Getting Started

- Submit a completed eTimeSheet Logon Access Form to Human Resources.
- Once access is granted, access eTimeSheets using the URL: https://timereporting.apps.upenn.edu
- From the Home page, you can view announcements from Human Resources, ‘Add a Time Sheet’ or ‘Review Time Sheets’
- From the menu at the top, click on [Administration]

Manage ORG Administrators

1. As the School/Center Administrator, you will be required to Manage ORG Administrators
2. Click on [Add an ORG Range for a User]
3. Enter a ‘User’, i.e. ORG Administrator
   - The ORG Administrator should be someone who has PennWorks/Personnel/Payroll access
4. Select the ORG Low and ORG High
5. Click on [Submit]

Reports

- As the School/Center Administrator, you will also be responsible for running Reports, as needed
- Click on desired Report, for example ‘Late Supervisor Approvals’ to see which Supervisors did not approve eTimeSheets by the appropriate deadlines.

The Process

![Diagram of the process: eTimeSheet from Employee → Supervisor → ORG Administrator → Payroll/UMIS]

Important Information

- Prior to selecting an ORG Administrator, the School/Center Administrator must ensure the ORG Administrator has completed the following training requirements:
  - PennWorks/Personnel/Payroll
  - Information Privacy and Security at Penn
  - Fair Labor Standards Act for Payroll Administrators
  - eTimeSheet Knowledge Building
  - eTimeSheet Application Training

Tips

- Develop spreadsheet, or equivalent, to maintain and manage all ORG Administrators assigned with their corresponding ORGS.
- For new ORG Administrators assigned, consider sending an instructional letter with information on how to manage their Supervisory Groups. Include the ORG Administrator QRG found at the link below.
- For additional documentation regarding eTimesheets, go to: http://www.finance.upenn.edu/ftd/documentation.shtml#eTimeSheet

Help

Please contact Human Resources Compensation with questions or assistance regarding your eTimeSheet.

* See the ORG Administrator and Supervisor QRG for additional information.