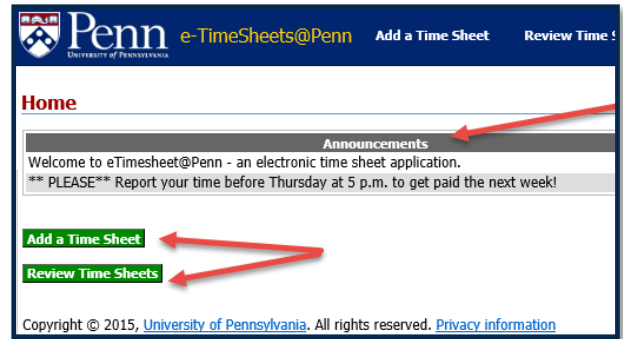


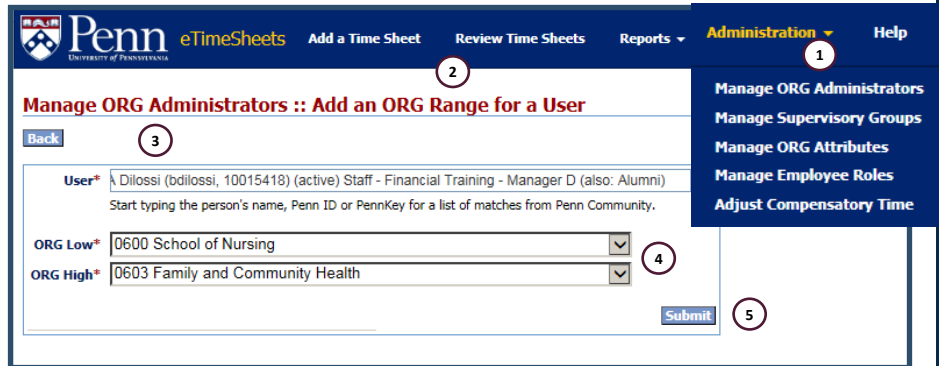
Getting Started

- Submit a completed [eTimeSheet Logon Access Form](#) to Human Resources
- Once access is granted, access eTimeSheets using the URL:
<https://timereporting.apps.upenn.edu>
- From the Home page, you can view announcements from Human Resources, 'Add a Time Sheet' or 'Review Time Sheets'
- From the menu at the top, click on **[Administration]**



Manage ORG Administrators

1. As the School/Center Administrator, you will be required to **Manage ORG Administrators**
2. Click on **[Add an ORG Range for a User]**
3. Enter a 'User', i.e. ORG Administrator
The ORG Administrator should be someone who has PennWorks/Personnel/Payroll access
4. Select the **ORG Low** and **ORG High**
5. Click on **[Submit]**



Reports

- As the School/Center Administrator, you will also be responsible for running Reports, as needed
- Click on desired Report, for example 'Late Supervisor Approvals' to see which Supervisors did not approve eTimeSheets by the appropriate deadlines.



The Process



Important Information

- Prior to selecting an ORG Administrator, the School/Center Administrator must ensure the ORG Administrator has completed the following training requirements:
 - PennWorks/Personnel/Payroll
 - Information Privacy and Security at Penn
 - Fair Labor Standards Act for Payroll Administrators
 - eTimeSheet Knowledge Building
 - eTimeSheet Application Training

Tips

- Develop spreadsheet, or equivalent, to maintain and manage all ORG Administrators assigned with their corresponding ORGS.
- For new ORG Administrators assigned, consider sending an instructional letter with information on how to manage their Supervisory Groups. Include the ORG Administrator QRG found at the link below.
- For additional documentation regarding eTimesheets, go to:

<http://www.finance.upenn.edu/ftd/documentation.shtml#eTimeSheet>

Help

Please contact Human Resources Compensation with questions or assistance regarding your eTimeSheet.