**Timesheet Corrections Process**

**Last Updated:** 6/17/2019

This process outlines the steps required to adjust an employee’s time.

If the correction involves an employee who records time using the Webclock and whose supervisor is absent, see [Time Corrections – Absent Webclock Supervisor.](https://www.purdue.edu/hr/successfactors/training/navTimeKOff/supportingDocs/Time%20Corrections%20-%20Absent%20Webclock%20Supervisor.docx)

When corrections are identified after all time is approved by 10:00 PM on Mondays (following the end of the pay period), it is important all changes are approved by 4:30 PM Tuesdays in order to be included in pay for that pay period.

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|  **Step** | **What to Do** | **Who** | **How to Do It** |
| **1** | **Receive notification from Employee or Supervisor that correction is needed** | Business Office |  |
| **2** | *If correction is within the current or the two previous pay periods*, **Supervisor or employee corrects the time using the assigned time entry method** | Employee / Supervisor | See materials for each respective entry method posted at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)Note: **If the correction needed is to time pairs in the Webclock that the supervisor has previously approved (and thus have been removed from their view), AND the employee is unavailable to make the correction**, the supervisor should make the correction on the timesheet in SuccessFactors. This should be treated as a last resort due to potential errors, time collisions, and loss of the employee’s ability to review the time entry. Details on how to make this correction can be found in the supervisor’s Webclock resources found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp). |
| **3** | *If the correction needed is further in the past than the current and two previous pay periods,***Contact Payroll** | Business Office | Purdue Fort Wayne: payroll@pfw.eduPurdue Northwest: pnw-payroll@pnw.eduPurdue West Lafayette: timeadmin@purdue.eduInclude the following details:* PERNR
* Name
* Position (if concurrent)
* Reason for correction
* Details of time to be added or removed (date, duration)
* If correcting time, screen shot of the timesheet showing the time to be corrected
	+ If adding time, no screen shot is needed.
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