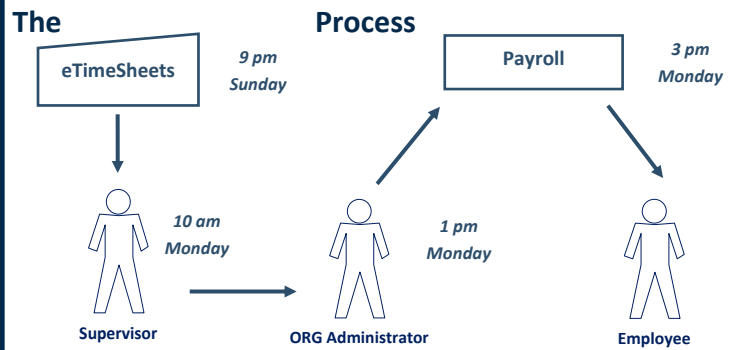


Important Information

- Time sheets should be entered **each** week. You can also enter time sheets in advance for when you go on vacation.
 - ☞ *Timesheets can only be approved for the current or past week, not a future week*
- Time Sheets **must be submitted by 9:00 p.m. Sunday** of each week
 - ☞ *The deadlines included here are system enforced deadlines. Please refer to your School/Center or Department regarding submission timelines that may be earlier.*
- If there is a change required after 9:00 p.m. Sunday, please contact your Supervisor or ORG Administrator.



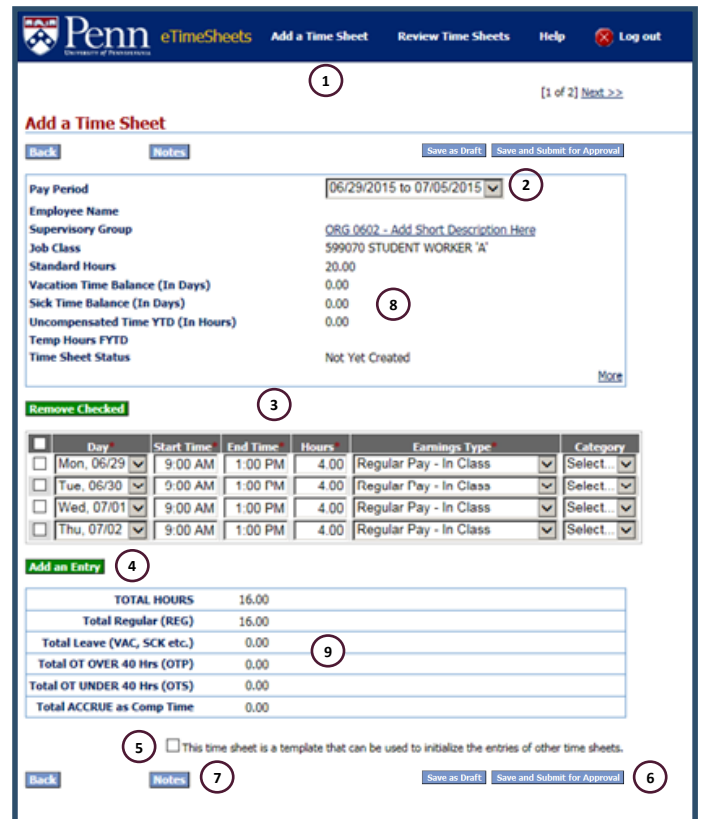
Getting Started

- 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'
- Click **[Add a Time Sheet]** to add/edit an existing timesheet for the current week, four previous weeks or four future weeks



Add a Time Sheet

1. From the Home page or top menu, click **[Add a Time Sheet]**
2. Select the appropriate week from the 'Pay Period'
 - ☞ *Note you will see four weeks prior and four weeks advance*
3. Enter the Day, Hours and Earnings Type
 - ☞ *Category is an optional field. Check with your Supervisor for usage.*
4. Click on **[Add and Entry]** to add the next time slot
5. Check this box to use this weeks' time sheet as a template
6. Click **[Save and Submit for Approval]** to send to your Supervisor
 - ☞ *Note you can [Save as Draft] to submit later. [Delete] option also available.*
 - ☞ *While awaiting approval of your time sheet, you can click on [Save and] select 'Remove Approval as Employee'*
7. The **[Notes]** are used to explain why a time sheet is rejected
 - ☞ *The [Notes] can also be used for reference by the Employee, etc. An indicator next to the button will show if there are existing notes.*
8. This section provides useful information about the Employee, i.e. Job Class, Standard Hours, Vacation and Sick Time Balances, and Temp Hours
9. This section summarizes the Total Hours, Total Regular, etc.



Help

Please contact your Supervisor or ORG Administrator for questions or assistance regarding your eTimeSheet.

Important Note: If an eTimeSheet is edited by the Supervisor or the ORG Administrator, the Employee must subsequently approve the eTimeSheet again.

Additional Information

- A Penn's student's primary responsibility is their academic achievement and work cannot be a priority. When classes are in session, students (full-time or part-time) are not permitted to work more than a total of 20 hours per week.
- For information regarding Temporary Workers, go to:
 - <https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons>

- 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

Earnings Types

Exception

- Regular Pay (REG)
- Sick (SCK)
- Sick Family Member (SCH)
- Paid Time Off (PTO)
- Holiday (HOL)
- Overtime OVER 40 Hrs (OTP)
- Overtime UNDER 40 Hrs (OTS)
- Jury Duty (JUR)
- Funeral (FNL)
- ACCRUE as Comp Time (Under 40 Hrs)
- USE Accrued Comp Time

Human Resources Policies

- For more information regarding Paid Time Off (PTO), Meals and Rest Breaks, etc., go to:

<https://www.hr.upenn.edu/myhr/resources/policy/all>

Earnings Types

Positive

Student Workers/Work Study

- Regular Pay – In Class
- Regular Pay – Not in Class
- Overtime OVER 40 Hrs (OTP)

☞ For more information regarding Student Workers (Work Study and Non-Work-Study), go to:
<http://www.sfs.upenn.edu/seo/students.html>

Temporary

- Regular Pay (REG)
- Sick (SCK)
- Sick Family Member (SCH)
- Overtime OVER 40 Hrs (OTP)

☞ For information regarding Temporary Workers, including Sick Leave Eligibility, go to HR Policy #114:
<https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons>