Frequently Asked Questions: Approving Administrative Employee and Faculty Leave

Payroll Services Contact Information for Leave Reporting

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https://www.mtsu.edu/hrs/leavereporting/index.php

General Frequently Asked Questions

What is the purpose of the Online Leave Reporting System?

The purpose of the online leave reporting system is to collect and process the leave usage for all faculty and administrative employees at MTSU. It is the responsibility of each faculty member or administrative employee to enter his/her leave usage each month into the system and it is the responsibility of each approver to ensure that all leave is submitted and correct. *It is very important for each department to report all leave usage of their employees.*

What is the best way to ensure completion of the leave reporting process by the deadline?

1. Have departmental internal control processes in place that clearly state how an employee requests and submits leave on his/her leave report.
2. Do not wait until the last minute to complete your leave report. Enter leave as it is taken throughout the month without clicking the submit button. Submit your leave report for approval by the first or second day of the following month to insure that your approver has ample time to review and approve your leave report.

Why is another party unable to enter leave for an employee?

The Online Leave Reporting system is accessed through your PipelineMT account using your secure username and password. PipelineMT houses personal information on you and therefore, it is unadvisable to share usernames and passwords.

Are there instructions on how to enter, submit, and approve leave?

Yes, the Human Resource Services website offers both user guides and training module presentations for the employee and approver/proxy. These documents are available on the [Leave Reporting for Faculty and Administrators](https://www.mtsu.edu/hrs/leavereporting/index.php) page (https://www.mtsu.edu/hrs/leavereporting/index.php)

Approver/Proxy Specific Frequently Asked Questions

When do I approve leave each month?

Leave reporting approvals are due the next business day after the employee submission deadline. This is usually around the sixth day of the month. The *[Deadline Dates for Reporting Leave](https://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf) document can be found online at https://www.mtsu.edu/hrs/leavereporting/Deadline_Dates_for_Reporting_Leave.pdf*.

Which reports are ready for me to approve?

When an employee submits a leave report to you it changes to a "Pending" status. At this point you can review and either approve the report or return it for correction.

I have a report that is in an "Error" status. What is this and what do I do now?

Occasionally, a leave report will fall into an "Error" status because the employee attempted to submit their report more than once or double clicked the "Submit for Approval" button. Approve these reports by clicking on the employee's name, review the report, then click the "Approve" button.

Why can I not access my department's leave reports?

Reports are not available for approval until at least one employee within your department's organization begins his/her report for the leave period.

When should I use the COMMENTS feature?

Anytime you need to document something pertaining to this particular leave report. Comments do not roll from month to month. For example, a) you need to return the report to the employee for correction: enter that you have returned the report and the reason why, or b) you made the correction for the employee: enter a brief description of the correction made. Always enter your initial after the comment. Comments are not confidential, do not go away, and are a part of the employee's permanent record.

My employee did not begin a leave report by the deadline but has leave to report. What should I do?

Contact the Payroll Services department. They will be able to change the report to a "Pending" status for you. Once changed you will have access to enter the leave or return the report to your employee for correction and resubmission. Always pay attention to the deadline date to determine if you should make the change or send it to your employee.

My employee began their leave report but did not submit it by the employee deadline. What should I do?

Contact the Payroll Services department. They will be able to change the report to a "Pending" status for you. At the "Pending" status, you have access to approve the leave, make changes to the leave, or return the leave to your employee for correction and resubmission. Always pay attention to the deadline date to determine if you should make the change or send it to your employee.

My employee did not begin or submit a leave report before my approval deadline but needs to report leave. What should we do?

Your employee will need to send you an email with the date, hours used, and type of leave used. You will forward that email to the Payroll Services department with your verification that this is accurate and that you approve to have this data entered manually. Payroll Services will manually enter this leave and file the email from you in the employee's permanent personnel file. Note: Manual entries are the exception. It is your responsibility as the approver to ensure leave taken within your area is reported through the Leave Reporting system.

When should I return a leave report for correction vs. making the changes myself?

Two common examples of when to return the leave report is, a) your employee clicked the "Submit for Approval" button before all leave was entered for the period (this happens often), and b) you find an error in your employee's report. In this case, you must judge whether there is enough time before your approval deadline for the employee to make the correction and resubmit it to you for approval. If you return a leave report for correction, make sure that you notify your employee. There is NO automatic notification sent to an employee when it is returned.

Approvers are encouraged to return a leave report for correction. However, because of deadlines, this is not always possible. In this case, you should make the corrections or additions to the report for the employee yourself. Always enter the leave before you approve the report. You should make a notation in the Comments section of why and what entry you made along with your initials. Notify the employee of your actions. The comments you enter will serve as the official record of this action in case questions arise in the future.

How can I see a detail listing of the days my employee used each month?

Clicking on the employee's name will take you to the Employee Detail page in the leave report. Review the online "Handbook for Approvers and Proxies" for instructions on reading and navigating this page. (http://www.mtsu.edu/hrs/leavereporting/index.php)

What do the following error/warning messages mean?

When you click on the error/warning message next to your employee's name, you may see one of the following:

Warning Possible Insufficient Leave Balance	If the message is for Bereavement Leave, Jury Duty, or Military Leave no action is necessary. Approve the report as normal. If the message is for sick or annual leave, review your employee's leave balances to determine if they are in a Leave Without Pay status (LWOP). Contact Payroll Services if LWOP occurs.
Error: Submittal Not Allowed	If your employee attempted to submit his/her leave report more than once or double clicked on the "Submit for Approval" button it may end up in with this error. Approve this report as normal.
Error: Approval Not Allowed	If you attempted to approve the leave report more than once this error occurs. Contact Payroll Services.
Warning: No Hours Entered	Your employee did not enter any hours on the report before submitting. Approve as normal if you determine this is correct.

What if I am not available to approve my leave reports before the approval deadline?

You should contact your proxy and ask him/her to approve your leave reports for you. Proxies have the same permissions and capabilities to approve leave as you. Your immediate supervisor was set up automatically to be your proxy when your approver status was initially created. In addition to your supervisor, you may request to have other employees in your area set up as your proxy (i.e., your administrative assistant or executive aide, or your associate dean, etc.). Proxy Authorization Forms are available on the Human Resources Services website. (https://www.mtsu.edu/hrs/forms/Proxy_Authorization_Form08_2011.pdf)

For approver changes contact the Payroll Services Department.

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