Getting Started

- Login with your PennKey to eTimeSheets: https://timereporting.apps.upenn.edu
- From the Home page, you can view announcements from Human Resources, ‘Add a Time Sheet’ or ‘Review Time Sheets’
- Supervisors will want to review Supervisory Groups to ensure all of their employees are included

Approve, Reject or Edit a Time Sheet

1. Click on [Review Time Sheets]
2. Click on [Select] next to the desired employee
3. Review the Time Sheet; edit as appropriate
4. When ready, click on [Save and Approve as Supervisor] or [Save and Reject as Supervisor] - A Note is required for ‘rejects’.

Important Information

- Once you have been set up as the Primary or Secondary Supervisor by the ORG Administrator, you will be required to Approve, Reject or Edit Time Sheets submitted by employees named in your Supervisory Group—also set by the ORG Administrator.
- For documentation regarding eTimeSheets, go to: http://www.finance.upenn.edu/ftd/documentation.shtml#eTimeSheet
- For all Human Resources Policies go to: https://www.hr.upenn.edu/myhr/resources/policy/all

Additional Information

- Supervisors need to monitor all employees submitted an eTimesheet
  Note: A Supervisor can enter an employees timesheet as needed. Employee will have to approve the timesheet after Payroll reopens.
- ORG Administrators are able to ‘approve’ an eTimeSheet if the Supervisor has not done so. Supervisor’s must subsequently approve also.
- Timesheets can be entered for the current week, four weeks in the past and four weeks in the future. Recurring late timesheets must be addressed by the Supervisor.
  Note: Approving for advanced timesheets is limited
- Leave balances from UMIS appear on eTimeSheets for each employee

Help Please contact your ORG Administrator with questions or assistance regarding your eTimeSheet.

See the Weekly Hourly (Positive) or Weekly Salaried (Exception) QRGs for additional information.

Last Updated 01/25/17
• Editing of the timesheet must be done by the following designated times. Approvals can occur retroactively:

<table>
<thead>
<tr>
<th>Time Sheet Required by...</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Sunday</td>
<td>9:00 p.m.</td>
</tr>
<tr>
<td>Supervisor (Primary or Secondary)</td>
<td>Monday</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>ORG Administrator</td>
<td>Monday</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Payroll (UMIS)</td>
<td>Monday</td>
<td>3:00 p.m.</td>
</tr>
</tbody>
</table>

• Email Notifications will be routinely sent from the eTimeSheets system for the following reasons:

<table>
<thead>
<tr>
<th>Type of Email</th>
<th>Recipient</th>
<th>Weekly</th>
<th>Hourly</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Needed</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Primary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Secondary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>2:00 p.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Monday</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>No Timesheet Notification</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>Noon</td>
</tr>
<tr>
<td>Expiring Roles or Distributions</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>Touched Timesheets</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Daily Mon-Sun</td>
<td>Every 15 minutes</td>
</tr>
</tbody>
</table>

• Reports
  - As the Supervisor, you will also be responsible for running Reports as needed
  - Click on a desired Report, for example ‘Comp Time Summary’, to see which employees have Comp Time Hours available or Outstanding Approvals to see if you, as the Supervisor, have an outstanding approvals required

• Important Notes
  - eTimeSheets provides an internal control that ensures the appropriate review and approval of all time sheets submitted by weekly paid employees
  - For Weekly Salaried (Exception employees) all standard hours must be accounted for each week, i.e. 35, 37.5, or 40.
  - While the Supervisor is required to review and approve time sheets for their employees, the ‘Approval’ by the Employee/Supervisor in eTimeSheets does not need to occur prior to the payroll cutoff date. Only the ORG Administrators approval is required for processing an eTimeSheet.

  - Both the Employee and Supervisor will subsequently be required to approve the eTimeSheet

  - Overtime must be pre-approved prior to the employee submitting the time

    - See Policy #302, Overtime Compensation and/or Compensatory Time

See the Weekly Hourly (Positive) or Weekly Salaried (Exception) QRGs for additional information.