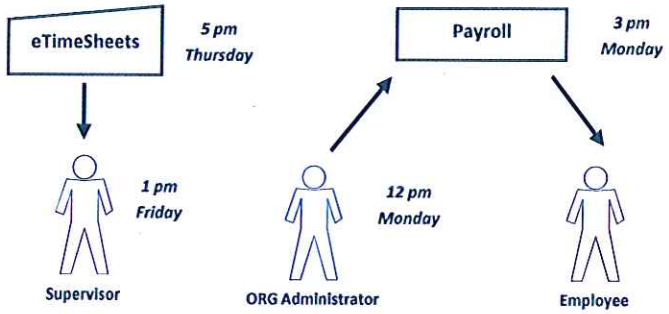
eTimeSheets Weekly Salaried (Exception) Employee

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 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

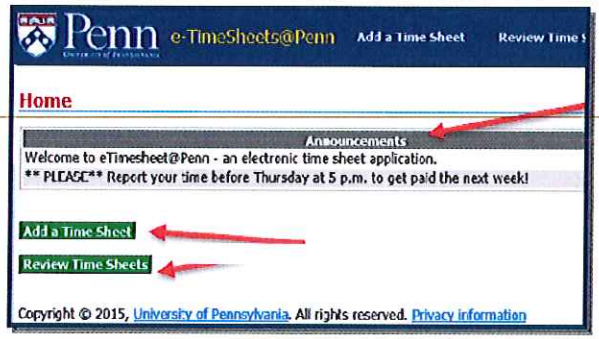
The Process



Getting Started

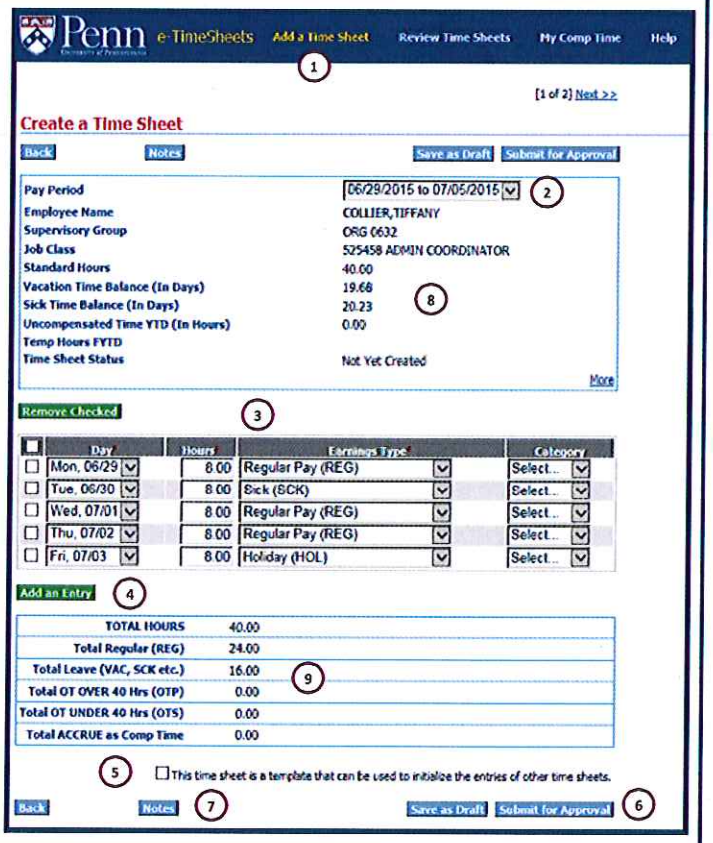
- Login with your PennKey to eTimeSheets:

  https://timereporting.apps.upenn.edu
- From the Home page, you can view announcements from Human Resources, 'Add 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
- Click **[Review Time Sheets]** to review all existing or pending timesheets



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 week's time sheet as a template
6. Click **[Submit for Approval]** to sent to your Supervisor
   - *Note you can **[Save as Draft]** if you would like to complete later. Once you [Save as Draft] a [Delete] option will also be 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, Uncompensated Time 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.

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

Additional Information

- If you are a 35.0 or 37.5 hour employee and work more than these hours, but not over 40.0 hours, your department is authorized to offer you Comp Time. For additional information go to:

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