eTimeSheets
User Guide

Last Updated April 7, 2017
Role: Supervisor or ORG Administrator

Employee or Supervisor Can See Accounts
  Positive Can’t See Accounts
  Exception Can’t See Accounts
  Positive Can See Accounts
  Exception Can See Accounts

Source of Account/Distributions
  Account Numbers - Additional Notes for Exception Employees

Review Timesheets
  Role(s): Employee, Supervisor or ORG Administrator

Approve, Edit and/or Reject a Time Sheet
  Approve a Time Sheet
  Role(s): Employee, Supervisor or ORG Administrator
  Example of Completed Approvals
  Example of History
  Notes
  Changes/Edits to Approved Time Sheets
  Edit a Time Sheet
  Role(s): Supervisor or ORG Administrator
  Reject a Time Sheet
  Role(s): Supervisor or ORG Administrator

Approve, Edit and/or Reject a Time Sheet (Continued)

Late Pay
  Up to Four (4) Weeks
  Beyond Four (4) Weeks

Manage ORG Administrators
  Role: School/Center Administrator

Manage Supervisory Groups
  Role: ORG Administrator
  Edit an Employee Role to ‘Add/Find and Existing Account’ or Add a New Account

Manage ORG Attributes
  Role: ORG Administrator
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Manage Employee Roles
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Elements of a 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. To that end, every non-exempt (weekly hourly or weekly salaried) employee you supervise 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 timesheets 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’ 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 ability for most non-exempt employees to submit their timesheets online. This includes:
  - Weekly staff
  - Temporary workers
  - Student workers
  - College work-study
- Ability to enter timesheets for the current week, as well as 4 weeks in the past and 4 weeks in the future
  - Note: 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.
  
  3. The ORG Administrator must also assign the employee to a Supervisor Group

  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’.

- PennWorks data is loaded to eTimeSheets on a nightly basis

- Time sheets should be entered each week. You can also enter time sheets in advance for when you go on vacation, etc.
  
  o Time sheets can only be approved for the current or past week, not a future week
  o If an employee is in two Supervisory Groups, the employee must fill out two different time sheets for different Supervisory Groups.
  o For Exception employees, even if you don’t have PTO (Paid Time Off), you are required 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.

- Time sheets must be submitted by the Employee each week
  
  o If applicable, enter the anticipated time worked
  o You can enter all time worked at any time during the pay period, however, best practice suggests entering prior to the submission deadline.

- 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.

- If an employee forgets to enter a time sheet, the employee will receive a message. The Supervisor or the ORG Administrator may enter time for their employees if their own deadlines have not passed. Subsequently, the employee must submit their approval. The same applies to the Supervisor should they forget to ‘approve’ an employee’s time sheet. The Supervisor must also subsequently approve the time sheet.

- To print a time sheet, use the print option from your web browser
Penn Human Resources Policy Overtime Compensation and/or Compensatory Time

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

*Weekly and Hourly-Paid Staff Members Only*

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.

### 302.1 PREMIUM OVERTIME (OTP)

According to the Fair Labor Standards Act, a non-exempt weekly- or hourly-paid staff member who works more than 40 hours in a workweek must be paid an overtime rate of one and one-half times his/her regular rate of pay for all time actually worked in excess of 40 hours in the workweek. The University's standard workweek for pay computation purposes is 12:01 a.m. Monday through 12:00 midnight Sunday.

When calculating overtime at one and one-half times the regular rate of pay for time worked in excess of 40 hours in a given workweek, only actual time worked is used. Time charged to sick (SCK), paid time off (PTO) and other paid leave balances must not be included in this calculation.

### 302.2 STRAIGHT-TIME OVERTIME (OTS) AND COMPENSATORY TIME

A non-exempt weekly- or hourly-paid staff member who works in excess of his/her regular schedule (e.g., if full-time: 35 or 37.5 hours; if part-time: 17.5 to 28 hours) up to 40 hours in a workweek must be compensated in either of the following ways:

- Pay at his/her regular hourly rate for time worked in excess of his/her regular schedule up to 40 hours in the workweek; or
- Time off (compensatory time) equal to the number of hours worked over his/her regular schedule up to 40 hours in the workweek (provided that the actual hours worked do not exceed 40 hours in that workweek and provided that all minimum wage requirements are met).

Non-exempt weekly- and hourly-paid staff members who work in excess of 40 hours in a workweek may not receive a combination of compensatory time off and premium overtime pay for time worked in that work week. They must receive their regular hourly rate for time worked up to 40 hours in the workweek and then the premium overtime rate for all time worked in excess of 40 hours in the workweek. The only occasions on which staff members regularly scheduled to work 40 hours per week may accumulate compensatory time are the Special Winter Break and University-recognized holidays.

**Employees must check with their Supervisor for approval of overtime prior to working and/or submitting overtime hours.**
302.3 TIMESHEETS FOR WEEKLY AND HOURLY-PAID STAFF MEMBERS
All weekly- and hourly-paid staff members should complete and sign a weekly timesheet reflecting actual time worked, both on and off work premises. The staff member’s supervisor must sign the timesheet and is responsible for verifying the actual time worked (See Appendix A for a sample timesheet).
If a staff member works in excess of his/her scheduled workweek, but not more than 40 hours, the staff member is eligible for straight-time overtime or compensatory time off. The staff member is to elect on the timesheet if he/she would prefer to receive pay or compensatory time for the time worked in excess of his/her schedule up to 40 hours. The substitution of compensatory time off in lieu of monetary compensation for the time worked up to 40 hours must be agreed upon in advance by the staff member and supervisor and/or responsibility center head. In the absence of a timely election, staff members will be paid straight-time overtime for time worked in excess of their regular schedule up to 40 hours. Because not all departments permit the use of compensatory time, staff members should confirm with their supervisors before electing this option.

302.4 ADMINISTRATION
The supervisor must maintain the appropriate records which track the actual days and time worked, straight-time and premium overtime worked, compensatory time earned, and compensatory time used. Records should include weekly timesheets signed by the staff member and the supervisor and Time Report Forms. All time- and pay-related records must be kept for at least three years.

A. Compensatory Time
A staff member must schedule compensatory time off in advance with his/her supervisor. The granting of compensatory time is at the discretion of the supervisor and is subject to the business needs of the department. Compensatory time must be used within 3 months of the date it is earned. Compensatory time not used within 3 months of the date it is earned must be paid to the employee at his/her regular hourly rate; this payment must be processed through Pennworks as a Late Pay. No more than 40 hours of earned compensatory time may be accumulated in any three-month period.
If a staff member transfers or terminates employment, compensatory time is to be paid at the staff member’s current rate of pay by the releasing department on or before the next regular payday following the date of transfer or termination.

B. Premium or Straight-Time Overtime Compensation
All payments for premium overtime (OTP) or straight-time overtime (OTS) must be authorized by the supervisor and/or head of the responsibility center and entered into PennWorks within the same pay period in which the premium or straight-time overtime hours are worked (See Appendix B for a sample Overtime Authorization Form).

302.5 UNIONIZED STAFF MEMBERS
University employees covered by Collective bargaining agreements should refer to the appropriate article in their contracts.

Policy as of 04/25/16
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 separate Supervisor groups.

**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, this will include only the exceptions reported, such as vacation and sick.

**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, they must be done in Time Reporting in UMIS.

For the Time Reporting User Guide, go to:

eTimeSheets 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

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.

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.
### Training Requirements

<table>
<thead>
<tr>
<th>Training Required*</th>
<th>Employee</th>
<th>Supervisor</th>
<th>ORG Administrator</th>
<th>School/Center Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMIS Time Reporting Access</td>
<td>-</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Information Privacy and Security at Penn</td>
<td>-</td>
<td>Highly Recommended</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FLSA for Payroll Administrators (FTD)</td>
<td>-</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>FLSA at Penn (HR)</td>
<td>-</td>
<td>Highly Recommended</td>
<td>Highly Recommended</td>
<td>Highly Recommended</td>
</tr>
<tr>
<td>eTimeSheets Knowledge Building</td>
<td>-</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>eTimeSheets Application Training</td>
<td>-</td>
<td>-</td>
<td>Yes</td>
<td>Yes</td>
</tr>
</tbody>
</table>

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

Support for eTimeSheets will follow a tiered support system as follows:

- **Tier 1**: Employee or Supervisor
- **Tier 2**: ORG Administrator
- **Tier 3**: School/Center Administrator
- **Tier 4**: HR Compensation
- **Tier 5**: HRIM/ISC*

*Human Resources Information Management/Information Systems and Computing*
Resources

Link to eTimeSheets

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

Link to Documentation

http://www.finance.upenn.edu/ftd/documentation.shtml#eTimeSheets
The Process

- **Employee:**
  - eTimeSheet from Employee*
  - 8:00 p.m. Sunday**
  - 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**

*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.

**Time and day may change.
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.

ORG Administrators

Prior to 1:00 p.m. noon 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. To do this, 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.

Edining 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>

*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. Reminder: A future time sheet up to four (4) weeks can be created just not ‘approved’ until the week has arrived.
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 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 5 a.m. on Friday. ORG Administrators will receive notifications at 5 p.m. on Sunday if there are employee eTime sheets without an ORG Administrator approval.

Below is the complete schedule:

<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 p.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>ORG Administrator</td>
<td>Yes</td>
<td></td>
<td>Monday</td>
<td>8:00 a.m.</td>
</tr>
<tr>
<td>No Timesheet Notification</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>5:00 a.m.</td>
</tr>
<tr>
<td>Expiring Roles or Distributions</td>
<td>ORG Administrator</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></td>
<td>Yes</td>
<td>Daily Mon-Sun</td>
<td>Process runs every 15 minutes</td>
</tr>
</tbody>
</table>

* Day and time may change
Earnings Types

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)

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

Shift Differential Pay and Supplemental Pay must be entered in Time Reporting, i.e. UMIS.
Logging on to eTimeSheets

Access eTimeSheets using the URL:  https://timereporting.apps.upenn.edu


Employee and Supervisor Menu Options

School/Center and ORG Administrator Menu Options
Add a Time Sheet

Role: Positive Employees

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
   - If you type NOON, you will see an error message
   - Category is an optional field to be used as desired. The names are established in Manage ORG Attributes.

4. Click on [Add an Entry] to add the next time slot

5. Check this box to use this week’s time sheet as a template
   - Click on [Initialize From Template] for subsequent weekly time sheets

6. Click [Save and Submit for Approval] to send to the Supervisor
   - Note you can [Save as Draft] if you would like to complete later. The [Delete] option also available.
   - While awaiting approval of your timesheet, you can click on [Submit and] select ‘Remove Approval as Employee’

7. The [Notes] are used to explain why a timesheet 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. Once entered, the ‘notes’ cannot be deleted.

8. This section provides useful information about the employee, i.e. Job Class, Standard Hours, Vacation & Sick Time Balances, Uncompensated Time, Temp Hours (across all of Penn), Time Sheet Status, Employee Penn ID, Job Type & ORG

9. This section summarizes the Total Hours, Total Regular, Total Leave, etc.

10. The Approvals section displays whether or not the timesheet has been approved: ‘Yes’ or ‘No’

What is different between [Delete] vs [Remove Checked]? [Delete] will permanently delete the record. This means previously the record had been saved and a delete is needed to remove the line from the Time Sheet. [Removed Check] will remove the record at the time the record is saved.
Add a Time Sheet (Continued)

Pop-Up Boxes

Overtime
Overtime must be entered as a separate ‘entry’ for each day you have overtime hours. Click on [Add an Entry], select the appropriate day, enter the total overtime hours for that day and select the appropriate overtime earnings type, i.e. OTS or OTP.

Positive Only

Meals and Rest Breaks
The requirements to issue a warning message if over six (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.

See Human Resources Policy #309 Meals and Rest Breaks.
https://www.hr.upenn.edu/myhr/resources/policy/compensation/meal-rest-breaks

Student Workers/Work Study
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.
Add a Time Sheet (Continued)

Role: Exception Employees

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
   - If you type NOON, you will see an error message
   - Category is an optional field to be used as desired. The names are established in Manage ORG Attributes.

4. Click on [Add and Entry] to add the next time slot

5. Check this box to use this week’s time sheet as a template
   - Click on [Initialize From Template] for subsequent weekly time sheets

6. Click [Save and Submit for Approval] to send to the Supervisor
   - Note you can [Save as Draft] if you would like to complete later. [Delete] option also available once you Save as Draft.
   - While awaiting approval of your time sheet, you can click on [Submit 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. Once entered, they cannot be deleted. See the Notes section under Approvals.

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9. This section summarizes the Total Hours, Total Regular, Total Leave, etc.

10. The Approvals section displays whether or not the time sheet has been approved: ‘Yes’ or ‘No’

What is different between [Delete] vs [Remove Checked]? [Delete] will permanently delete the record. This means previously the record had been saved and a delete is needed to remove the line from the Time Sheet. [Removed Check] will remove the record at the time the record is saved.
Add a Time Sheet (Continued)

Role: Supervisor or ORG Administrator

On occasion, if an Employee is not able to enter their own time sheet, the Supervisor or ORG Administrator is able to enter time sheet on behalf of the Employee. Subsequently, the Employee, and/or Supervisor if the ORG Administrator entered time on behalf of the employee, must ‘Approve’ the time sheet at a later date.

- The ‘Approval’ by the Employee/Supervisor does not need to occur prior to the payroll cutoff date. Only the ORG Administrators approval is required for processing a time sheet.

- From the Home page or top menu, click [Add a Time Sheet]
- Enter an ‘Employee’

Add a Time Sheet

- Click on [Next]
- Follow the same steps as ‘Add a Time Sheet’ by Employee
- Note that the Approvals for Supervisor is ‘Yes’

- If the ORG Administrator entered the time sheet on behalf of the employee, the ‘No’ would be a ‘Yes’
Employee or Supervisor Can See Accounts

From Manage Supervisory Groups, the ORG Administrator can select/deselect (default) whether or not the Employee and/or Supervisor can see/select a distribution account, either from the Role Distribution, an Existing (created in eTimeSheets) or New Account.

- For Exception employees, account automatically appears when either OTP or OTS is entered

Positive Can’t See Accounts

Exception Can’t See Accounts

Positive Can See Accounts

Exception Can See Accounts

Earnings Type changes depending on Role

For Positive employees, they can select from more than one account if they ‘can’ see the accounts. Best bet, check with the Supervisor.
**Employee or Supervisor Can See Accounts** (Continued)

### Source of Account/Distributions

- **Role Distribution** – is the account from the PennWorks distribution line
- **Existing Account** – is the account established in eTimeSheets in ‘Manage ORG Attributes’
- **New Account** – is the account added when setting up the ‘Manage Employee Roles’

- **Note:** Adding a new account in ‘Manage Employee Roles’ will also add the account to ‘Manage ORG Attributes’ and on the Employee Role under ‘Manage Supervisory Groups’.

- **If you add the new account under ‘Manage Employee Role’ for one employee, it will show up as New Account for this employee. If you are working on another employee, and you search for the account, it will appear under the Source field as an ‘Existing Account’ for this employee.**

### Account Numbers – Additional Notes for Exception Employees

- The account numbers (i.e. distributions) **are NOT** sent via the Payroll/Personnel feed for leave (i.e. Sick (SCK), Vacation (VAC), Jury Duty (JUR))

- The account numbers (i.e. distributions) **ARE** 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.)
Review Time Sheets

Role(s): Employee, Supervisor or ORG Administrator

Review existing or pending time sheets. Supervisors and ORG Administrators are required to ‘review’ a time sheet prior to submitting.

- From the Home page or top menu, click [Review Time Sheets]
- Filter as desired
  - Click on Show Advanced Filter to see all of the available filter options.
  - Best bet is by selecting Time Sheet Status and/or Approved By.

- Click on [Find]

The Supervisory Group does not have a dropdown list from which a user can select as there are too many groups for all of the University participants in eTimeSheets.

You can see Approved by Employee, Supervisor and/or ORG Administrator.
Review Timesheets (Continued)

1. Time Sheet Status
   - Draft
   - Not Yet Created
   - Processed Successfully – Exception pay (REG) only – no data sent to UMIS
   - Processed in Payroll with Errors – Exception pay (VAC, SCK, etc.) and Positive Pay employees
     e.g. DISTRIBUTION END DATE LATER THAN ACCOUNT END DATE OF 09/30/2016; OBJECT CODE 5135 INVALID FOR WSR
   - Processed in Payroll Without Errors
   - Rejected
   - Submitted for Approval

2. Approved By
   - Employee
   - Supervisor
   - Administrator, i.e. ORG Administrator

3. UMIS
   - Whether at least one of the entries for the time sheet was flagged as being entered in the University Management Information System (UMIS) a.k.a. Personnel/Payroll system

4. Feed Eligible
   - Whether at least one line of this time sheet will be sent to payroll. The time sheet must be approved by the ORG Administrator, be in the current pay period or 4 pay periods back and have at least one line who’s earnings type is sent to payroll.
     - Remember, in eTimeSheets, for weekly Exception employees, their REG pay does not ‘feed’ from eTimeSheets to Payroll.

5. Hours All Roles
   - The number of hours for the pay period worked by the employee for all of their roles in all of their Supervisory Groups

   - Click on [Select] for the desired employee
     - Generally, the Supervisor or ORG Administrator will be filtering and/or selecting a ‘Time Sheet Status’ and/or ‘Submitted for Approval’
     - For each employee, you can click on the link for Supervisory Group or Job Class to see additional information and options for the Supervisory Group only
Review Timesheets (Continued)

- Review the time sheet

1. Review the following information:
   - Day/Date, Hours, Earnings Type, Account, Category (if applicable)
2. **Manually Entered in UMIS** – whether this entry will be entered into the University Management Information System (UMIS). If you place a checkbox here, it indicates the transaction will be paid through UMIS and will not be sent ‘with the feed’ via eTimeSheets.
3. **Validation Initial** – whether the transaction passed when initially submitted. If it does not ‘pass’, the message will read ‘Failed with Errors’. Click on the ‘Details link to see the reason. A few examples are as follows:
   - Minimum record is no ‘OK’.
   - If the job grade is ‘CWS’ for the job class for the employee role for the time sheet, then the object code of the account for the entry must be 5139, 1524 or 1254.
   - If the earnings type is ‘Regular Pay - In Class’ or ‘Regular Pay - Not In Class’, then the object code of the account for the entry must be 5139, 1524 or 1254.
4. **Summary Feed** – whether or not the feed has been sent to UMIS. Status will read ‘Pending’ until Payroll runs. It will read ‘Not run’ if the transaction is Regular Pay (REG) for an Exception employee. It will read ‘Passed’ when the transaction has been processed in Payroll successfully.
5. **Payroll Feed Status/Date** – the status of the feed from eTimesSheets to Payroll (UMIS)
   - Feed does not exist
   - Not sent in feed: not required by earnings type
   - Processed in payroll successfully, committed to payroll

- Once the time sheet has been reviewed, see the sections **Approve, Edit and/or Reject Time Sheet**

You can continue to review Time Sheets without returning to the ‘Review a Time Sheet’ menu option by clicking Next >>
Approve, Edit and/or Reject a Time Sheet

Once a time sheet has been entered and reviewed, there are three options:

- Approve
- Edit
- Reject

Approve a Time Sheet

Role(s): Employee, Supervisor or ORG Administrator

Once you log into eTimeSheets, click on ‘Review Time Sheets’. You will see a list of employees whose timesheets you are responsible for approving. To search/sort through 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. For example:

- Time Sheet Status – Submitted for Approval
- Approved By

To approve a time sheet, depending on your Role, select from the following:

- Save and Submit for Approval as Employee
- Save and Submit for Approval as Supervisor
- Save and Submit for Approval as ORG Administrator

Example of Completed Approvals

Three separate approvals enable users to manage a large group of employees.

Example of History

<table>
<thead>
<tr>
<th>User</th>
<th>Role</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane S. Boone</td>
<td>Employee</td>
<td>Submitted for Approval</td>
<td>03/11/2016 10:10:35 AM</td>
</tr>
<tr>
<td>Bronwyn J. Gurley</td>
<td>Supervisor</td>
<td>Approved</td>
<td>03/11/2016 10:32:28 AM</td>
</tr>
<tr>
<td>Bronwyn J. Gurley</td>
<td>ORG Administrator</td>
<td>Approved</td>
<td>03/11/2016 10:32:35 AM</td>
</tr>
<tr>
<td>System</td>
<td>System</td>
<td>Processed in Payroll Without Errors</td>
<td>03/14/2016 12:19:12 PM</td>
</tr>
</tbody>
</table>

Tip: May want to run a ‘Report’ prior to beginning the Approval process, i.e. Missing Exception Time Sheets, Outstanding Approvals, etc. See the ‘Reports in eTimeSheets section.'
Approve, Edit and/or Reject a Time Sheet (Continued)

Notes

- Each Role has an opportunity to add a ‘Note’ by clicking on [Notes] within a time sheet

  A ‘Note’ remains with the time sheet permanently. Best not include confidential information.

- All ‘Notes’ added to a time sheet will be included

- From the actual time sheet, a number next to the word Note will indicate if a note is there

- From the Review a Time Sheet page, an icon will appear next to the employee’s name

  A ‘Note’ is required when Rejecting a time sheet. See Rejecting a Time Sheet section.

Changes/Edits to Approved Time Sheets

Edits Made by Supervisor/ORG Administrator

Once the Time Sheet has been entered and submitted for approval by an Employee, only the Supervisor or ORG Administrator can make a change/edit. If a change/edit is made by the Supervisor/ORG Administrator, the Employee must subsequently re-approve the Time Sheet. The Employee reviews the change/edit and clicks on [Save and Approve as Employee] to approve the edited Time Sheet.

Rejected by Supervisor/ORG Administrator

If the Time Sheet was rejected back to the Employee to make the change, the Time Sheet Status will indicate if a time sheet was 'Rejected'. To see who rejected the time sheet, select Review Time Sheet and click on ‘Show History’. To see why the Time Sheet was rejected, click on the [Note].

See the section on Edit a Time Sheet and Reject a Time Sheet for more information.
Approve, Edit and/or Reject a Time Sheet (Continued)

Edit a Time Sheet

Role(s): Supervisor or ORG Administrator

Once you log into eTimeSheets, click on ‘Review Time Sheets’

- Click on [Select] for the desired time sheet
- Make the edit

In this case, Friday was changed to a sick day (SCK) by the Supervisor since the Employee was out sick but had already submitted their Time Sheet. If the Supervisor misses their cutoff, the ORG Administrator can edit.

- Click on [Save and... Approve as Supervisor or Approve as ORG Administrator] as appropriate
- The Employee’s (and possibly the Supervisor, depending on who performed the ‘edit’) approval will be removed
- The Employee (or Supervisor) must subsequently approve the time sheet.
- Both the Employee and the Supervisor can ‘approve’ the time sheet after Payroll closes for the weekly processing (typically Monday after 3:00 p.m.).

Please note: In the event the Employee and Supervisor miss the original approval deadline, the time sheet will go to Payroll (UMIS) with just the ORG Administrator’s approval.

*The Employee will get paid!*

- The Supervisor or ORG Administrator who make the edit(s) is required to enter a ‘Note’ explaining the edit(s). See the section on Notes under Approvals.
Approve, Edit and/or Reject a Time Sheet (Continued)

Reject a Time Sheet

Role(s): Supervisor or ORG Administrator

A Supervisor or ORG Administrator has an opportunity to ‘Reject’ a time sheet submitted by an
Employee.

- Once you log into eTimeSheets, click on ‘Review Time Sheets’.
- You will see a list of employees whose timesheets you are responsible for approving. To search/sort through 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. For example:
  - Time Sheet Status – Submitted for Approval
  - Approved By

To reject a time sheet, depending on your Role, select from the following

- Save and Reject as Supervisor
- Save and Reject as ORG Administrator
- If a Supervisor or ORG administrator is rejecting a time sheet, a note must be added
- Below are the steps for entering a rejected note
- In this scenario, the Employee has added overtime to their time sheet and entered a Note to explain why

  The Note from the Employee is an option available but not required.
Approve, Edit and/or Reject a Time Sheet (Continued)

Reject a Time Sheet (Continued)

- The Supervisor, or ORG Administrator, will then add a ‘Note’:

  ![Image of the NOTES interface]

  - Click on Save and Reject as Supervisor (or ORG Administrator)*

  ![Image of the Save and Reject as Supervisor interface]

  Notes will now show the new count.

  ![Image of the error message interface]

  Message that appears if you ‘Reject’ a Time Sheet w/o a Note.

  ![Image of the NOTES interface with two entries]

  Notes remain with the Time Sheet.

*If a Time Sheet is ‘Rejected’, the prior Role’s (i.e. Employee and/or Supervisor) approval will be removed. The Time Sheet requires their re-approval.
Late Pay

Role: ORG Administrator

Up to Four (4) Weeks

If an employee misses the deadline for submitting their time sheet, the employee, (Supervisor or ORG Administrator) can enter up to four weeks of ‘Late Pay’ in eTimeSheets once eTimeSheets is available after the Monday cutoff.

You must choose the appropriate pay period in the drop down menu and enter the time worked in that specific week. The week ending date will be highlighted on the summary page.

The same approval process applies to a ‘Late’ time sheet as for submitting the current weeks’ time sheet. The employee and Supervisor signatures are required prior to the ORG Administrator. Once the ORG Administrator approves the time sheet, the employee will be paid for the time entered in the next pay.

Beyond Four (4) Weeks

If an employee misses the deadline for submitting their time sheet beyond four weeks, a Late Pay must be entered in Time Reporting (UMIS) by the ORG Administrator and an approved paper timesheet must be kept on file in the employee’s department to reflect this information.
Manage ORG Administrators

Role: School/Center Administrator

As the School/Center Administrator, you will be required to Manage ORG Administrators

1. From the Administration dropdown, select 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 UMIS Time Reporting access
   - The Penn Community database is used for searches when assigning ORG Administrators
4. Select the ORG Low and ORG High
5. Click on [Submit]

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:
  
  http://www.finance.upenn.edu/ftd/documentation.shtml#eTimeSheets

Prior to selecting an ORG Administrator, the School/Center Administrator must ensure the ORG Administrator has completed the following training requirements and completed an eTimeSheet Logon Access Form:

- PennWorks/Personnel/Payroll
- Information Privacy and Security at Penn
- Fair Labor Standards Act for Payroll Administrators (Confirm which one)
- eTimeSheet Knowledge Building
- eTimeSheet Application Training
Manage Supervisory Groups

Role: ORG Administrator

Once you have been set up as the ORG Administrator by the School/Center Administrator, the ORG Administrator will be required to Manage Supervisory Groups

* ORG Administrators only are able to add or edit Supervisory Groups

1. From the Administration dropdown, select Manage Supervisory Groups
2. Click on [Add an Supervisory Group]
3. Enter a ‘Name’, e.g. ORG #, ORG Name followed by optional add’l information
   * 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
   - Draft – means employees assigned to the Supervisory Group CANNOT enter a timesheet
   - Active – means employees assigned to the Supervisory Group CAN enter a timesheet
   - Inactive – means employees assigned to the Supervisory Group will no longer be able to enter new timesheets for this group.
   * Keep in ‘Draft’ until you are ready for employees to submit times
6. Select or deselect the following:
   - Add Distribution Accounts to Roles (Defaults to selected)
   - Supervisors Can See Accounts (Defaults to selected)
   - Employees Can See Accounts (Defaults to deselected)
   - Send Employees Reminder Emails (Defaults to selected)
7. Click on [Submit]
   * You need to add a Group before you can add a Supervisor

Status needs to be in an ‘Active’ status in order for eTimeSheets to be entered by employees assigned to the Supervisory Group.

A Supervisory Group can be deleted as long as no eTimeSheets were processed. Once an eTimeSheet is processed, the Supervisory Group can only be inactivated, not deleted.
Manage Supervisory Groups (Continued)

8. Click on [Add a Supervisor] and search
9. Select a Primary or Secondary Supervisor
   - The Penn Community database is used for searches when assigning Supervisor
   - UPHS employees can be Supervisors
10. Click on [Submit]

*Primary vs. Secondary Supervisor* - Any active Supervisory Group must have at least one Primary Supervisor. The Primary Supervisor receives an email alert for eTimeSheets awaiting their approval. If there are still unapproved time sheets, the Secondary Supervisors receives an alert.

To delete a Supervisor, click on the Supervisory Group. Select the Supervisor to be deleted and click on [Delete Checked]. Add another Supervisor as needed.

11. Click on [Add an Employee Role] and select an employee
   - Employees can only be assigned to a Supervisory Group where the Supervisory Group ORG matches the ORG associated with an employee Role
   - Employee Roles can be selected even if Role End Date has passed
12. Click on [Edit] to Add an Existing Account or Add a New Account and/or change ‘Active’ to Yes/No
   - See the next section for more information on Adding an Existing or New Account
13. Denotes whether the employee is Active in a Supervisory Group
   - Click [Back] to add another person (not shown here)

Secondary Supervisors should be selected in consultation with the Supervisor and the Business Office.

A Supervisor cannot supervise a group in which the Supervisor is an employee.

The Supervisory Groups field will be blank if an Employee was not added to a Supervisory Group.
Manage Supervisory Groups (Continued)

Edit an Employee Role to ‘Add/Find an Existing Account’ or 'Add a New Account’

- If a new account is added here, it will not be added to PennWorks

Add an Existing Account

Use any of these fields to search for an account created in eTimeSheets, either in ‘Add a New Account’ under Manage Supervisory Groups or under Manage ORG Attributes.

Add a New Account

It is suggested you add a ‘Nickname’.

Create a new account here. Please note: The Employee and/or Supervisor will only be able to select an account if ‘Employee Can See All Accounts’ is selected.

Note: If you ‘Add a New Account’ here, it will automatically be added under Manage ORG Attributes.
Manage ORG Attributes

Role: ORG Administrator

Under Manage ORG Attributes you can add an account(s) and/or category(s) to the ORGs for which you have access in eTimeSheets.

Find ORGs

- From the Administration dropdown, select Manage ORG Attributes
- Click on the Show Filter link
- Enter the School/Center or ORG desired
- Click on [Find]
Manage ORG Attributes (Continued)

Add an ORG Account
By adding an ORG Account in eTimeSheets, an Employee, Supervisor or ORG Administrator will be able to select an account for an employee, if they desire, when the employee has OTP or OTS on their time sheet.

- *If the checkbox is not selected, under Manage Supervisory Groups, for the Employee or Supervisor, they will not be able to select an account*

- Click on [Edit]
- Click on [Add an ORG Account]

- Enter desired account combination, e.g. Overtime object code
  - *If a new account is added here, it will not be added to PennWorks*

- Click on [Submit]

Category is an ‘optional’ field to be used as desired. Once established, it can be selected upon submitting an eTimeSheet.

If a new account is added here, you will be able to search for an account, using one or more segments, under Manage Supervisory Groups in the ‘Add/Find an Existing Account’ section.
Manage Employee Roles

Role: ORG Administrator
Use this to view an Employee Role and to see if everyone has been assigned to a Supervisory Group.

- From the Administration dropdown, select Manage Employee Roles
- You will see a list of everyone for whom you have access
- Click on [Show Filter] to narrow your search

![Manage Employee Roles](image)

You can also sort the column heading by clicking on the field name.

<table>
<thead>
<tr>
<th>Action</th>
<th>Employee Name</th>
<th>Penn ID</th>
<th>Job Class</th>
<th>Job Type</th>
<th>Standard Hours</th>
<th>Temp Hours FYTD</th>
<th>Role ORG</th>
<th>Current</th>
<th>Supervisory Groups</th>
</tr>
</thead>
<tbody>
<tr>
<td>View</td>
<td>AYALA, ALEXIS A</td>
<td>31162284</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>12.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>BAUMGARDNER, JOHN E.</td>
<td>86262993</td>
<td>523402 ADMIN ASS'T B</td>
<td>Weekly Exception Employee</td>
<td>40.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>Yes</td>
<td>0608 Nursing Academic Affairs</td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>CERRUTA, SARA K</td>
<td>65938535</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>10.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>COYLE, KRISTEN M</td>
<td>18876397</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>10.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>DE LONG, JOHN</td>
<td>16833012</td>
<td>525295 FINANCIAL AID COUNSELOR A</td>
<td>Weekly Exception Employee</td>
<td>40.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>Yes</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>DELCARSON, MARIE</td>
<td>8654277</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>12.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>JACKSON, TIFFANY R</td>
<td>81395062</td>
<td>525456 ADMIN COORD. A</td>
<td>Weekly Exception Employee</td>
<td>40.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>LEWIS, GREGORY L</td>
<td>59678528</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>10.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>LOZADA, MARCO C</td>
<td>21752624</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>15.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
<tr>
<td>View</td>
<td>MARCIANO, CATHERINE B</td>
<td>20925152</td>
<td>515374 PWS ON CAMPUS</td>
<td>Student Employee (Work Study)</td>
<td>10.00</td>
<td>0608 Nursing Academic Affairs</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note the Standard Hours from PennWorks.

Note the Temp Hours FYTD from Time Balances in UMIS.

Note this is how you can see if everyone has been assigned to a Supervisory Group.
Manage Employee Roles (Continued)

View an Employee Role
Use this view to see the employee’s PennWorks Role and Distributions, UMIS Time Balances and all the eTimesheets processed.

Note Employee Info from PennWorks
Note the Time Balances from UMIS
Note the Distributions from PennWorks
Note the Supervisory Group
Note the eTimeSheets processed

For an Exception employee, ‘Processed Successfully’ means all the time was REG. ‘Processed in Payroll Without Errors’ means this Pay Period included VAC, SCK, etc.
Adjust Compensatory Time

Role: ORG Administrator

Use this option to adjust compensatory time for an employee role by adding or removing hours beyond what the employee places on their time sheets.

- From the Administration dropdown, select Adjust Compensatory Time
- Select from either Find Existing Transactions or [Add a Transaction]

Add a Transaction

- Click on [Select] next to the desired employee
- As needed, select Accrue Special (to add Comp Time) or Cash Out (to pay Comp Time) for Transaction Type
  - Note: Cash Out is paid in Time Reporting (OTR) as a Late Pay using OTS Earnings Type
- Enter the Hours
- Enter the Pay Period End Date
  - Needs to be Sunday
- Enter a Comment (Optional)
- Click on [Submit]
Reports in eTimeSheets

Roles: School/Center and ORG Administrator, Supervisor

The following reports are available in eTimeSheets*:

- Errors in Payroll Feed Lines
- Leave Overages
- Payroll Feed
- Deactivated Time Sheet Roles
- Expiring Time Sheet Roles
- Expiring Time Sheet Distributions
- Missing Exception Time Sheets
- Time Sheet Entries
- Outstanding Approvals
- Temporary Worker Fiscal Year Hours
- Late Supervisor Approvals
- Overlapping Time Sheet Entries
- Comp Time Summary
- Comp Time Log

Note: Only information entered/processed in eTimeSheets is available in these reports!

Tip: Good to run these reports routinely:

- Missing Exception Time Sheets
- Errors in Payroll Feed Lines
- Payroll Feed Report
  - Set Final field to ‘Yes’
- Late Supervisor Approvals
  - Recommend running this report every Monday

*A person running a report, such as a Supervisor, cannot see the data for an employee if the employee happens to be him/herself.
Reports in eTimeSheets (continued)

Errors in Payroll Feed Lines

- This report lists all time sheet entries and their latest feed lines that caused errors and/or warnings when processed in payroll
  - For example, an error appears if there are no active distributions for an employee
- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Role ORG
  - Feed Line Status
  - Feed Creation Date
- Click on [Execute report]

Note: If an error is listed on this report, you need to go to the actual time sheet to see the error. No details about the error will appear on this report.

🔗 You won’t be able to see the error from ‘Review Time Sheets’ if the error is beyond four (4) weeks.
Reports in eTimeSheets (continued)

Leave Overages

- This report lists Exception employees that have submitted entries for leave time that exceeds their regularly scheduled hours
- If these hours from past weeks are approved and submitted in the current pay cycle, payroll will assume the time has been taken in the current pay cycle and the EMPLOYEE WILL BE OVERPAID!
- To resolve this you must do one of the following:
  1. Remove the ORG Administrator approval (or do not submit approval) for enough time sheets so that the total leave approved is less than or equal to the employee's standard schedule.
  2. Mark the entries as 'Manually Entered in UMIS' and contact Human Resources to manually adjust leave balances appropriately.

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG

- Click on [Execute report]
Reports in eTimeSheets (continued)

Payroll Feed

- This report lists recent pay periods and information about the complete feed to payroll from this application run during the period, if any.

- You will know if Payroll has been processed if the Status field reads ‘Processed in payroll successfully’. Other possible Statuses are:
  - Created but not sent to payroll yet
  - Processed in payroll with errors (i.e. distribution ended, wrong object code, etc.)
  - Processed in payroll with warnings but not errors
  - Sent to payroll but not yet processed

- Filter the Report from the following fields:
  - Pay Period Penn ID
  - Status
  - Final

- Click on [Execute report]

Tip: Set the Final field to ‘Yes’ to see the final Payroll feed.

Reminder: You will not see ‘REG’ pay for Exception Employees here. Only ‘exceptions’ to their pay, i.e. VAC, SCK, etc.
Reports in eTimeSheets (continued)

Deactivated Time Sheet Roles

- This report lists inactive employee roles in active Supervisory Groups
- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG
- Click on [Execute report]
**Reports in eTimeSheets** (continued)

**Expiring Time Sheet Roles**

- This report lists expiring active employee roles in active Supervisory Groups. A role that is expiring has an end date that falls before one month from now.

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG

- Click on [Execute report]
Reports in eTimeSheets (continued)

Expiring Time Sheet Distributions

- This report lists active roles in active Supervisory Groups with expiring distributions. A role with expiring distributions has no distributions that will be current thirty days from now.

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG

- Click on [Execute report]
Reports in eTimeSheets (continued)

**Missing Exception Time Sheets**

- This report lists active roles for exception employees where a time sheet has not been filled out for any pay period in the last four weeks.

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG

- Click on [Execute report]

![Image of eTimeSheets report](image.png)
Reports in eTimeSheets (continued)

Time Sheet Entries

- This report lists all time sheet entries and all of their attributes for ORGs to which you have access

- **Note: This report can be exported to Excel**

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG
  - Earnings Type
  - Job Type

- Click on [Execute report]

Note: This report only includes eTimeSheet data, i.e. no data from Time Reporting in UMIS or other sources appears here.
Reports in eTimeSheets (continued)

Outstanding Approvals

- This report lists time sheet entries that are pending approval and the reviewer roles that need to approve them

  - **Note:** This report can be exported to Excel

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG
  - Reviewer Name
  - Reviewer Penn ID

- Click on [Execute report]
Reports in eTimeSheets (continued)

Temporary Worker Fiscal Year Hours

- This report lists employees with active time sheet roles and the number of hours they have worked this fiscal year as a temporary employee

  - Note: This report can be exported to Excel

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID

- Click on [Execute report]
Reports in eTimeSheets (continued)

Late Supervisory Approval

- This report lists active employee roles in active supervisory groups with time sheets created within the last year. The employee approved the time sheet by their deadline but the supervisor did not approve by theirs.

  The ORG Administrator can run a report for those Supervisors who did not approve timesheet so they can remind the Supervisor of the importance of approving timesheets

  Note: This report can be exported to Excel

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Job Class Title
  - Role ORG

- Click on [Execute report]
Reports in eTimeSheets (continued)

Overlapping Time Sheet Entries

- This report lists entries for distinct time sheets that are overlapping in time for the same employee that have not been sent to payroll

  ◊ **Note:** This report can be exported to Excel

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID

- Click on [Execute report]

- This report lists entries for distinct time sheets that are overlapping in time for the same employee that have not been sent to payroll
Reports in eTimeSheets (continued)

Comp Time Summary

- This report groups employee roles and supervisory groups and summarizes their compensatory time accrued and used in processed time sheets and as adjusted by administrators

  \[\text{Note: This report can be exported to Excel}\]

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Role ORG
  - Negative Net Comp Time

- Click on [Execute report]
Reports in eTimeSheets (continued)

Comp Time Log

- This report groups employee roles and supervisory groups and summarizes their compensatory time accrued and used in processed time sheets and as adjusted by administrators

◊ Note: This report can be exported to Excel

- Filter the Report from the following fields:
  - Employee Name
  - Employee Penn ID
  - Supervisory Group Name
  - Role ORG
  - Transaction Type
    - Accrue Special – adjustment made by administrators
    - Cash Out – adjustment made by administrators
      ◊ Cash Out is paid in Time Reporting (OTR) as a Late Pay using OTS Earnings Type
    - Time Sheets – entered as hours in a processed time sheet

- Click on [Execute report]
Correcting Errors

There are various scenarios that may require a correction of an error on a Time Sheet in eTimeSheets:

- **The Time Sheet Status field** will indicate if there are errors/problems with a time sheet:
  - Processed in Payroll with Errors
  - Rejected – see Reject a Time Sheet section in this User Guide

- If there is an **error/mistake** 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.

- If for some reason a **distribution end date has arrived** and the employee is not paid for the week AND I have a **vacation day** and a **sick day** in the same week, you can wait until the following week and mark corresponding time as sick and/or vacation time.

- **Once your Supervisor has approved an employee’s time sheet,** only the Supervisor or the ORG Administrator can make changes to the time sheet. The Employee should contact their Supervisor so they can make the change or the Supervisor can reject the time sheet back to the Employee. The Employee will need to edit and submit for approval.

- **Once a time sheet has been fully submitted for approval by the Employee, Supervisor and ORG Administrator,** the Time Sheet Status will not change from ‘Submitted for Approval’ during the preliminary feed/extracts to Payroll/UMIS. If a change to correct an error is needed, only the ORG Administrator can make the change/edit during the preliminary feeds. After the final feed is submitted, no more changes/edits are allowed on the time sheet.