**Emergency Time & Time Off Entries/Corrections Process**

**Last Updated:** 12/6/2019

In the event that an employee is unavailable **and their unavailability could cause an underpayment**, the following process can be used.

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| **Step** | **What to Do** | **Who** | **How to Do It** |
| **1** | ***If a Time Entry is needed,***  The supervisor should make the time entry or correction on behalf of the employee | Supervisor | See materials for each respective entry method posted at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp) |
| **2** | ***If a Time Off entry is needed,***  Supervisor should contact the central payroll office. The central payroll office may enter/correct Time Off in emergency situations only. | Supervisor | Purdue Fort Wayne: [payroll@pfw.edu](mailto:payroll@pfw.edu)  Purdue Northwest: [pnw-payroll@pnw.edu](mailto:pnw-payroll@pnw.edu)  Purdue West Lafayette: [timeadmin@purdue.edu](mailto:timeadmin@purdue.edu)  Include the following details:   * Name * Position (if concurrent) * Details of the Time Off occurrence to be entered or corrected. |