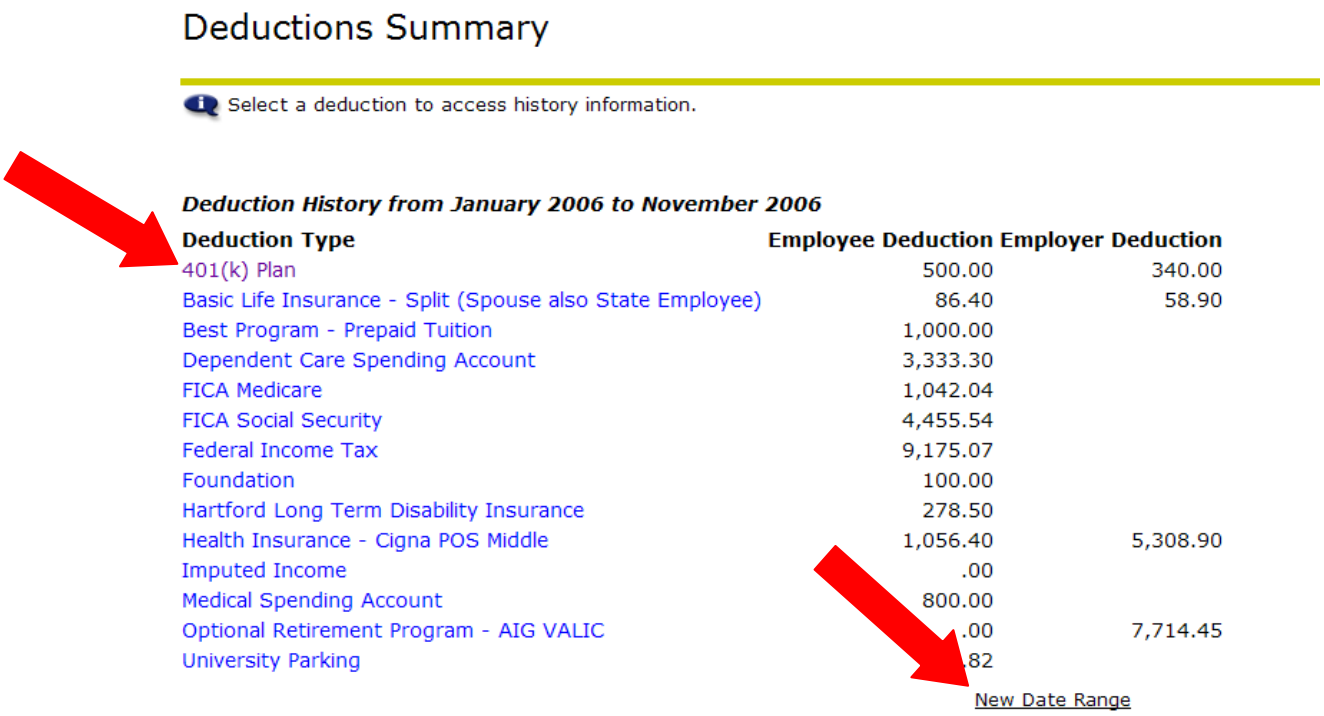


Deductions History

Clicking on the **Deductions History** link will open up a screen that allows you to select a date range to view deductions history. Click on the drop down menu in the **From Date** and **To Date** field to specify your date selection. Then click the **Display** button to view. This will bring up a screen of the various types of deductions that have been deducted from your earnings within the specified time period.



To see the detail for a deduction, click on the **Deduction Type** link for the deduction you wish to view. Clicking on the **New Date Range** link at the bottom of this screen will take you back to the menu and allow you to choose another date.



Deductions Summary

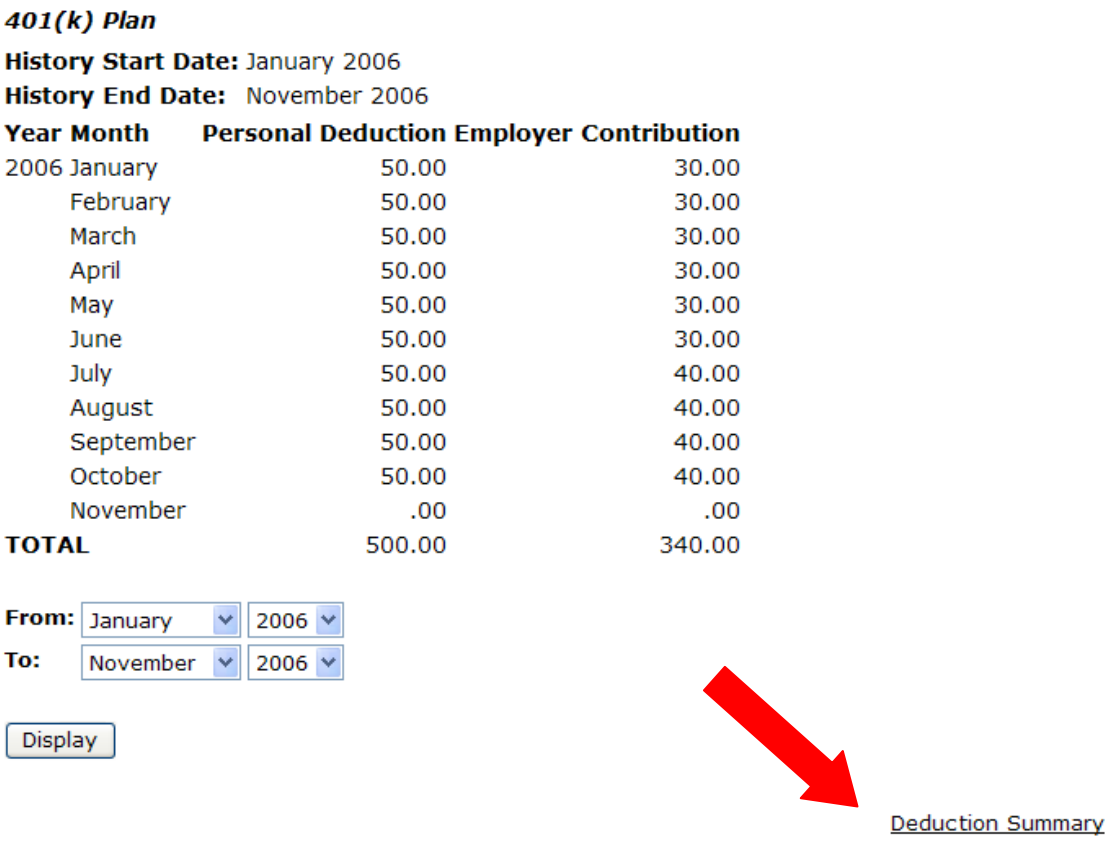
Select a deduction to access history information.

Deduction History from January 2006 to November 2006

Deduction Type	Employee Deduction	Employer Deduction
401(k) Plan	500.00	340.00
Basic Life Insurance - Split (Spouse also State Employee)	86.40	58.90
Best Program - Prepaid Tuition	1,000.00	
Dependent Care Spending Account	3,333.30	
FICA Medicare	1,042.04	
FICA Social Security	4,455.54	
Federal Income Tax	9,175.07	
Foundation	100.00	
Hartford Long Term Disability Insurance	278.50	
Health Insurance - Cigna POS Middle	1,056.40	5,308.90
Imputed Income	.00	
Medical Spending Account	800.00	
Optional Retirement Program - AIG VALIC	.00	7,714.45
University Parking	.82	

New Date Range

Clicking on the **Deductions Summary** link at the bottom of this screen will take you back to the menu and allow you to choose another deduction.



401(k) Plan

History Start Date: January 2006
History End Date: November 2006

Year Month	Personal Deduction	Employer Contribution
2006 January	50.00	30.00
February	50.00	30.00
March	50.00	30.00
April	50.00	30.00
May	50.00	30.00
June	50.00	30.00
July	50.00	40.00
August	50.00	40.00
September	50.00	40.00
October	50.00	40.00
November	.00	.00
TOTAL	500.00	340.00

From: January 2006
To: November 2006

Display

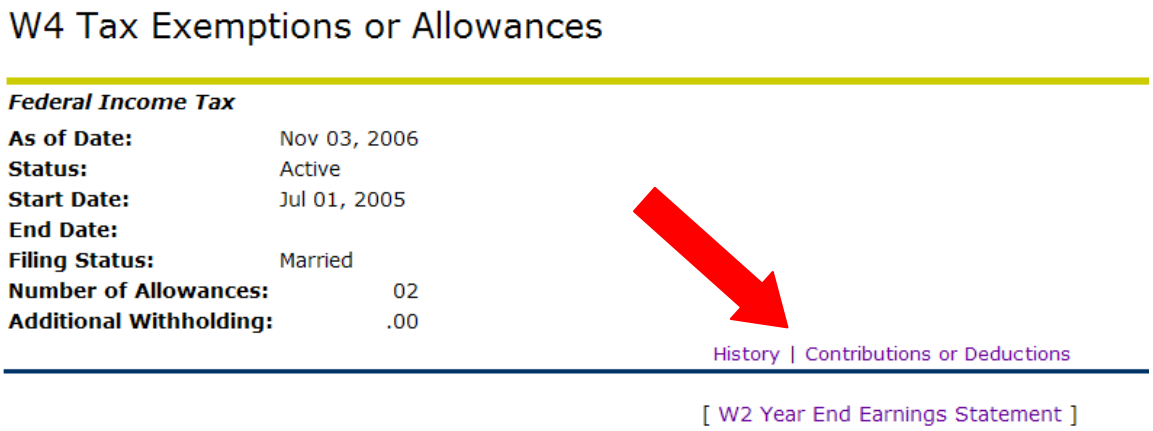
Deduction Summary

FEDERAL INCOME TAX INFORMATION

Selecting the **Federal Income Tax Information** link will take you to another screen that allows you access to two additional channels: **W4 Exemptions and Allowances and W2 Wage and Tax Statement.**

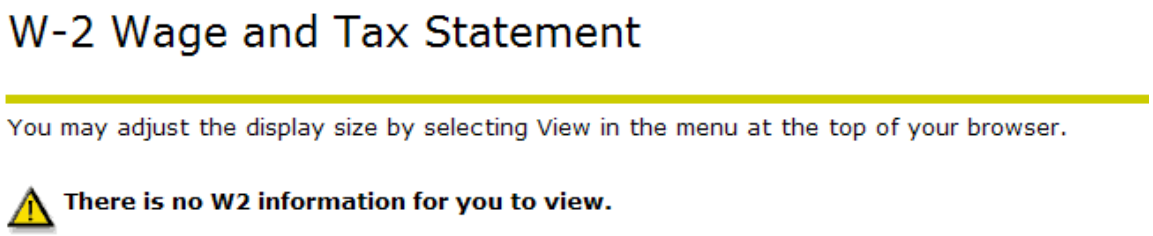
W4 Tax Exemptions and Allowances

Clicking on this link will open up a screen that shows your current W4 Exemptions and Allowances for Federal Income Tax. To see the details of federal withholding deducted from paycheck click on the **Contributions or Deductions** link. To see the history of any changes that you have made to your withholding exemptions or deductions click on the **History** link.

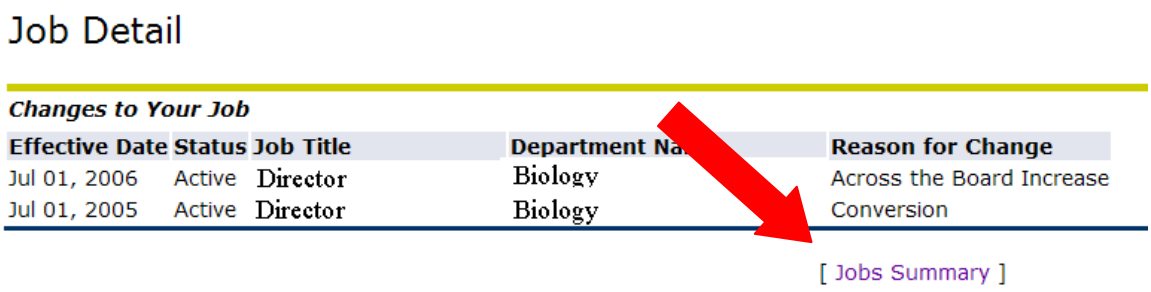


W2 Year End Earnings Statements.

Clicking on this link will open up a screen that shows W2 statements that are available for your review. Currently there are no W2 Statements available in the new system.



JOBS SUMMARY

Clicking on the **Jobs Summary** Link will open up a screen that shows each job you have held since the conversion to the new system. To view more detailed information regarding the position click on the links available under **Title.**

This will display all changes that have occurred to this position since January 1, 2006 which is the date of conversion to the Banner system. Clicking on the **Jobs Summary** link at the bottom of this screen will take you back to the menu and allow you to choose another job.