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

**Last Updated:** 12/12/2023

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/hr/buspur/calendars/index.php>.

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 minutes) 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 minutes, 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. Time sheet 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 Mondays | Approval is due on Monday at 10:00 PM following the end of each pay period.  For details regarding delegation of workflow, see [Adding or Removing Workflow Delegation](https://purdue0.sharepoint.com/:w:/r/sites/BPTraining/TrainingSF/_layouts/15/Doc.aspx?sourcedoc=%7BE6A51B84-6920-43E1-BF7A-AF5B5B4D6D5A%7D&file=Adding%20or%20Removing%20Workflow%20Delegation.docx&action=default&mobileredirect=true) (blanket delegation of all items).  Supervisors have access to run the report *SuccessFactors Time Details Report for Managers*. This report provides an overview of Time and Time Off for each employee. Access SuccessFactors – Reporting and scroll to locate the report.  **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, must be approved by 4:30 PM Tuesdays. Payroll will lock at 5:00 PM 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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