Important Information

- Time sheets should be entered each week. You can also enter time sheets in advance for when you go on vacation.
  - Timesheets can only be approved for the current or past week, not a future week

- Time Sheets must be submitted by 5 p.m. on Thursday of each week
  - If applicable, enter the anticipated time worked for Fri-Sat-Sun

- If there is a change required after 5 p.m. on Thursday, please contact your Supervisor or ORG Administrator.

Getting Started

- Login with your PennKey to eTimeSheets:
  - https://timereporting.apps.upenn.edu

- From the Home page, you can view announcements from Human Resources, a Time Sheet’ or ‘Review Time Sheets’

- Click [Add a Time Sheet] to add/edit an existing timesheet for the current week, four previous weeks or four future weeks

Add a Time Sheet

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
   - Category is an optional field. Check with your Supervisor for usage.
4. Click on [Add and Entry] to add the next time slot
5. Check this box to use this weeks’ time sheet as a template
6. Click [Submit for Approval] to send to your Supervisor
   - Note you can [Save as Draft] to complete later. Delete option also available.
   - 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.
8. This section provides useful information about the Employee, i.e. Job Class, Standard Hours, Vacation and Sick Time Balances, and Temp Hours
9. This section summarizes the Total Hours, Total Regular, etc.

Help

Please contact your Supervisor or ORG Administrator for questions or assistance regarding your eTimeSheet.

Additional Information

- 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.

- For information regarding Temporary Workers, go to: https://www.hr.upenn.edu/myhr/resources/policy/recruitment/temporary-extra-persons
- Editing of the timesheet must be done by the following designated times. Approvals can occur retroactively:

<table>
<thead>
<tr>
<th>Time Sheet Required by...</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Thursday</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Supervisor (Primary or Secondary)</td>
<td>Friday</td>
<td>1:00 p.m.</td>
</tr>
<tr>
<td>ORG Administrator</td>
<td>Monday</td>
<td>12:00 p.m.</td>
</tr>
<tr>
<td>Payroll (UMIS)</td>
<td>Monday</td>
<td>3:00 p.m.</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Type of Email</th>
<th>Recipient</th>
<th>Weekly</th>
<th>Hourly</th>
<th>Day</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approval Needed</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>Noon</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Primary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>5:00 p.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>Secondary Supervisor</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>Approval Needed</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Monday</td>
<td>10:00 a.m.</td>
</tr>
<tr>
<td>No Timesheet Notification</td>
<td>Employee</td>
<td>Yes</td>
<td></td>
<td>Thursday</td>
<td>Noon</td>
</tr>
<tr>
<td>Expiring Roles or Distributions</td>
<td>ORG Administrators</td>
<td>Yes</td>
<td></td>
<td>Friday</td>
<td>8:15 a.m.</td>
</tr>
<tr>
<td>Touched Timesheets</td>
<td>Employee</td>
<td>Yes</td>
<td>Daily Mon-Sun</td>
<td>Every 15 minutes</td>
<td></td>
</tr>
<tr>
<td>Touched Timesheets</td>
<td>Supervisor</td>
<td>Yes</td>
<td>Daily Mon-Sun</td>
<td>Every 15 minutes</td>
<td></td>
</tr>
</tbody>
</table>

**Earnings Types**

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

**Human Resources Policies**
- For more information regarding Paid Time Off (PTO), Meals and Rest Breaks, etc., go to:

https://www.hr.upenn.edu/myhr/resources/policy/all