Welcome to the eTimeSheets Application Training

Use buttons to move forward or back in the presentation

Optional: Click icon to print slides

This presentation has no audio
Objectives

- Learn how to navigate in eTimeSheets
- See how to enter an eTimeSheet
- Know how to review, approve and/or edit an eTimeSheet
- Learn how to set up and manage Supervisory Groups
- See how to adjust compensatory time
- Learn what reports are available in eTimeSheets

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

• Logging on to eTimeSheets
• Add a Time Sheet
• Review a Time Sheet
• Approve a Time Sheet
• Edit a Time Sheet
• Late Pay
• Manage ORG Administrators

• Manage Supervisory Groups
• Manage ORG Attributes
• Manage Employee Roles
• Adjust Compensatory Time
• Reports
• Correcting Errors
• Next Steps & Quiz
Logging On to eTimeSheets

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

• From the Home page, employees and supervisors can view the following:
  • Announcements from Human Resources
  • Add a Time Sheet
  • Review Time Sheets
  • My Comp Time
  • Help
Logging On to eTimeSheets

- 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]

Note: This is the entire view of the Time Sheet. On the following pages we will review all of the fields and how to enter time for a Positive Employee.
Add a Time Sheet
Role: Positive Employees

2. Select the appropriate week from the ‘Pay Period’
   • You will see four weeks prior and four weeks advance
   • Note the Job Class, Standard Hours, Time Balances, etc.

The Supervisory Group will be reviewed later in this presentation.
Add a Time Sheet
Role: Positive Employees

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

![Image of eTimeSheets interface]

The Earnings Type selection changes depending on Role
Add a Time Sheet
Role: Positive Employees

5. Check this box to use this week’s time sheet as a template

- Click on [Initialize From Template] for subsequent weekly time sheets
- Note this section summarizes the Total Hours, Total Regular, Total Leave, etc.
Add a Time Sheet
Role: Positive Employees

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 is also available.
   - While awaiting the 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, the ‘notes’ cannot be deleted.

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

Hide or show the history of changes to this time sheet.
Add a Time Sheet
Role: Exception Employees

1. From the Home page or top menu, click [Add a Time Sheet]

Note: This is the entire view of the Time Sheet. On the following pages we will review all of the fields and how to enter time for an Exception Employee.
Add a Time Sheet
Role: Exception Employees

2. Select the appropriate week from the ‘Pay Period’
   
   Note you will see four weeks prior and four weeks advance
   
   Note the Job Class, Standard Hours, Time Balances, etc.

The **Supervisory Group** will be reviewed later in this presentation.
3. Enter the Day, Hours and Earnings Type

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

The Earnings Type selection changes depending on Role
5. Check this box to use this week’s time sheet as a template

- Click on [Initialize From Template] for subsequent weekly time sheets
- Note this section summarizes the Total Hours, Total Regular, Total Leave, etc.
Add a Time Sheet
Role: Exception Employees

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 is also available.
   - While awaiting the 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, the ‘notes’ cannot be deleted.

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

Hide or show the history of changes to this time sheet.
Review Time Sheets
Role: Employee, Supervisor or ORG Administrator

1. From the Home page or top menu, click [Review Time Sheets]

- Filter as desired
  ☑ Best bet is by selecting Time Sheet Status and/or Approved By
- Click on [Find]

The Supervisory Group does not have a dropdown list as there are too many groups across Penn in eTimeSheets.

You can see Approved by Employee, Supervisor and/or ORG Administrator.
Review Time Sheets
Role(s): Employee, Supervisor or ORG Administrator

2. Time Sheet Status
   • Draft, Not Yet Created
   • Processed Successfully
   • Processed in Payroll with Errors
   • Processed in Payroll Without Errors
   • Rejected
   • Submitted for Approval

3. Approved By
   • Employee
   • Supervisor and/or
   • ORG Administrator
4. **UMIS** – whether at least one of the entries for the time sheet was flagged as being entered in UMIS (a.k.a. Personnel/Payroll system).

5. **Feed Eligible** - Whether at least one line of this time sheet will be sent to payroll.
   
   ☞ *Remember for weekly Exception employees, their REG pay does not ‘feed’ from eTimeSheets to Payroll.*

6. **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.
Review Time Sheets
Role(s): Employee, Supervisor or ORG Administrator

• 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 Time Sheets
Role(s): Employee, Supervisor or ORG Administrator

1. **Review the Time Sheet**
   - Day/Date
   - Hours
   - Earnings Type
   - Account
   - Category, if applicable

2. **Manually Entered in 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.

4. **Summary Feed** – whether or not the feed has been sent to UMIS.

5. **Payroll Feed Status/Date** – the status of the feed from eTimeSheets to Payroll (UMIS).
Once you log into eTimeSheets, click on ‘Review Time Sheets’. You will see a list of employees whose timesheets you are responsible for approving.

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**

  ![Time Sheet Status](Submitted for Approval)

- **Approved By**

  ![Approved By](Yes | No | No)

Three separate approvals enables users to manage a large group of employees.
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
### Approve a Time Sheet

**Role(s):** Employee, Supervisor or ORG Administrator

- **Example of completed Approvals**

<table>
<thead>
<tr>
<th>User Class</th>
<th>Hours</th>
<th>Approved By Employee</th>
<th>Approved By Supervisor</th>
<th>Approved By Administrator</th>
<th>UMIS</th>
<th>Feed Eligible</th>
<th>All Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>5625 ADMIN</td>
<td>37.50</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>37.56</td>
</tr>
<tr>
<td>310</td>
<td>37.50</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>37.50</td>
</tr>
</tbody>
</table>

- **Example of History**

<table>
<thead>
<tr>
<th>User</th>
<th>Role</th>
<th>Action</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Janae 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>
Notes
Role(s): Employee, Supervisor or ORG Administrator

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

[Image of Notes interface]

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

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

[Image of Notes list]
Notes
Role(s): Employee, Supervisor or ORG Administrator

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

![Image of time sheet with Notes [1] and Select options]

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

![Image of time sheet with COLIER, TIFFANY and note icon]

☞ A 'Note' is required when Rejecting a time sheet. See Rejecting a Time Sheet section.
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.
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. Note: If the Supervisor misses their cutoff, the **ORG Administrator** can edit.
Edit a Time Sheet
Role(s): Supervisor or ORG Administrator

- 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.).
- 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.

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!
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.
- 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

Three separate approvals enables users to manage a large group of employees.
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.
Reject a Time Sheet
Role(s): Supervisor or ORG Administrator

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

![Note Image]

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

![Save and Reject as Supervisor Image]

*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.
Reject a Time Sheet
Role(s): Supervisor or ORG Administrator

Notes will now show the new count.

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

Notes remain with the Time Sheet.
Late Pay
Role: ORG Administrator

Up to Four (4) Weeks

• If an employee misses the deadline for submitting their timesheet, 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 weekending 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 keep on file in the employee’s department to reflect this information.
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
Manage ORG Administrators
Role: School/Center Administrators

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 Time Reporting
• 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 Administrators

• 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 a Supervisory Group]
3. Enter a ‘Name’, e.g. ORG #, ORG Name followed by optional add’l information

4. Select an ORG from the dropdown list

5. Select the Status, i.e. Draft, Active or Inactive – see pop-up box for definitions

Tip: Keep in ‘Draft’ until you are ready for employees to submit time.
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)

Worth repeating: Keep in ‘Draft’ until you are ready for employees to submit time.
Manage Supervisory Groups
Role: ORG Administrators

7. Click on [Add a Supervisor] and search
8. Select a Primary or Secondary Supervisor
   ‣ The Penn Community database is used for searches when assigning Supervisor

• Tips
  • You need to add a Supervisory Group before you can add a Supervisor
  • A Supervisory Group can be deleted as long as no eTimeSheets were processed
  • Once an eTimeSheet is processed the Supervisory Group can only be ‘Inactive’ not deleted

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.
9. 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

10. 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

11. Denotes whether the employee is Active in a Supervisory Group
    • Click [Back] to add another person (not shown here)
Manage Supervisory Groups
Role: ORG Administrators

- **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

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**.

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.
Manage Supervisory Groups
Role: ORG Administrators

• 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

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

Under **Manage ORG Attributes** you can add an account(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 [Edit]
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 [Add an ORG Account]

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

- Enter desired account combination, e.g. account an with ‘overtime’ object code

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

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 Administrators

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
- Click on [View] for the desired employee or continue to filter the information
  - You can also sort the column heading by clicking on the field name

Note this is how you can see if everyone has been assigned to a Supervisory Group.

Note the Standard Hours from PennWorks
Note the Temp Hours FYTD from Time Balances in UMIS
Manager Employee Roles
Role: ORG Administrators

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

### Manage Employee Roles :: View an Employee Role

<table>
<thead>
<tr>
<th>Employee Role</th>
<th>Active Since 03/05/1990</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee Name</td>
<td>OK</td>
</tr>
<tr>
<td>Penn ID</td>
<td></td>
</tr>
<tr>
<td>Employment Status</td>
<td></td>
</tr>
<tr>
<td>Minimum Record</td>
<td></td>
</tr>
<tr>
<td>Temp Hours FYTD</td>
<td></td>
</tr>
<tr>
<td>Vacation Time Balance (In Days)</td>
<td>19.00</td>
</tr>
<tr>
<td>Sick Time Balance (In Days)</td>
<td>20.00</td>
</tr>
<tr>
<td>Uncompensated Time YTD (In Hours)</td>
<td>0.00</td>
</tr>
<tr>
<td>Role</td>
<td>540024 RECORDS DATA INTGTY AYST</td>
</tr>
<tr>
<td>Job Class</td>
<td>Weekly Exception Employee</td>
</tr>
<tr>
<td>Job Type</td>
<td>35.00</td>
</tr>
<tr>
<td>Standard Hours</td>
<td>9202 HR Information Management</td>
</tr>
<tr>
<td>ORG</td>
<td>01/01/2014</td>
</tr>
<tr>
<td>Start</td>
<td>Open-ended</td>
</tr>
<tr>
<td>End</td>
<td></td>
</tr>
</tbody>
</table>

**Note the Time Balances from UMIS**

**Note Employee Info from PennWorks**
Manager Employee Roles
Role: ORG Administrators

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 the Distributions from PennWorks

Note the Supervisory Group

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.

Note the eTimeSheets processed
Adjust Compensatory Time
Role: ORG Administrators

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** when you ‘Show Filter’ or **[Add a Transaction]**
- Click on **[Select]** next to the desired employee
Adjust Compensatory Time
Role: ORG Administrators

- As needed, select **Accrue Special** (to add Comp Time) or **Cash Out** (to reduce 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)

Please see Human Resources Policy #302 for additional Information
[https://www.hr.upenn.edu/myhr/resources/policy/compensation/overtime](https://www.hr.upenn.edu/myhr/resources/policy/compensation/overtime)
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

Tips for Running Reports:

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.

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

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.**
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:
  - 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.
  - Mark the entries as 'Manually Entered in UMIS' and contact Human Resources to manually adjust leave balances appropriately.
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

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.
Deactivated Time Sheet Roles

- This report lists inactive employee roles in active Supervisory Groups.

---

### Reports :: Deactivated Time Sheet Roles

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Penn ID</th>
<th>Supervisory Group Name</th>
<th>Job Class Title</th>
<th>Role ORG</th>
<th>Role Description</th>
<th>Role Start Date</th>
<th>Role End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>HUTCHISON, KATHLEEN</td>
<td>50865672</td>
<td>ORG 0602 - Add Short Description Here</td>
<td>599150 TEMP EXTRA PERSON</td>
<td>6602 Biobehavioral and Health Sciences</td>
<td>08/22/2009 12:00:00 AM</td>
<td>06/30/2015 12:00:00 AM</td>
<td></td>
</tr>
<tr>
<td>MANN, SARAH E</td>
<td>06322892</td>
<td>ORG 0602 - Add Short Description Here</td>
<td>599170 STUDENT WORKER 'A'</td>
<td>6602 Biobehavioral and Health Sciences</td>
<td>05/26/2013 12:00:00 AM</td>
<td>05/17/2015 12:00:00 AM</td>
<td></td>
</tr>
</tbody>
</table>

---

*Note: Each cell contains a brief description of the respective field.*
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.

![Image of the eTimeSheets report](image-url)
Reports
Role: School/Center & ORG Administrator, Supervisor

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.

![Screen Shot of eTimeSheets](image)

**Reports :: Expiring Time Sheet Distributions**

- **Employee Name**: All or part of the name of the employee. The employee name is payroll style which is 'last,first,middle'. This is a case-insensitive search.
- **Employee Penn ID**: The exact Penn ID of the employee.
- **Supervisory Group Name**: All or part of the name of the supervisory group that contains the inactive role. This is a case-insensitive search.
- **Job Class Title**: The job class and title of the role.
- **Role ORG**: The org of the role. This will only list orgs to which you have access.

**User Interface**

- **Search Bar**: A search bar is provided to input the required information.
- **Submit Button**: A Submit button is present to execute the search.

**Table**

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Penn ID</th>
<th>Supervisory Group Name</th>
<th>Job Class Title</th>
<th>Role ORG Description</th>
<th>Role Start Date</th>
<th>Role End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>COLLER,TIFFANY</td>
<td>69099804</td>
<td>ORG 0632</td>
<td>52545 ADMIN COORDINATOR</td>
<td>632 Center for the Study of the History of Nursing</td>
<td>11/08/2010 12:00:00 AM</td>
<td>12/31/9999 12:00:00 AM</td>
</tr>
<tr>
<td>PENN, MARCIA</td>
<td>63852960</td>
<td>ORG 0603 Family and Community</td>
<td>525689 RESEARCH ADMIN COORD</td>
<td>6003 Family and Community Health</td>
<td>01/10/2011 12:00:00 AM</td>
<td>12/31/9999 12:00:00 AM</td>
</tr>
</tbody>
</table>

**Additional Information**

- Search for specific roles by using the search bar.
- Click on the execute report button to perform the search.

**Database**

- The report displays all active roles in active Supervisory Groups with expiring distributions.
- The report includes the employee name, employee Penn ID, supervisory group name, job class title, role ORG description, role start date, and role end date.

**Conclusion**

This report provides a comprehensive overview of expiring time sheet distributions, allowing administrators to manage and address expiring distributions effectively.
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.
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 only includes eTimeSheet data, i.e. no data from Time Reporting in UMIS or other sources appears here.

Note: This report can be exported to Excel.
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.
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.

<table>
<thead>
<tr>
<th>Employee Name</th>
<th>Employee Penn ID</th>
<th>Fiscal Year Temporary Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>PENNUMARCIA</td>
<td>63852960</td>
<td>36</td>
</tr>
</tbody>
</table>

Note: This report can be exported to Excel.
Late Supervisor 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 be remind the Supervisor of the importance of approving timesheets.

Note: This report can be exported to Excel.
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.
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.

Note: This report can be exported to Excel.
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.
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

- 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
Correcting Errors

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

- **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.
Readiness Checklist

• Complete all applicable training requirements
• 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!