Welcome

to the

eTimeSheets

Knowledge Building

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Objectives

- Learn about the eTimeSheets features and functionality

- Orient users to the eTimeSheets process

- Build knowledge of eTimeSheets terminology

- Ensure users understand the access and training requirements for eTimeSheets

Please Note: eTimeSheets training is intended for PennWorks users; prior knowledge and understanding of PennWorks/HR/Payroll policies and procedures are presumed.

eTimeSheets Overview

- Elements of a Time Sheet
- Benefits
- General Notes
- Key Terms
- eTimeSheets vs. Time Reporting
- eTimeSheet Roles
- The Process

- Processing Schedule
- Email Notifications
- Earnings Types
- Training Requirements
- Support
- Resources
- Quiz

Elements of Time Sheet

- A timesheet is required by the University of Pennsylvania to record the time worked and time off for all Non-Exempt Employees as defined by the Fair Labor Standards Act, which is administered by the Department of Labor

- Every Non-Exempt (weekly hourly or weekly salaried) Employee must submit a timesheet for their time worked, including overtime, and time off for vacation, sick, etc.

- It is the responsibility of the Supervisor to ensure all time sheets from their Non-Exempt Employees are received, reviewed and approved

For more information on the Fair Labor Standards Act as it relates to the University of Pennsylvania, please feel free to review the 'Fair Labor Standards Act at Penn' course found in Knowledge Link.

Overview of eTimeSheets

- The application titled eTimeSheets is a web-based application for Non-Exempt Employees to submit their timesheets electronically

- This application was ported from an application that was developed in the School of Arts and Sciences and enhanced to support University-wide adoption

- The application provides the following:

  - The ability for most Non-Exempt Employees to submit their timesheets online. This includes:

    - Weekly staff

    - Temporary workers

    - Student workers

    - College work-study

Overview of eTimeSheets

- Ability to enter timesheets for the current week, as well as 4 weeks in the past and 4 weeks in the future

  ☞ *The ability to approve an eTimeSheet in advance may be limited*

- Approvals by the Employee, Supervisor and ORG Administrators

- Ability to create a Primary and Secondary Supervisor

- Automated feed of information to payroll, eliminating the need for online time reporting (OTR) when eTimeSheets is used

- Four feeds each Monday, with the opportunity to correct errors after each feed

- Multiple reports for managing the process and analyzing data

- Leave balances (from Payroll) shown on the eTimesheet

Key Benefits of eTimeSheets

- Replace completion and storage of paper timesheets

- Eliminates duplication of time, i.e. paper timesheet and manual entry into time reporting

- If you work consistent hours each week, can establish a 'template' in eTimeSheet

- Ensures compliance with Fair Labor Standards Act (FLSA)

http://www.dol.gov/whd/flsa/

General Notes

- Before an Employee can enter time into eTimeSheets, the following must occur:

  1. The Employee must be entered in PennWorks

     ☞ *Each night all Employee payroll information in PennWorks, including payroll distribution and job codes, will be transferred to eTimesheets*

  2. The ORG Administrator must also assign each Employee's Role to a Supervisory Group

- PennWorks data is loaded to eTimeSheets on a nightly basis

If an employee is in PennWorks and assigned to a Supervisory Group, but does not have Minimum Record, they will be able to enter a Time Sheet in eTimeSheets however, no pay will be processed until Minimum Record is 'OK'.

General Notes

- Time sheets should be entered **each** week. Employees can enter time sheets in advance when going on vacation, etc.

  - Time sheets can only be approved for the current or past week, not a future week

  - If an Employee is in two Supervisory Groups, the Employee must fill out two different time sheets for different Supervisory Groups

  - For Exception Employees, even if you don't have PTO (Paid Time Off), you still need to complete a time sheet in eTimeSheets

> While Exception Employees will be paid regardless of whether or not they submit a time sheet, for auditing purposes, they are required to complete a time sheet and indicate 'regular' hours as well as 'exception' (leave) hours.
> This is consistent with Time Reporting in UMIS.

General Notes

- Time sheets **must be submitted by the Employee** by **9 p.m. on Sunday** of each week

- 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 second day

Penn Human Resources Policy Overtime Compensation and/or Compensatory Time

https://www.hr.upenn.edu/myhr/resources/policy/compensation/overtime

- This policy applies to all non-exempt weekly and hourly-paid staff members whose employment status is regular full-time, regular part-time, limited service, or temporary

- All non-exempt staff members are subject to the overtime pay provisions of the Fair Labor Standards Act and must be compensated for all hours worked, including all hours worked on and off work premises

- They cannot donate their services to any entity under the direction of the Trustees of the University of Pennsylvania and are not permitted to work in excess of their regularly scheduled work hours without prior supervisory approval

Employees must check with their Supervisor for approval of overtime prior to working and/or submitting overtime hours.

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eTimeSheet Key Terms

- **Supervisor Groups:** Employees are grouped into Supervisory Groups, which establish the hierarchy of which Supervisors approve the timesheets for which Employees

  - Each Supervisory Group can have on or more primary/secondary Supervisors that will approve the timesheets for the Employees in the group

  - Supervisory Groups will typically follow the existing organizational reporting structure within an ORG, but may be setup differently for this application based on the way timesheets are approved

Note: Employees are added to Supervisor Groups based on their roles from PennWorks. Employees with multiple roles, such as Student Workers, can have each role added to a separate Supervisor Group.

eTimeSheet Key Terms

- **Employee Role:** These are the individual roles setup for an Employee in PennWorks
    - Employees may have multiple roles, such as student workers, temps, etc.
    - Each Employee role can be added to a Supervisor Group

- **Payroll Feed:** Each Monday, the application will automatically feed the data from *approved* timesheets to the payroll system (UMIS)

    - For Positive Pay Employees, this will include all the data from the timesheet
    - For Exception pay Employees, this will include only the exceptions reported, such as vacation (VAC) and sick (SCK), etc.

eTimeSheet Key Terms

- **Feed Eligible:** A timesheet that is "feed eligible" indicates that something on the timesheet will feed to payroll
  - For Positive Pay Employees, anything reported on the timesheet will cause it to be "feed eligible"
  - For Exception Pay Employees, the timesheet will be "feed eligible" only if the timesheet includes non-regular pay

- **Comp Time:** In accordance with Human Resources Policy 302, non-exempt staff who have regular standards hours of 35 or 37.5 and work in excess of his/her regular scheduled (up to 40 hours, but not exceeding 40 hours), may be paid straight-overtime or elect to receive 'comp time'
  - This can be recorded on the time sheets and includes reports for viewing the accumulation by the Employee and ORG Administrator

eTimeSheets vs. Time Reporting

- Time Reporting in Payroll/UMIS, vs. eTimeSheets, continues to be needed for the following activities:

  - 'Shift Differential' pay, e.g. S10, S15, S20, etc.

  - Submitting a time sheet after four weeks have passed
    - Need to perform a 'Late Pay'

  - For Exception Employee's:

    - Stop from being paid their set weekly amount, e.g. no paid time off

    - Pay from a different account than the one displayed in the Employee's distribution line

    - Reduce their pay for the current pay period

> Please Note: In eTimeSheets, for weekly Exception Employees,
> their REG pay does not 'feed' from eTimeSheets to Payroll.
> In order to perform the above activities, it must be done in Time Reporting in UMIS.
> For the Time Reporting User Guide, go to:
> http://www.finance.upenn.edu/ftd/Documentation/Payroll_Sec_3_Time_Rep.pdf

eTimeSheet Roles

- **Employee:** This is the actual staff member that submits their weekly timesheet electronically via eTimeSheets
  - **Positive:** Positive Employees work a variable number of hours per week. All Type 3 (hourly part-time, temporary workers) and Type 5 (student worker and college work-study) Employees are paid on a positive pay basis.
    - In order for Positive Employees to be paid, you must process their time in eTimeSheet each pay period
  - **Exception:** Employees work a standard work week and receive a predetermined salary or pay amount. The standard workweek is determined at the time of appointment and may be 35, 37.5, or 40 hours.
    - All Exempt and Non -Exempt Salaried Staff (Types 1, 2, 4, 8, 9) are paid on an Exception basis i.e., they are automatically paid each pay period. However, a time sheet must be processed for each Employee, to record their regular time, paid time off and/or overtime pay.

> For a complete listing of the Employee Types, go to either link below:
> http://www.finance.upenn.edu/ftd/Documentation/Payroll_Sec_1_Overview.pdf
> http://www.finance.upenn.edu/ftd/Documentation/QRG_Emp_Types_Earn_Code,_etc.pdf

eTimeSheet Roles

- **Supervisor:** A Supervisor, either a Primary or Secondary (backup), for a Supervisory Group, who is responsible for reviewing and approving an time sheet for Employees within their Supervisory Group(s)

- **ORG Administrator:** The person that oversees the payroll process for a particular ORG, typically a Business Administrator that already has PennWorks access

  – This role is responsible for establishing and maintaining the Supervisory groups, approving time sheets, and monitoring the feed to payroll each week and responding to any errors that occur

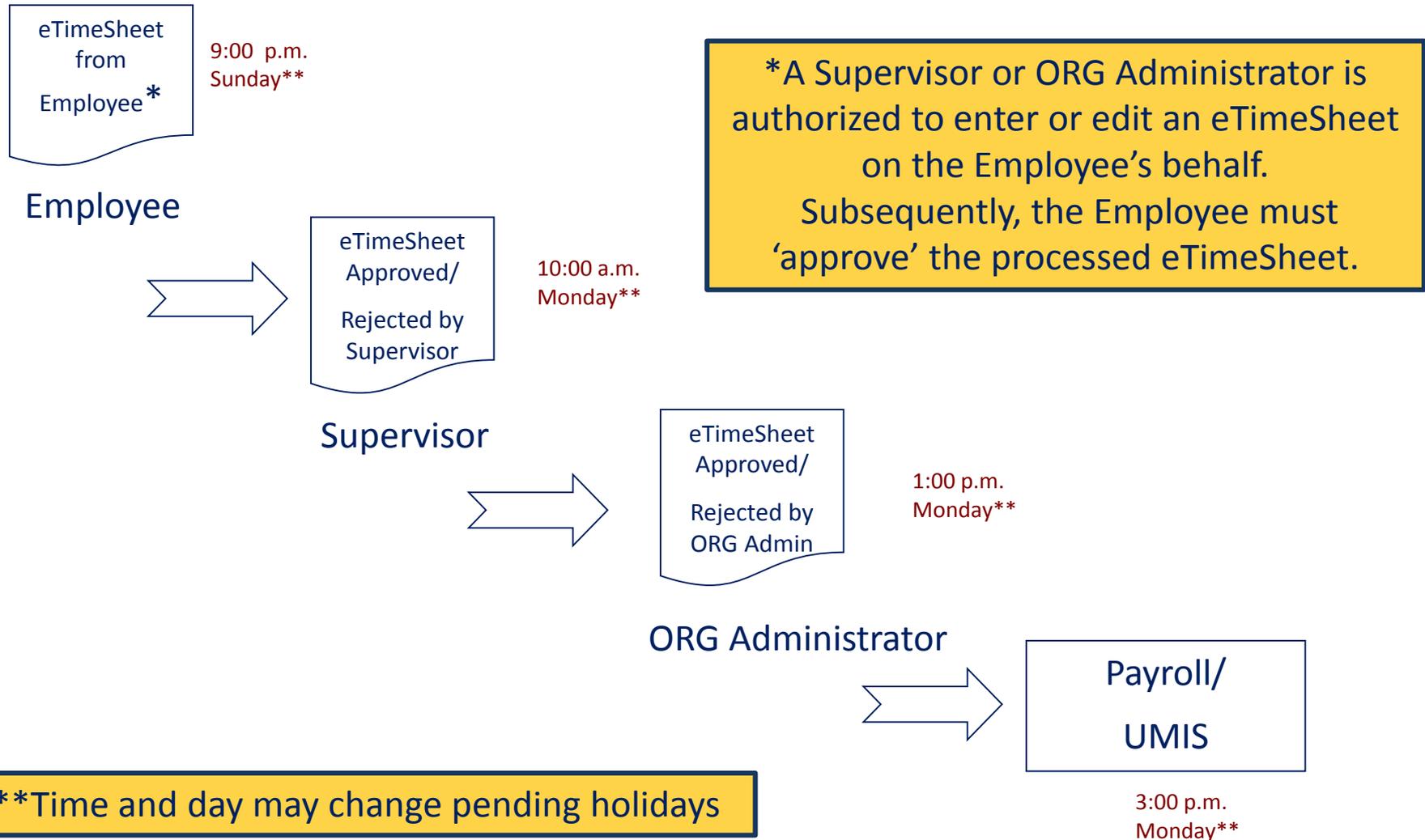 – This role also provides support to Employees and Supervisors

To allow for the Employee and Supervisor to perform their activities, it is not recommended the **ORG Administrator review and approve the time sheets until Monday.**

eTimeSheet Roles

- **School/Center Administrator:** Typically an HR or senior financial staff member of the School/Center, this person establishes the ORG Administrators and provides support the ORG Administrators. This role should also monitor for any unapproved eTimeSheets.

For ORG and/or School Administrators Only
eTimeSheet Logon Access Form

The Process

eTimeSheet from Employee*

9:00 p.m. Sunday**

Employee

*A Supervisor or ORG Administrator is authorized to enter or edit an eTimeSheet on the Employee's behalf. Subsequently, the Employee must 'approve' the processed eTimeSheet.

eTimeSheet Approved/ Rejected by Supervisor

10:00 a.m. Monday**

Supervisor

eTimeSheet Approved/ Rejected by ORG Admin

1:00 p.m. Monday**

ORG Administrator

Payroll/ UMIS

3:00 p.m. Monday**

**Time and day may change pending holidays

Processing Schedule for eTimeSheets

- 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

To allow for the Employee and Supervisor to perform their activities, it is not recommended the **ORG Administrator review and approve the time sheets until Monday.**

Processing Schedule for eTimeSheets

ORG Administrators

- Prior to 1:00 p.m. each Monday, ORG Administrators should review their time sheets to insure they have passed validation and feed eligible (yes)

- If the time sheet has not pass validation and is not feeder eligible, ORG Administrators should review the time sheet(s) to determine action required

  - Although this should be a rare occurrence, if you are unable to correct an error that is discovered in the last payroll feed at 12:55 p.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.

Processing Schedule for eTimeSheets

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.

*After this time period, the Role(s) are able to view information, just are not able to update information. This includes ORG Administrators as well as Employees.
Please note: The Employee can begin to enter a future time sheet up to four (4)
just not approve until the week arrives.

Email Notifications

- An **Employee**, who has not entered/approved a time sheet, will receive an e-mail reminder at 5:00 a.m. on Thursday

- **Primary Supervisors** will receive notification if they have unapproved Employee time sheets in their queue at 5 a.m. on Friday

- **Secondary Supervisors** will receive an e-mail if there are Employee time sheets that do not have a Primary Supervisor approval at 2:00 p.m. on Friday

- **ORG Administrators** will receive notifications at 8 a.m. on Monday if there are Employee time sheets without an ORG Administrator approval

Email Notifications

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 Administrator	Yes		Monday	8:00 a.m.
No Timesheet Notification	Employee	Yes		Thursday	Noon
Expiring Roles or Distributions	ORG Administrator	Yes		Friday	8:15 a.m.
Touched Timesheets	Employee		Yes	Daily Mon-Sun	Process runs every 15 minutes

* If the Payroll Dept. changes their dates (e.g. Holidays) these dates move also.

Earnings Types Used in eTimeSheets

Exception

- Regular Pay (REG)
- Sick (SCK)
- Sick Family Member (SCH)
- Paid Time Off (VAC)
- 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*

Positive

- **Student Workers/Work Study**
  - Regular Pay – In Class
  - Regular Pay – Not in Class
  - Overtime OVER 40 Hrs (OTP)

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

> * Will only be listed for 35.00 & 37.5 hour Employees

Training Requirements

Training Required*	Employee	Supervisor	ORG Administrator	School/Center Administrator
Time Reporting Access	-	-	Yes	Yes
Information Privacy and Security at Penn	-	Highly Recommended	Yes	Yes
FLSA for Payroll Administrators (FTD)	-	-	Yes	Yes
FLSA at Penn (HR)	-	Highly Recommended	Highly Recommended	Highly Recommended
eTimeSheets Knowledge Building	-	-	Yes	Yes
eTimeSheets Application Training	-	-	Yes	Yes

*All training information can be found in Knowledge Link http://knowledgelink.upenn.edu
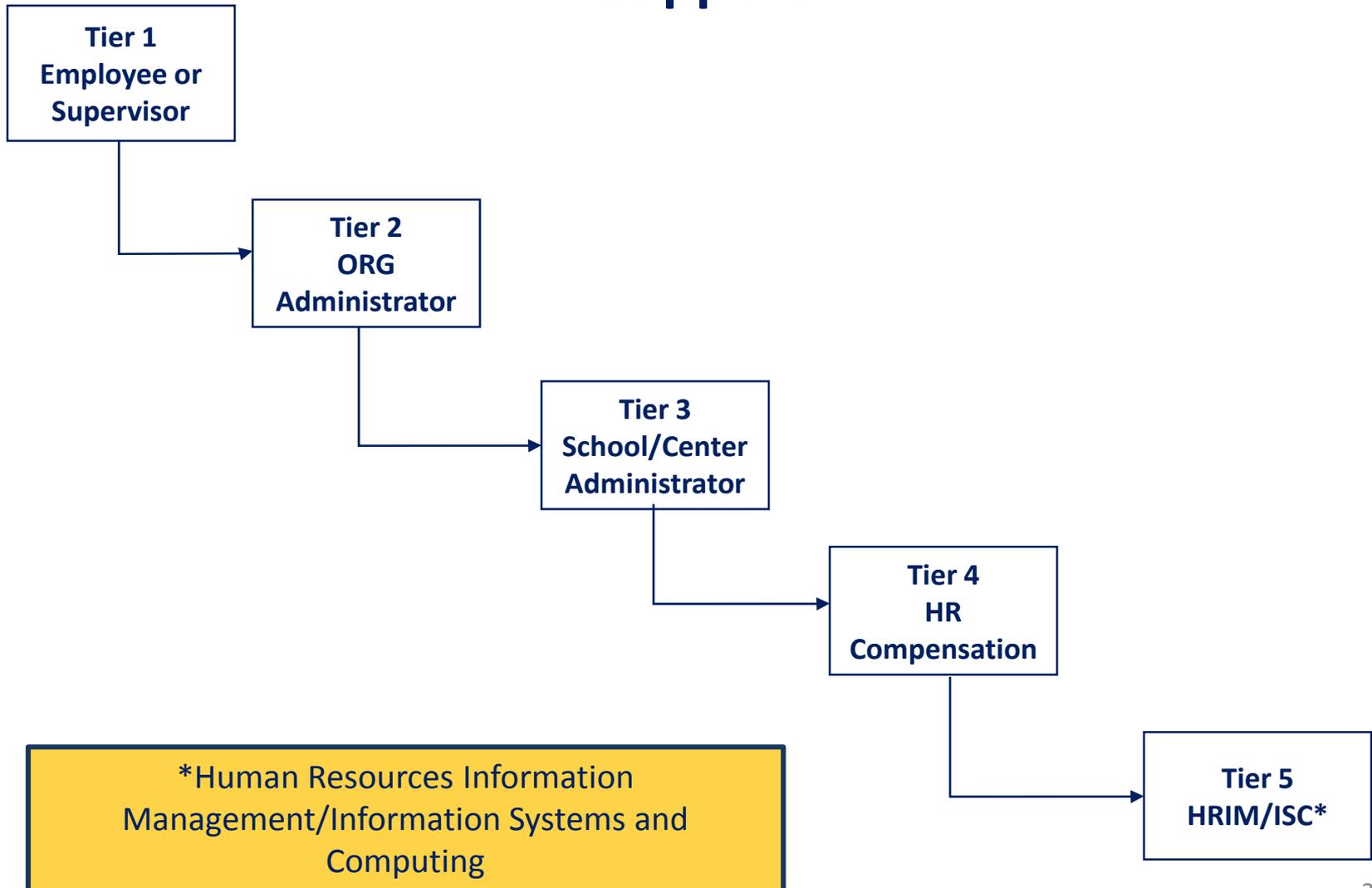
Support

Resources

- **Link to eTimeSheets**

    https://timereporting.apps.upenn.edu/

- **Documentation**

    http://www.finance.upenn.edu/ftd/

    documentation.shtml#eTimeSheets

Readiness Checklist

- Complete all applicable training requirements and access forms

- Ensure your desktop has a Penn-supported web browser and is configured to allow pop-ups
  - Additional information can be found at [Supported Computing Products](#)

- Confirm access in eTimeSheets

Quiz Instructions

- The following slide will link directly to an on-line quiz
  - If you would like to review the material before proceeding to the quiz, use the navigation bar on the left to return to a specific topic or page

- All questions must be answered correctly for successful completion
  - You may retake the quiz as needed, however you must *close the current session and start the course again*

Important! Be sure to click on [Finish]when you have successfully completed the quiz – this records score!

Use the navigational controls below when you are ready to proceed to the quiz.