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| **Purdue Webclock – Approving, Rejecting, and Editing Time Cheat Sheet Last Updated:** 3/19/2019  This is an abbreviated “cheat sheet” document. The most current versions of all timekeeping resources, including more detailed quick reference guides and videos, for Employees and Supervisors can be found on the SuccessFactors training website - <https://www.purdue.edu/timehelp>  **Jump Links:** [Approval Details](#_Approval_Details), [Access the Purdue Webclock](#_Access_the_Purdue), [Review Employees’ Time Pairs and Approve or Reject](#_Review_Employees’_Time), [Edit Time Pair on behalf of Employee](#_Edit_Time_Pair), [Add Time Pair on behalf of Employee](#_Add_Time_Pair), [Delegation](#_Delegation), [Supervisor Responsibilities,](#_Supervisor_responsibilities) [Rounding](#_Rounding), [Notifications](#_Notifications) | |
| **Topic** | **Instructions / Details** |
| Approval Details | All time recorded for the previous pay period by the employee as of 12:00pm on the Tuesday following the end of the pay period will be paid, as long as the supervisor has not declined the time. Supervisor approval is not required.  Time recorded for the previous pay period by the employee after the 12:00pm Tuesday deadline must be approved by the supervisor in order for it to be paid. The supervisor must approve prior to when payroll locks to begin the payment process. Payroll lock occurs at variable times between 12:00pm and 5:00pm on Tuesday.  If an employee submits changes to their recorded time after approval by the supervisor, the supervisor must review and approve the revised time in order for it to be paid. **Changes to previously approved time/timesheets will never be paid unless approved by the supervisor.** |
| Access the Purdue Webclock | * Kiosk: Swipe PUID Card * Web Browser: (computer or mobile device): Visit [webclock.purdue.edu](http://www.webclock.purdue.edu). Log in with BoilerKey. * OneCampus Portal:   + Click Employee Launchpad tile. Log in with Boilerkey. Click Webclock tile.   + Click Timekeeping System tile. Log in with Boilerkey. |
| Review Employees’ Time Pairs and Approve or Reject | *For each pay period, supervisors must approve each time pair for each employee prior to 12:00pm Tuesday the week following the end of the pay period. Unapproved time will be transferred to SuccessFactors to be paid, but the supervisor must approve the time pairs at their earliest convenience.*   * Click an individual’s name to view their time pairs   + An alert icon  next to an individual’s name indicates that manual entries and/or corrections have been made. * Time pairs with special circumstances have orange or red indicator bars   + **Blue:** Location services were not enabled (mobile users only)   + **Orange:** Time pair was added or edited (by employee or supervisor)   + **Red:** Missed clock in or clock out * *Optional:* Click the arrow at the end of each line to view details and edits and/or reason for edit (if applicable) * *Optional:* Click *Map* to view clock in and clock out locations   + Note: Employees are instructed to enable location services if using a mobile device (phone or tablet). * There are three ways to approve or reject time pairs:   + Mark the box next to each individual time pair. Click Approve or Reject in the bottom right.   + Mark the checkbox in the header bar above the other checkboxes (selects all time pairs for all employees whose records are expanded on the screen). Click Approve or Reject in the bottom right.   + Use the Approve All or Reject All buttons in the upper right of the screen. This action will apply to all time pairs for all employees (whether record is expanded or not). * Click Approve or Reject   + Employees receive a notification when the supervisor takes action on time pairs. Employees can edit/add time pairs after the supervisor has approved. If edited/added, the pair will re-appear in the supervisor’s queue as PENDING. Employees are instructed to notify supervisors if editing or adding time pairs after the supervisor has already completed pre-payroll review.   + To view/edit an employee’s time after it has been approved and/or to view overtime, access their Timesheet in SuccessFactors. (Log in to SuccessFactors, search for employee’s name, click Timesheet tile).   + If an approved time pair needs to be edited, the edit must be completed by the employee. |

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| Edit Time Pair on behalf of Employee | * Click the employee’s name * Click the arrow at the end of *line* that lists the pair to be edited * Use the drop-down menu to choose the *reason* for the edit * Click the *calendar icon* on the appropriate line to be edited * Use the calendar and time slider to indicate the adjusted date and time * Click *OK*, then *Submit Changes* * The time pair is updated and listed in PENDING approval status. |
| Add Time Pair on behalf of Employee | * Click *Add Time Pair* * Use the drop-down menus to choose appropriate Employee and Position * Click the *calendar icon* on the clock in line * Use the time sliders to indicate the clock **in** date and time * Repeat the two previous steps for the clock **out** line * Click *OK*, then *Submit Time*. * The time pair is added and listed in PENDING approval status. |

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| Delegation |
| Delegation is not available for the Purdue Webclock. Delegations set in SuccessFactors are not inherited by the webclock. Unapproved time will be transferred to SuccessFactors to be paid, but the supervisor must approve the time pairs at their earliest convenience, even if the associated pay period has already been processed. |
| Supervisor responsibilities |
| * Proactively working with their employees to resolve issues as needed (i.e. missing time, punches, etc.) * Reviewing/approving all time pairs for all of their employees by 12:00pm on the Tuesday following the end of each pay period * Proactively working with their business office to update employee work schedules and report costing exceptions for their employees’ time worked * The Purdue Webclock inherits SAP Org Structure. Supervisors are only responsible for and able to access/edit time pairs of employees of whom which they are the supervisor of record in SAP. * Remember: The time entered into the system will be considered true and accurate as of the end of an employee’s pay period. It is the employee’s responsibility to review their time often (at least at the end of each shift and at the end of the pay period) to make sure the recorded hours are true and correct; and to review and confirm the accuracy of any changes that a supervisor makes to time entries. |

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| Rounding | |
| * The Webclock assesses the total time duration of the time pair to determine how to round.   + First, Webclock determines the total time duration for the time pair. Examples: 4 hours 7 minutes, 8 hours 5 minutes, etc.   + If the total time duration does not correspond to a number of minutes representing a tenth of an hour (see Minutes to Tenths table below), Webclock will round the **IN** punch down (in the employee’s favor) so that the total time duration matches a tenth of an hour. | |
| |  | | --- | | **Minutes Translated to Tenths** | | 0:06 = .1 | | 0:12 = .2 | | 0:18 = .3 | | 0:24 = .4 | | 0:30 = .5 | | 0:36 = .6 | | 0:42 = .7 | | 0:48 = .8 | | 0:54 = .9 | | 1:00 = 1.0 | | |  |  |  |  |  | | --- | --- | --- | --- | --- | | **Punch Type** | **Punch Time** | **Duration** | **Rounded Punch Time** | **Final Duration** | | IN | 7:15 AM | 4 hours,  47 minutes | 7:14 AM | 4 hours, 48 minutes | | OUT | 12:02 PM | N/A | |  |  |  |  |  | | IN | 1:54 PM | 2 hours,  50 minutes | 1:50 PM | 2 hours, 54 minutes | | OUT | 4:44 PM | N/A | |  |  |  |  |  | | IN | 6:03 PM | 3 hours, 6 minutes | N/A | 3 hours, 6 minutes | | OUT | 9:09 PM | N/A | |
| Notifications | |
| * The webclock provides a Notification Center for Employees (one per position held). Notifications are sent when a time record is changed (edited/added), time pairs are approved or rejected, or a punch is missed. * Supervisors do not receive notifications. | |