Web Time Entry for Nonexempt Staff

Login to the secured area of Piperline

Choose Employee Services

Choose Time Sheet

Make sure current pay period is showing

Click on Time Sheet button

Click on 'Enter Hours' for current day

Choose regular hours, designated holidays, vacation hours, sick leave hours or floating holidays

Enter your hours. When finished, click on Save

Do this every day to record your working time, designated holidays, vacation, sick leave or floating holiday

At the end of the first week of the pay period, click on the NEXT button to access the second week.

At the end of the pay period, click on 'Submit for Approval'
Do not submit for approval each day! Only submit for approval at the end of the pay period.
Once you submit your timesheet for approval, you cannot enter or change time.

A Certification page will appear asking for your Piperline PIN. Read the certification. Enter your PIN. This is your signature. Click on Submit.

After time sheet is submitted, check to make sure your supervisor has approved it. If time sheet is not approved by 4:00 P.M. on the Monday following the end of the pay period, you will not be paid until the next payday.

If your supervisor returns your time sheet for correction, correct it and resubmit it right away. Again, your correct time sheet must be approved by your supervisor by 4:00 P.M. on the Monday following the end of the pay period.

If you have any questions, call Cindy at x2222 or Alba at x2929.

2/11