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| **Recording and Editing Time Cheat Sheet Last Updated:** 3/20/2019  This is an abbreviated “cheat sheet” document. The most current and detailed versions of all timekeeping resources can be found on the SuccessFactors training website <https://www.purdue.edu/timehelp>  **Jump Links**: [Access Purdue Webclock](#_Access_Purdue_Webclock), [Clock In / Clock Out](#_Clock_In_/), [Missed Clock In / Clock Out](#_Missed_Clock_In), [View History](#_View_History), [Fix Time Pair Recorded to Wrong Position](#_Fix_Time_Pair), [Edit Time Pair](#_Edit_Time_Pair), [Add Time Pair](#_Add_Time_Pair), [Employee Responsibilities](#_Employee_Responsibilities), [Supervisor Approval Process](#_Supervisor_Approval_Process), [Rounding](#_Rounding_1), [Notifications](#_Notifications) | |
| **Topic** | **Instructions / Details** |
| Access Purdue Webclock | * Kiosk: Swipe PUID Card * Web browser (computer or mobile device): Visit [webclock.purdue.edu](http://www.webclock.purdue.edu) via web browser. * Log in using Purdue User ID and BoilerKey passphrase. |
| Clock In /Clock Out | *If using a mobile device, enable location services (steps vary by device – typically in Privacy settings).*   * If you have **multiple positions** for which you use the Webclock to record time, click or tap the appropriate position. * If the time to be recorded is eligible for the 2 hour Call Back premium, click or tap the **Call Back** slider so that YES is displayed. * Click or tap ***Clock In*** / ***Clock Out*** button. (Note: If utilizing the kiosk, you will be automatically logged out after pressing the button) |
| Missed Clock In / Clock Out | *If clock in or clock out is missed and not corrected prior to the payroll deadline, time for that day will not be paid.*   * ***For current shift***   + If *Clock In* was missed     - Clock In and then immediately Clock Out.     - Use *Editing Time Pair* steps to manually change the Clock In time.       * *If a user Clocks In and does not Clock Out within 12 hours, a notification will display the next time the user accesses the system suggesting that a punch may have been missed.*   + If *Clock Out* was missed     - *Clock Out* (to end the too-long time pair), *Clock In* (if applicable, to begin new shift).     - Use *Editing Time Pair* steps to edit the Clock Out time of the too-long time pair. * ***For previous shift***   + If Clock In and Clock Out were missed     - Use *Adding Time Pair* steps to add the Clock In and Clock Out date and time. |
| View History *(Can be thought of as your time sheet)* | History contains the time pairs (a set consisting of one in’ and one ‘out’ punch) recorded per position for the current pay period and one pay period previous. It can be thought of as the timesheet.   * Click or tap *History* in the menu bar * Status column displays Supervisor review/approval/decline status |
| *(If you have multiple positions in Webclock)* Fix Time Pair Recorded To Wrong Position | * Ask supervisor of the position for which time was incorrectly recorded to decline the time pair * Use **Add Time Pair** steps to add a time pair to the correct position |
| *Please select low-volume usage times if completing the tasks below on a kiosk or other shared device.*  *If completing these tasks after you suspect your supervisor has done their final review prior to the Payroll deadline, please notify them that you have made a change so that they are prompted to review the change.* | |
| Edit Time Pair ***Use when:***   * Clock In or Clock Out was early or late | * If you have **multiple positions** for which you use the webclock to record time, click or tap the appropriate position * Click or tap *History* in the menu bar * Tap or click the *line* that lists the pair to be edited * Use the drop-down menu to choose the *reason* for the edit * Tap or 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 or tap *OK*, then *Submit Changes* |
| Add Time Pair ***Use when:***   * *Both Clock In and Clock out were missed* * *Employee with multiple positions needs to move a time pair from one position to another* | * If you have **multiple positions** for which you use the webclock to record time, click or tap the appropriate position. * Click or tap *History* in the menu bar * Tap or click *Add Time* * On the Clock In line, tap or click the calendar icon to edit the clock in date and time. Use the time sliders to indicate the date and time. * Repeat the step above for the Clock Out line. * Click or tap *OK*, then *Submit Time*. |
| Employee Responsibilities | |
| **In Purdue Webclock,Employees are responsible for:**   * Accurately recording time worked using the appropriate access point * Selecting the appropriate job when recording time (if employee records time for multiple jobs using the webclock) * Proactively working with their supervisor to resolve issues as needed (i.e. missing time, missed punches, etc.) * Ensuring that their time is recorded completely and accurately for each pay period by the deadline required by their supervisor * 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. | |
| Supervisor Approval Process | |
| All time recorded for the previous pay period by the employee **before** 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. Lack of supervisor approval will not prevent the time from being paid, but supervisors should review and take action on the time at their earliest convenience.  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.** | |

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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 Notification Center per position held). * Employees receive notifications when a time record is changed (edited/added), time pairs are approved, time pairs are rejected, and when punches are missed. | |  |