eTimeSheet FAQs

Topic/Area/Issue	Question	Answer
Calendar	How will accelerated Holiday calendar be handled in eTimeSheet?	The calendar within the application can be edited to change the schedule for any payroll period, this would only apply to 'Employee deadline', 'Supervisor deadline', 'Process by date', and 'Switchover time' fields
Banner Page	Will announcements be available on the banner page?	Yes.
PennWorks Nightly Load	How does the information in eTimeSheets get processed by the University Payroll system?	Information entered into PennWorks will be processed into eTimeSheets on a nightly basis. Every Monday (or date designated to run the weekly pay cycle) a process runs to extract the approved timesheets for the pay period or any past pay periods up to 4 weeks. The extract will run up to 4 times, extracting any corrections made from the previous extracts. The 4th and final extract will be used by the UMIS personnel-payroll system to calculate pay.
Hourly (Positive) Employees	How do I change my Time Sheet after my Supervisor has approved it?	Once your Supervisor has approved your Time Sheet, only the Supervisor or the ORG Administrator can make changes to your Time Sheet. Contact your Supervisor so they can make the change or they can reject the Time Sheet back to you. You will need to edit and submit for approval.
Hourly (Positive) Employees	How do I change my Time Sheet after the ORG Administrator has approved it?	You cannot make changes to a Time Sheet once the Supervisor and ORG Administrator have approved the Time Sheet. The ORG Administrator, however, can make edits in an emergency.
Hourly (Positive) Employees	How frequently can I enter time?	You can enter time any time during the pay period prior to the 5 p.m. Thursday deadline. However, best practice suggests entering time once at the end of the week prior to the 5 p.m. Thursday submission deadline.
Hourly (Positive) Employees	Can I add a note to my Time Sheet?	Yes, you may type a note to your Supervisor or the ORG Administrator by clicking on [Notes]. A pop-up box will appear. Once you have typed your note click on [Submit and Approve as Employee]. All notes remain permanently with the Time Sheet and cannot be deleted.
Hourly (Positive) Employees	What if I miss the deadline for submitting my Time Sheet?	You can enter a Late Pay in a Time Sheet once the eTimeSheet system is open again at 3 p.m. Monday. You must choose the appropriate pay period in the drop down menu and enter the time worked in that specific week. Submit your Time Sheet for approval.
Hourly (Positive) Employees	Can I enter time if I work on different accounts?	This depends if your ORG Admin indicated in the Supervisory Group whether the employee can see the account. Best bet is for you to contact your Supervisor.
Hourly (Positive) Employees	Can I have different accounts on one eTimeSheet?	Yes. See the question 'Can I enter time if I work on different accounts?'
Hourly (Positive) Employees	I work for two different Supervisors; do I complete two Time Sheets?	Yes, when you log in to enter time you need to select the Supervisor Group for which you are entering time from the drop down menu.
Hourly (Positive) Employees	What if I work for two Supervisors?	Each Supervisor will approve the time that is worked for them. If you work in another School/Center who does not yet use eTimeSheets, you will be required to submit a paper Time Sheet for the time worked.
Hourly (Positive) Employees	How do I enter time for last week or the week before?	If you miss the weekly deadline you can submit a Time Sheet for prior weeks by selecting the appropriate pay period from the drop down menu and completing a Time Sheet. After completing the Time Sheet click on [Submit for Approval]. Late Pays via eTimeSheets are only accepted for 4 weeks prior to the current week. If you have time from an earlier date, you will need to contact your Supervisor or ORG Administrator.
Hourly (Positive) Employees	Will I get a reminder to enter time?	Yes, if you haven't submitted a Time Sheet by 12 Noon on Thursday, you will receive an email notification reminding you to submit a Time Sheet.
Hourly (Positive) Employees	Will my Supervisor get a reminder to approve my Time Sheet?	Yes, reminders will be sent to the Primary Supervisors at 5 p.m. Thursday and the Secondary Supervisor at 10 a.m. Friday if there is unapproved time in their queue.
Hourly (Positive) Employees	What if my Supervisor doesn't approve my Time Sheet before the deadline?	Supervisors are required to approve employee timesheets. However, in the event the Primary Supervisor or Secondary Supervisor does not approve the Time Sheet, the ORG Administrator can approve the time so you will get paid. The ORG Administrator can run a report for those Supervisors who did not approve timesheet so they can be reminded of the importance of approving timesheets.
Hourly (Positive) Employees	What happens if I'm sick on Friday/Saturday/Sunday and have already submitted a Time Sheet?	Please contact your Supervisor. The Supervisor can edit your Time Sheet until 1 p.m. on Friday. After that time, the ORG Administrator must be notified to make the changes. Or, you can wait until the following week and mark corresponding time as sick.

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Hourly (Positive) Employees	What happens if my Supervisor edits my Time Sheet and I forget to re-approve it?	You can return to the Time Sheet any time after Monday at 3 p.m. to sign the Time Sheet. You will get paid.
Hourly (Positive) Employees	How do I approve my Time Sheet after it has been edited by my Supervisor or ORG Administrator and/or you receive an e-mail notification?	When you are asked to re-approve a Time Sheet that was edited by your Supervisor or ORG Administrator, review the change and click on [Submit and Approve as Employee] to approve the edited Time Sheet.
Hourly (Positive) Employees	If I am a Temp, am I entitle to receive pay for sick time (SCK) or when a family member is sick (SCH)?	Yes, see HR Policy #114 for additional information.
Supervisors	How do I approve a Time Sheet?	Once you log into eTimeSheets, click on 'Review Time Sheets' and you will see a list of employee whose Time Sheets you are responsible for approving. Click on [Select] for an employee to open the Time Sheet. You can edit the Time Sheet and/or approve or reject the Time Sheet by clicking on the appropriate [Submit and] Supervisor actions.
Supervisors	How to I use the Filters/Advanced Filters?	To sort through the Time Sheets, click on 'Show Advanced Filter' and select one of several choices to refine your Time Sheet selection for approvals. (Specifically by 'Time Sheet Status' or 'Approved By ' which will list all eTimeSheets that have yet to be approved.)
Supervisors	How do I edit a Time Sheet?	Click on Review Time Sheets. Click on [Select] for the desired Time Sheet. Make the edit, click on [Save as Draft] or [Submit for Approval] as appropriate. The employee's approval will be removed. The employee can 'approve' the Time Sheet on Monday after 3 p.m. The Supervisor is required to enter a 'note' explaining your edits.
Supervisors	Can I reject a eTimeSheet if I find an error in the time reported?	Yes, follow the directions for approving a eTimeSheet, above, and instead click on "reject as Supervisor" This will remove the employee's signature and place an X in the Supervisory column. You will be required to type a note explaining why you rejected the eTimeSheet. Best practice suggest editing the time instead of rejecting the eTimeSheet.
Supervisors	Can I enter hours for my employee if needed?	Yes. For example, if an employee is absent on a scheduled Friday you can edit their eTimeSheet. This will remove the employee's signature and the employee will have to approve the time once the system reopens on Monday at 3 p.m.
Supervisors	What happens if my employee is sick on Friday/Saturday/Sunday but has already submitted their eTimeSheet?	You, the Supervisor, can edit the employee's eTimeSheet until 1 p.m. on Friday. After that time, the ORG Administrator must be notified to make the changes.
Supervisors	Does eTimeSheets send email reminders?	Yes, any employee who has not entered/approved a Time Sheet, will receive an e-mail reminder at 12:00 noon Thursday. Primary Supervisors will receive notification if they have unapproved employee Time Sheets in their queue at 5 p.m. Thursday. Secondary Supervisors will receive and e-mail if there are employee Time Sheets that do not have a Primary Supervisor approval at 10 a.m. on Friday. ORG Administrators will receive notifications at 10 a.m. Monday if there are employee Time Sheets without an ORG Administrator approval.
Supervisors	Does eTimeSheets provide an opportunity to write notes?	Yes employees, Supervisors and ORG Administrators can add a note to the Time Sheet by clicking [Notes]. Notes are required if a Time Sheet is edited or rejected. The note remains with the Time Sheet permanently .
Supervisors	Who enters sick time for FMLA employees?	The employee's Supervisor is responsible for completing 'sick' time in eTimeSheets for FMLA employees. The employee should approve the eTimeSheets when they return from leave.
Late Pay	Search/sort features:	The employee may enter a Late Pay for time worked in one of the prior pay periods listed in the drop down menu. The employee should select the appropriate pay period and complete the Time Sheet. The same approval guidelines apply to Late Pay. The employee and Supervisor need to approve the time prior to the ORG Administrator approving the Late Pay. Once the ORG Administrator approves the Time Sheet, the employee will be paid for the time entered in the next pay.
Supervisors	Can I, the Supervisor, assign my Secondary approver?	No, only the ORG Administrator has the capability to assign or change Supervisors

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Supervisors	Who should be my backup, i.e. Secondary, approver?	Secondary Supervisors should be selected in consultation with the Supervisor and the Business Office.
ORG Administrators	How to set up a Supervisory Group?	Under 'Administration' click on Manage Supervisory Groups. Click the 'Add Supervisory Group' button. Enter a 'Name', e.g. ORG #, ORG Name followed by optional add'l information, e.g. Supervisor's Name. Select the appropriate ORG code from the drop down menu. Select a Status and click on the appropriate optional check boxes. Once you have completed this section, click on [Submit] to establish the Supervisory Group.
ORG Administrators	How do I add an employee to the Supervisory Group?	Under 'Administration' click on Manage Supervisory Groups. A list of Supervisory Groups in your ORGs will appear. Choose the Supervisory Group into which you want to add employees by click on [Edit]. Click on [Add an Employee Role] and select the employee you wish to add by click on [Add].
ORG Administrators	How do I approve a Time Sheet?	Once you log into eTimeSheets, click on 'Review Time Sheets' and you will see your ORGs' Time Sheets. Use the advance sort function to group Time Sheets by Supervisor or by other sorting functions. Click on each employee to review the Time Sheet. To approve a Time Sheet, click on [Submit and Approve as ORG Administrator].
ORG Administrators	How do I search/sort through Time Sheets requiring my approval?	To sort through the Time Sheets, click on 'Show Advanced Filter'. Enter/select from several choices to refine your Time Sheet selection for searching/sorting Time Sheets for approval.
ORG Administrators	How do I edit a Time Sheet?	Once you log into eTimeSheets, click on 'Review Time Sheets' and you will see your ORGs' Time Sheets. Click on each employee to review the TimesSheet. To edit a Time Sheet, click on the pencil next to the Time Sheet entry and make changes. Once you edit the Time Sheet, however, the Supervisor and employees signature will be removed and need to be submitted for approval again. However, in the event the employee and Supervisor miss the approval deadline, the Time Sheet will go to payroll with the ORG Administrator's approval.
ORG Administrators	Can I reject a TimeSheet if I find an error in the time reported?	Yes, follow the directions for approving a Time Sheet and instead click on [Submit and Reject as ORG Administrator." This will remove the Supervisor and employees' approval and place an 'No' in theORG Administrator's approval column. You will be required to type a note explaining why you rejected the Time Sheet. If this is past the Supervisor deadline, the ORG Administrator may need to make edits.
ORG Administrators	Does the system send email reminders?	Yes, any employee who has not entered time or who have not signed their eTimeSheet, will receive an email reminder at 12:00 noon Thursday. Primary Supervisors will receive notification if they have unapproved employee entries in their queue at 5 p.m. Thursday. Secondary Supervisors will receive notification if there are employee entries that do not have the Primary Supervisor approval at 10 a.m. on Friday. ORG Administrators will receive notifications at 10 a.m. Monday if there are employee entries without a Supervisor approval.
ORG Administrators	Does eTimeSheets provide an opportunity to write notes?	Yes employees, Supervisors and ORG Administrators can add a note to the Time Sheet by clicking [Notes]. Notes are required if a Time Sheet is edited or rejected. The note remains with the Time Sheet permanently .
ORG Administrators	Who enters sick time for FMLA employees?	The employee's Supervisor is responsible for completing 'sick' time Time Sheet for FMLA employees. The employee should approve the eTimeSheets when they return from leave.
ORG Administrators	How are late pays handled in eTimeSheets?	The employee may enter a Late Pay for time worked in one of the prior pay periods listed in the drop down menu. Employees should select the appropriate pay period and complete the Time Sheet. The weekending date will be highlighted on the summary page. The same approval process applies to Late Pays; the employee and Supervisor signatures are required prior to the ORG Administrator. Once the ORG Admininstrator approves the Time Sheet, the employee will be paid for the time entered in the next pay.
ORG Administrators	How are back-up Supervisors set up in the system?	When you create a Supervisory Group you are required to assign a Supervisor and a back-up, called a Secondary Supervisor. Click on Administration and select Manage Supervisory Groups, click on [Add a Supervisory Group], select a Supervisor and select 'Secondary'.
ORG Administrators	How are Primary or Secondary Supervisors changed?	Only the ORG Administrators have the capability to edit Supervisors. To change a Supervisor, click on the Supervisory Group. Select the Supervisor to be changed and click on [Delete Checked]. Add another Supervisor as needed.

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ORG Administrators	Do new employees need to be in Payroll before using the eTimeSheets application?	Yes, before an employee can enter time into eTimesheets, they must be entered in PennWorks and have a Minimum Record of OK. Each night all employee payroll information in PennWorks, including payroll distribution and job codes will be transferred to eTimesheets. The ORG Administrator must assign the employee to a Supervisor Group before the employee can begin to enter time in a Time Sheet.
ORG Administrators	How will I know if there is a problem with a Time Sheet?	The Time Sheet Status will indicate if there was a problem with a timesheet.
ORG Administrators	Can the ORG Administrator enter time manually into UMIS between 12 p.m. and 3 p.m. on Monday?	Although this should be a rare occurrence, if you are unable to correct an error that is discovered in the last payroll feed at 11:55 a.m. Monday an ORG Administrator can enter the time manually into UMIS. A notation must be made on the Time Sheet indicating the time was manually entered into UMIS. Return to the employee's Time Sheet. Under the ORG Administrator's drop down menu choose 'entered manually via UMIS." This will keep the 'record' in Timesheet for reporting.
ORG Administrators	What do I do if some eTimeSheet records are not accepted by payroll?	You can enter time into UMIS.
ORG Administrators	How will I know if payroll has accepted our eTimeSheets file?	The TimeSheet Status field will change to indicate if the file was successfully processed.
ORG Administrators	After the payroll feed runs for eTimeSheets, will I see the hours in Time Reporting?	No.
ORG Administrators	What happens on Mondays?	Prior to 12:00 noon on Monday, ORG Administrators should review timesheets to insure they have passed validation and feed eligible (yes). If the timesheet has not pass validation and is not feeder eligible, ORG Administrators should review timesheet to determine action required.
Salaried (Exception) Employees	Do I need to enter time if I worked every day and did not use any paid time off (PTO)?	Yes, you must complete, 'submit for approval' a timesheet every week, even if you do not use PTO.
Salaried (Exception) Employees	How do I change my Time Sheet after my Supervisor has approved it?	Once your Supervisor has approved your Time Sheet, only the Supervisor or the ORG Administraor can make changes to your Time Sheet. Contact your Supervisor so they can make the change or they can reject the Time Sheet back to you. You will need to edit and submit for approval.
Salaried (Exception) Employees	How do I change my Time Sheet after the ORG Administrator has approved it?	You cannot make changes to a Time Sheet once the ORG Administrator has approve the Time Sheet. The ORG Administrator, however, can make edits in an emergency by Noon on Mondays.
Salaried (Exception) Employees	How frequently can I enter time?	You can enter time any time during the pay period prior to the 5 p.m. Thursday deadline. However, best practice suggests entering time once at the end of the week prior to the 5 p.m. Thursday submission deadline.
Salaried (Exception) Employees	Can I add a note to my Time Sheet?	Yes, you may type a note to your Supervisor or the ORG Administrator by clicking on [Notes]. A pop-up box will appear. Once you have typed your note click on [Submit and Approve as Employee]. All notes remain permanently with the Time Sheet and cannot be deleted.
Salaried (Exception) Employees	What if my Supervisor doesn't approve my timesheet before the deadline?	Supervisors are required to approve employee timesheets. However, in the event the Primary Supervisor or Secondary Supervisor does not approve the Time Sheet, the ORG Administrator can approve the time so you will get paid. The ORG Administrator can run a report for those Supervisors who did not approve timesheet so they can be reminded of the importance of approving timesheets.
Salaried (Exception) Employees	How do I set up a 'template' for my weekly Time Sheet?	If you work the same hours every day, you can set up a 'template'. To do this, fill in the hours you work each day by clicking on [Add an Entry] and entering time for each day of the week. Once you have a complete Time Sheet, click on 'This time sheet is a template....' You can now use the [Initialize From Template] for subsequent weekly Time Sheets. You must [Submit and Approve as Employee] the Time Sheet weekly by the Thursday deadline.
Salaried (Exception) Employees	What happens if I'm sick on Friday/Saturday/Sunday and have already submitted a Time Sheet?	Please contact your Supervisor. The Supervisor can edit your Time Sheet until 1 p.m. on Friday. After that time, the ORG Administrator must be notified to make the changes. Or, you can wait until the following week and mark corresponding time as sick.
Salaried (Exception) Employees	What happens if my Supervisor edits my Time Sheet and I forget to re-approve it?	You can return to the Time Sheet any time after Monday at 3 p.m. to sign the sheet. You will get paid.

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Salaried (Exception) Employees	I am going away on vacation next week; can I submit my eTimeSheet for vacation early?	Yes, complete the Time Sheet for the appropriate pay week and indicate vacation hours for each of the 5 days. Submit and approve your time anytime during the week.
Salaried (Exception) Employees	Will I get a reminder to enter time?	Yes, if you haven't submitted a Time Sheet by 12 Noon on Thursday, you will receive an email notification reminding you to submit time.
Salaried (Exception) Employees	How do I file for pre-approved overtime?	Check with your Supervisor.
Salaried (Exception) Employees	How do I enter overtime?	Overtime must be entered as a separate 'entry' for each day you have overtime hours. Click on 'add new entry', select the appropriate day, enter the total overtime hours for that day and select the overtime earnings type. Then click save.
Salaried (Exception) Employees	How do I enter time for last week or the week before?	If you miss the weekly deadline you can submit a Time Sheet for prior weeks by selecting the appropriate pay period from the drop down menu and completing a Time Sheet. After completing the Time Sheet click on [Submit and Approve as Employee].
Salaried (Exception) Employees	How do I approve my Time Sheet after it has been edited by my Supervisor or ORG Administrator and/or you receive an e-mail notification?	When you are asked to re-approve a Time Sheet that was edited by your Supervisor or ORG Administrator, review the change and click on [Submit and Approve as Employee] to approve the edited Time Sheet.
Salaried (Exception) Employees	If for some reason, my distribution end date has arrived and I am not paid for the week AND I have a Vacation day and a Sick day in the same week, how is the time to be recorded in eTimesheets?	If the employee works a standard work week, you can wait until the following week and mark corresponding time as sick and/or vacation time.
Administration	What is the source for searching for Supervisors and ORG Administrators?	The Penn Community
Administration	What is the difference between a Primary and Secondary Supervisor	Any active Supervisory Group must have at least one Primary Supervisor. The Primary Supervisor receives an email alert on Thursdays at 5 p.m. on eTimeSheets pending their approval. If there are still unapproved eTimeSheets, the Secondary Supervisors receives an alert on Fridays at 10 a.m. Otherwise the Primary and Secondary Supervisor is exactly the same.
Administration	Can I assign an employee to any Supervisory Group?	Employees can only be assigned to a Supervisory Group where the Supervisory Group ORG matches the ORG associated with an employee Role.
Administration	What 'Status' does the Supervisory Group need to be for an employee to enter an eTimeSheet?	A Supervisory Group needs to be in an 'Active' status in order for an eTimeSheet to be entered by employees assigned to the Supervisory Group.
Administration	Can a Supervisor supervise a group in which they are an employee?	No.
Administration	Can I delete a Supervisory Group?	Yes, you can delete a Supervisory Group as long as no time sheets were processed. After a timesheet is processed, the Supervisory Group can only be inactivated, not deleted.
Review Time Sheets	Can I add a Role to a Supervisory Group that is not in my ORG?	A Supervisory Group is tied to a single ORG and only roles in that ORG can be added to that group.
Review Time Sheets	Can I select a Supervisory Group from a drop-down list in the Advanced Filter?	Within the Advanced Filter, the Supervisory Group does not have a dropdown list from which a user can select. The reason is that there are too many groups for all of the University participants and it would not be practical. Therefore the search is set up using the "begins with" feature.
Review Time Sheets	Why are there three levels of approvals?	The reason the three separate approvals can be selected is to enable users to manage a large group of employees.
Review Time Sheets	What does the UMIS column represent?	The UMIS column within the Review Time Sheets is to indicate whether or not the entry is manually entered into the mainframe Payroll/Personnel system. If the value is a "Yes", it means "Yes, it is manually entered into the mainframe Payroll/Personnel system", which historically has been referred to as UMIS.

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Review Time Sheets	How will I know if a time sheet has been entered in UMIS?	If a time sheet entry is flagged as manually entered into UMIS, the payroll feed summary status would say "Not sent in feed: manually entered in UMIS".
Review Time Sheets	How will I know if a time sheet has been processed?	On the Payroll Feed report, the Status field will change to either of the following when it is sent to Payroll/Personnel: "Sent to Payroll but Not Yet Processed" or "Processed in Payroll Successfully" or "Processed in Payroll With Errors" or "Processed Successfully but Exempt from Payroll".
Review Time Sheets	Can a time sheet be changed once it has been 'Submitted for Approval'?	The timesheet status will not change from 'Submitted for Approval' during the preliminary feeds to the payroll-personnel system. The time sheet can be changed during the preliminary feeds by the ORG Administrator. After the final feed is submitted, no more changes allowed to the timesheet.
Review Time Sheets	How do I know if a time sheet was rejected and who rejected the time sheet?	The Time Sheet Status will indicate if a time sheet was 'Rejected'. To see who rejected the time sheet, select to view the specific time sheet and click on 'Show History'.
Review Time Sheets	How do I know the reason why a time sheet was rejected?	If a Supervisor or ORG Administrator is rejecting a time sheet, a note must be added.
Review Time Sheets	How can I tell if there is a note when reviewing a time sheet?	The Notes icon will appear when reviewing time sheets if there are notes for the specific time sheet.
Review Time Sheets	If a Supervisor does not approve a time sheet, what happens?	The ORG Administrator will receive the time sheet to approve if the Supervisor has not approved it within their prescribed timeframe.
Add a Time Sheet	Can I enter 'Noon' in an eTimesheet?	When entering time, you cannot enter "noon" to reflect 12pm. An error will display.
Add a Time Sheet	What is different between "Deleted Checked" vs "Remove Checked"?	The "Deleted Checked" will permanently delete the record. This means previously the record had been saved and a delete is needed to remove the line from the timesheet. "Removed Check" will remove the record at the time the record is saved.
Add a Time Sheet	What happens when an employee forgets to enter a time sheet?	When a submission deadline is passed the employee may receive a message: "Your submission deadline for this week has passed. The employee deadline was Thursday, mmm, dd at h:mmPM and the Supervisor's deadline was Friday, mmm dd at h:mm PM. Supervisors and ORG administrators may enter time for their employees if their own deadline has not passed, after which the employee may login and submit their approval. The system will be open for all to access again on Monday, MMM dd at 3:15pm. If desired, time can be added retrospectively at that point for the appropriate week. To see a list of School/Center Administrators who have access to your time sheets, visit the Resources section." The reason for this message is that some features of the application are shut down to prevent late entry of data.
Add a Time Sheet	How do I print a time sheet?	To print a timesheet, use the print option within the web browser functionality.
Add a Time Sheet	How many weeks of time sheets will be available in eTimeSheets?	A total of 8 weeks of timesheets will be viewable from the application, current and 3 future weeks and 4 past weeks.
Add a Time Sheet	Who receives a 'warning message' if over 6 consecutive hours have been entered in eTimeSheets?	The requirements to issue a warning message if over 6 consecutive hours have been worked without a 30 minute break applies only to positive pay employees. Exception pay employees will not receive a warning message.
Add a Time Sheet	What happens if I make a mistake on one line of pay?	If there is an error in a line of a time sheet but all other lines are correct, the employee will be compensated for the lines that are correct and NOT for the line that is in error.
Add a Time Sheet	What happens when an employee forgets to complete a time sheet for a particular pay period?	There will be a blank time sheet for an active employee if the employee does not complete a timesheet for the current pay period.
Add a Time Sheet	How often does the eTimeSheet application check for employees who have Minimum Record.	The check for Minimum Record 'OK' is pulled nightly from the Payroll/Personnel system.
Add a Time Sheet	If an employee is in two Supervisory Groups, how many time sheets must they submit?	Employee must fill out two different time sheets for different Supervisory Groups.

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Add a Time Sheet	Will an Exception employees still be paid if they do not submit an eTimeSheet?	For Exception employees, their regular weekly pay hours do NOT get sent to the Payroll/Personnel system, only the exception (leave) type of pay gets submitted. Exception pay employees will get paid regardless of whether or not they submit a time sheet. For auditing purposes, however, Exception employees are required to complete an eTimeSheet and indicate 'regular' hours as well as 'exception' (leave) hours. *(This is consistent with Time Reporting in UMIS.)*
Add a Time Sheet	Am I able to update the account numbers for leave time for an Exception employees?	For Exception employees, the account numbers (i.e. distributions) do not get sent via the Payroll/Personnel feed for leave (i.e. Sick (SCK), Vacation (VAC), Jury (JUR).
Add a Time Sheet	When is an account number updated for Exception employees?	For Exception employees, the account numbers (i.e. distributions) do get sent via the Payroll/Personnel feed when submitting **Overtime**. This is the only time that accounts need to be populated for Exception employees. *(This is consistent with Time Reporting in UMIS.)*
Add a Time Sheet	Can an employee enter all of their time for one week on one line?	When entering time, it must be for a single day. If the time crosses into a new day, a second line must be entered for the new day. A person cannot enter time for 5 p.m. through 2 a.m. as it crosses into a 2nd day.
Reporting	Can I run a report and see my own information?	A person running a report, such as a Supervisor, cannot see the data for an employee if the employee happens to be himself or herself.