Manage Supervisory Groups

1. As an ORG Administrator, you will be required to Manage Supervisory Groups.
2. Click on [Add an Supervisory Group].
3. Enter a ‘Name’, e.g. ORG #, ORG Name followed by option-add’l information, e.g. Supervisor’s Name.
   - You can edit the Supervisory Group name as needed.
4. Select an ORG from the dropdown list.
5. Select the Status, i.e. Draft, Active or Inactive.
   - Hover over the Status field for the definitions of each.
6. Click on [Submit].
   - You need to add a Group before you can add a Supervisor.
7. Click on [Add a Supervisor] and search.
   - You can add a Primary and a Secondary Supervisor.
8. Click on [Submit].
9. Click on [Add an Employee Role] and select an Employee.
   - Employee Roles can be selected even if Role End Date has passed.
10. Click on [Edit] to Add an Existing Account or Add a New Account and/or change ‘Active’ to Yes/No.
   - If a new account is added, it will not be added to PennWorks.
11. Denotes whether the Employee is Active in a Supervisory Group.
12. Click [Back] to add another person (not shown here).

* See the Supervisor QRG for How to Approve, Edit or Reject a Time Sheet for an Employee
• Editing of the timesheet must be done by the following designated times. Approvals can occur retroactively:

<table>
<thead>
<tr>
<th>Time Sheet Required by...</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Sunday</td>
<td>9:00 p.m.</td>
</tr>
<tr>
<td>Supervisor (Primary or Secondary)</td>
<td>Monday</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>ORG Administrator</td>
<td>Monday</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>Payroll (UMIS)</td>
<td>Monday</td>
<td>3:00 p.m.</td>
</tr>
</tbody>
</table>

- The deadlines included here are system enforced deadlines. Please refer to your School/Center or Department regarding submission timelines that may be earlier.

• Email Notifications will be routinely sent from the eTimeSheets system for the following reasons:

<table>
<thead>
<tr>
<th>Type of Email</th>
<th>Recipient</th>
<th>Weekly</th>
<th>Hourly</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Needed</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Primary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Secondary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>2:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Monday</td>
<td>8:00 p.m.</td>
</tr>
<tr>
<td>No Timesheet Notification</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>Noon</td>
</tr>
<tr>
<td>Expiring Roles or Distributions</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>Touched Timesheets</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Daily Mon-Sun</td>
<td>Every 15 minutes</td>
</tr>
</tbody>
</table>

Reports
- As the ORG Administrator, you will also be responsible for running Reports as needed.
- After you Review Time Sheets and check for approvals and see what is ‘Feed Eligible’ you may want to run an ‘Outstanding Approvals’ Report. It is then recommended you run the following reports:
  - Error in Payroll Feed Lines
  - Payroll Feed Report—set Final to ‘Yes’

Tips
- While you can change the name of a Supervisory Group, you are not able to ‘Delete’ a group if there are employees with active timesheets included in this group.
- A Supervisory Group is tied to a single ORG and only roles in that ORG can be added to that group.
- If you don’t add and Employee to a Supervisory Group, the Employee cannot enter a Time Sheet.
- An Employee, with more than one Role, can be in more than one Supervisory Group. The ORGs for each must match.
- If you edit a Time Sheet that has been previously approved by the Employee and the Supervisor, they must subsequently approve the Time Sheet again.
- You can’t change a processed Time Sheet; you can add time (up to four weeks) if time has not been reported, i.e. Late Pay.
- If time is submitted more than 4 weeks ago, a paper time sheet needs to be prepared and kept. The time is entered in UMIS as Late Pay.

Help
Please contact your School/Center Administrator with questions or assistance regarding your eTimeSheet.

* See the Supervisor QRG for How to Approve, Edit or Reject a Time Sheet for an Employee

Last Updated 01/25/17