Tutor Supervisor Online Timesheet Instructions

The last day of each pay period is the 10th of the month. To use the online timesheet system:

1) Go to the SBCC website: http://www sbcc.edu/

2) Click on Pipeline.

3) Enter your username and password. Then click on “LOGIN”.

4) Once logged in to Pipeline, click on “Employee”.

5) Click on “Pay & Benefits”.

6) Under “Timesheets” on the right side of the screen, click on “Enter Timesheet System”.

7) You will see several options. Open the timesheets you want to review. Make sure you:
   a) Click on the tutor’s highlighted name in order to view the monthly timesheet.
   b) Look over the timesheet to make sure the days and hours submitted are correct. Has the tutor submitted all the hours worked for that pay period?
   c) Make sure that minutes are rounded to quarter hours:
      (15 minutes = .25  30 minutes = .50  45 minutes = .75)
   d) Scroll to the bottom of the timesheet to make sure the tutor has approved the timesheet.

8) Click “Approve” if you agree with the hours submitted on your tutor’s timesheet.
   Do not approve a timesheet with zero hours on it. Logout of the system.