**Time Recording, Approval, and Correction Process**

**Last Updated:** 6/17/2019

This process outlines the time entry and approval process for each of the time entry methods. Approvals are due by 10:00 PM on Mondays following the end of the pay period. Approvals of any corrections or changes to that pay period are due by 4:30 PM. A best practice for most supervisors is to review and approve timesheets every Monday, when applicable.

Payroll calendars are located at <https://www.purdue.edu/business/payroll/Calendars/index.html>

All timekeeping resources can be found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp).

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| **Task Type** | **How to Do It** | **Who Does It** |
| Positive Time Entry | Employee accesses SuccessFactors timesheet and records working time (in hours and tenths) and saves and submits time sheet.  Materials found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)   * QRG: Positive Time Entry * QRG: Positive Time Entry with Cost Overrides * Video: Positive Time Entry * Presentation: Supervisor Presentation for Positive Time (Time & Time Off) | Employee |
| Negative Time Entry | Employee accesses SuccessFactors timesheet and records **exceptions to their regular schedule only** (e.g. overtime, call back) in hours and tenths, and saves the exception entry. The exception entry flows to the supervisor for approval.  No action is required if the employee works their regular schedule with no exceptions. Timesheet will be automatically submitted and paid.  Materials found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)   * QRG: Negative Time Entry * QRG: Negative Time Entry with Cost Overrides * Video: Negative Time Entry * Presentation: Supervisor Presentation for Negative Time (Time & Time Off) | Employee |
| Webclock Time Entry | Employee accesses the Webclock to clock in and out, forming a time pair. Supervisors approve time pairs within the webclock.  Materials found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)   * QRG: Recording and Editing Time * Cheat Sheet: Recording and Editing Time * Videos: Recording and Editing Time * Presentation: Time and Time Off Overview | Employee |
| Supervisor approval by 10:00 PM Tuesdays | Approval is due on the Mondays at 10:00 PM following the end of each pay period.  For details regarding delegation of workflow, see [Adding or Removing Workflow Delegation](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/treasurer/bpr/training/Shared%20Documents/Adding%20or%20Removing%20Workflow%20Delegation.docx&action=default) (blanket delegation of all items).  Supervisors have access to run the report *SuccessFactors Time Details Report for Managers* at any time using the [SuccessFactors Report Center](https://sharepoint.purdue.edu/sites/treasurer/bpr/training/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/treasurer/bpr/training/Shared%20Documents/SuccessFactors%20Report%20Center%20for%20Report%20Viewers.docx&action=default). This report provides an overview of Time and Time Off for each employee.  **Positive & Negative Time Entry**   * All positive entry timesheets flow to the supervisor for approval via SuccessFactors workflow. * Negative entry timesheets, if edited, flow to the supervisor for approval via SuccessFactors workflow. * Materials found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)   + QRG: Approving Time – Positive and Negative   + Video: Time Approval for Managers   **Webclock**   * Webclock time pairs are reviewed and approved by the Supervisor within the Webclock. Time pairs flow to payroll with or without the Supervisor’s approval. * Materials found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)   + QRG: Recording and Editing Time   + Cheat Sheet: Recording and Editing Time   + Videos: Recording and Editing Time | Supervisor |
| Timesheet Corrections by 4:30 PM Tuesdays | All corrections identified through payroll analysis starting Tuesday mornings, must be approved by 4:30 PM Tuesdays. Payroll will lock at 5:00 PM in order to process pay.  Found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp):   * Process: Timesheet Corrections * Process: Time Corrections – Absent Webclock Supervisor | Employee / Supervisor / Business Support Staff |

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| **Troubleshooting Time Issues** | | |
| **Symptom** | **Initial Troubleshooting Steps** | **If unresolved, escalate to…** |
| Employee cannot access SuccessFactors and/or the WebClock | Verify that employee has a BoilerKey and is using it appropriately  BoilerKey Resources are found here: <https://www.purdue.edu/securepurdue/iamoServices/BoilerKey.php> | Business Office  (Will validate Schedule, Time Profile, and Time Recording Profile) |