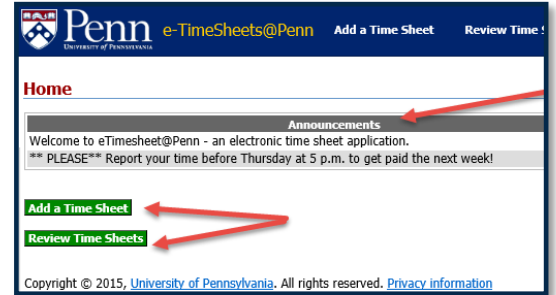


## Important Information

- ORG Administrators are expected to set up Supervisory Groups and approve timesheets each week; monitor the payroll feeds on Monday of each week, correcting errors as necessary; monitor for timesheets that were not submitted; and keep Supervisory Groups up to date.
- 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>

## Getting Started

- Submit a completed [eTimeSheet Logon Access Form](#) to you School/Center Administrator
- 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', etc.

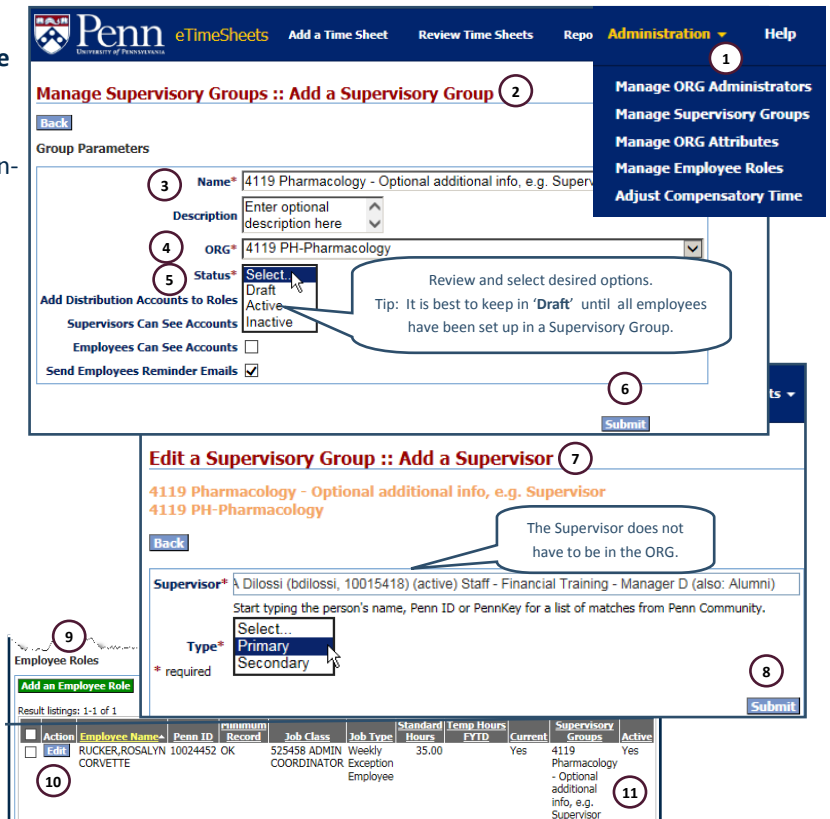


## Additional Information

- ORG Administrators need to monitor all employees submitted an eTimesheet
  - Note: An ORG Administrator can edit an employees timesheet as needed. Employee and Supervisory will have to re-approve the timesheet after Payroll reopens.
- ORG Administrators are able to 'approve' an eTimeSheet if the Supervisor has not done so
- Timesheets can be entered for the current week, four weeks in the past and four weeks in the future
  - Note: Approving for advanced timesheets is limited

## Manage Supervisory Groups

1. As an ORG Administrator, you will be required to **Manage Supervisory Groups**
2. Click on **[Add an Supervisory Group]**
3. Enter a 'Name', e.g. ORG #, ORG Name followed by optional add'l information, e.g. Supervisor's Name
  - You can edit the Supervisory Group name as needed
4. Select an **ORG** from the dropdown list
5. Select the **Status**, i.e. Draft, Active or Inactive
  - Hover over the Status field for the definitions of each
6. Click on **[Submit]**
  - You need to add a Group before you can add a Supervisor
7. Click on **[Add a Supervisor]** and search
  - You can add a Primary and a Secondary Supervisor
8. Click on **[Submit]**
9. Click on **[Add an Employee Role]** and select an Employee
  - Employee Roles can be selected even if Role End Date has passed
10. Click on **[Edit]** to Add an Existing Account or Add a New Account and/or change 'Active' to Yes/No
  - If a new account is added, it will not be added to PennWorks
11. Denotes whether the Employee is Active in a Supervisory Group
12. Click **[Back]** to add another person (not shown here)



**Manage Supervisory Groups :: Add a Supervisory Group**

Group Parameters

Name\* 4119 Pharmacology - Optional additional info, e.g. Supervisor  
 Description Enter optional description here  
 ORG\* 4119 PH-Pharmacology  
 Status\* Select Draft Active Inactive  
 Add Distribution Accounts to Roles  
 Supervisors Can See Accounts  
 Employees Can See Accounts  
 Send Employees Reminder Emails

Review and select desired options.  
 Tip: It is best to keep in 'Draft' until all employees have been set up in a Supervisory Group.

**Edit a Supervisory Group :: Add a Supervisor**

4119 Pharmacology - Optional additional info, e.g. Supervisor  
 4119 PH-Pharmacology

Supervisor\* Dilossi (bdilossi, 10015418) (active) Staff - Financial Training - Manager D (also: Alumni)  
 Start typing the person's name, Penn ID or PennKey for a list of matches from Penn Community.

Type\* Primary Secondary

The Supervisor does not have to be in the ORG.

| Action                        | Employee Name            | Penn ID  | Minimum Record | Job Class                | Job Type                  | Standard Hours | Temp Hours | Current | Supervisory Groups  | Active |
|-------------------------------|--------------------------|----------|----------------|--------------------------|---------------------------|----------------|------------|---------|---|--------|
| <input type="checkbox"/> Edit | RUCKER, ROSALYN CORVETTE | 10024452 | OK             | 525458 ADMIN COORDINATOR | Weekly Exception Employee | 35.00          |            | Yes     | 4119 Pharmacology - Optional additional info, e.g. Supervisor | Yes    |

\* See the Supervisor QRG for How to Approve, Edit or Reject a Time Sheet for an Employee

- Editing of the timesheet must be done by the following designated times. Approvals can occur retroactively:

| Time Sheet Required by...         | Day    | Time       |
|-----------------------------------|--------|------------|
| Employee                          | Sunday | 9:00 p.m.  |
| Supervisor (Primary or Secondary) | Monday | 10:00 a.m. |
| ORG Administrator                 | Monday | 1:00 p.m.  |
| Payroll (UMIS)                    | Monday | 3:00 p.m.  |

☞ *The deadlines included here are system enforced deadlines. Please refer to your School/Center or Department regarding submission time-lines that may be earlier.*

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

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

## Reports

- As the ORG Administrator, you will also be responsible for running Reports as needed
- After you Review Time Sheets and check for approvals and see what is 'Feed Eligible' you may want to run an 'Outstanding Approvals' Report. It is then recommended you run the following reports:
  - Error in Payroll Feed Lines
  - Payroll Feed Report—set Final to 'Yes'

## Tips

- While you can change the name of a Supervisory Group, you are not able to 'Delete' a group if there are employees with active timesheets included in this group.
- A Supervisory Group is tied to a single ORG and only roles in that ORG can be added to that group
- If you don't add an Employee to a Supervisory Group, the Employee cannot enter a Time Sheet
- An Employee, with more than one Role, can be in more than one Supervisory Group. The ORGs for each must match.
- If you edit a Time Sheet that has been previously approved by the Employee and the Supervisor, they must subsequently approve the Time Sheet again
- You can't change a processed Time Sheet; you can add time (up to four weeks) if time has not been reported, i.e. Late Pay
- If time is submitted more than 4 weeks ago, a paper time sheet needs to be prepared and kept. The time is entered in UMIS as Late Pay.

Reports ▾ Administration ▾

- Errors in Payroll Feed Lines
- Leave Overages
- Payroll Feed
- Deactivated Time Sheet Roles
- Expiring Time Sheet Roles
- Expiring Time Sheet Distributions
- Missing Exception Time Sheets
- Time Sheet Entries
- Outstanding Approvals
- Temporary Worker Fiscal Year Hours
- Late Supervisor Approvals
- Overlapping Time Sheet Entries
- Comp Time Summary
- Comp Time Log

**Help** Please contact your School/Center Administrator with questions or assistance regarding your eTimeSheet.