Employee – PC Duration
User Reference for the Electronic Timekeeping System

Record Time with PC
- Go to: www.purdue.edu/employeeportal.
- Select Electronic Timekeeping System icon.
- Log in with Purdue Career Account.
- Select Hours Worked from Pay Code drop down menu in line next to today’s date.
- Enter hours in tenths.
- Click Save.

Request Leaves
- Select My Requests from the My Information tab.
- Click Request for Absence.
- Enter Start Date, Start Time (designate AM or PM), Duration, Paycode, and Notes, if desired.
- Click Submit.

Approve Timecard
- From the My Information tab, choose My Timecard.
- Select desired Time Period.
- From the Approvals dropdown menu, choose Approve.

Additional Resources

Approving your payroll at the end of each shift or once at the end of the pay period is your opportunity to:
(1) Verify that your hours are true and correct; and
(2) Receive notifications of any changes that your supervisor makes to your time entries such that you can confirm the accuracy of those changes.
For these reasons, it is strongly recommended that you approve your time. If you fail to take the additional step of approving your payroll, then your final punch of the pay period will serve as your verification that your hours are true and correct. If you fail to approve your payroll, it is your responsibility to ensure that any changes that your supervisor makes to your time entries accurately reflect your time worked during the pay period.