

## 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>

## 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



Action	Pay Period	Pay Period	Time Sheet Status	Employee Name	Penn ID	Supervisory Group	Job Type	ORG	Standard Hours	Temp Hours	FYTD	Job Class	Hours	Approved By Employee	Approved By Supervisor	Approved By Administrator	UMIS	Feed Eligible	Hours
Select	06/29/2015	07/05/2015	Submitted for Approval	RUCKER, ROSALYN CORVETTE	10024452	4119 Pharmacology - Optional additional info, e.g. Supervisor	Weekly	4119 PH-Exception Pharmacology	35.00			525458 ADMIN COORDINATOR			No	No	No		35.00

## Approve, Reject or Edit a Time Sheet

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

## 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.

- 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 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](#)*

**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**