Employee Time Entry – Negative Duration Quick Reference Guide

Last Updated: 3/31/2023

Employees assigned the Negative Duration time entry profile are only required to edit their time sheet if they work <u>more</u> (overtime or call back), <u>different</u> (flex time), or <u>costing exception</u> (cost override) hours than their regular schedule indicates (example: Overtime or Call Back).

- ***If you worked fewer hours*** than your regular schedule indicates for a week, submit a Time Off request to cover the missing hours. See the <u>SuccessFactors Training Page</u> (Time Off tile) for instructions on submitting Time Off requests.
- ***If flexing time***, a comment must be entered. The hours on the timesheet should not be adjusted.

Exception entries must be entered directly following your last shift of each week. When an exception entry is saved, it flows to your supervisor for approval.

For information regarding pay periods and calendars see the <u>Payroll Calendar Dates</u>.

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Policies & Concepts

Employee Responsibilities

- Accurately recording time worked
- Selecting the appropriate job when recording time (if employee records time for multiple jobs)
- Proactively working with their supervisor to resolve issues as needed
- Ensuring that their time is recorded completely and accurately and submitted for supervisor approval following their final work day of each week.
- 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 Responsibilities

- Proactively working with their employees to resolve issues as needed
- Reviewing/approving all time sheets for all of their employees by 10:00 pm on the Monday 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
- 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.

Resources

The most current versions of all timekeeping resources for Employees and Supervisors can be found on the Payroll's SuccessFactors Timekeeping website. https://www.purdue.edu/timehelp

Overtime

SuccessFactors adheres to the University policy regarding overtime. When a full-time employee records over 40 hours in a workweek, the time will be designated as overtime. "Hours worked" in a work week will consist only of hours actually worked. (Exception: Worker's Compensation, University Holidays).

Overtime for employees with multiple positions will be charged to each position based on the ratio of hours worked across the employee's positions for that week.

Holidays, Moving Holidays, Holiday Emergency Work

Holidays

Holiday premiums are auto-calculated when time is recorded.

Moving Holidays

Moving Holidays takes place within SuccessFactors Request Time Off tile. Individuals whose work schedule does not include a given University Holiday can use the time off feature within SuccessFactors to request Holiday on any day during the week (Sunday through Saturday) of the holiday. Exception: Police and Fire may request Holiday leave at any time throughout the year.

Unplanned Work During an Emergency

When essential personnel work during an emergency, the hours are paid at time and a half. The employee or their supervisor must enter the time on the employee's timesheet using time type *Campus Service Disruption.*

Unplanned Work on a Holiday

When employees are unexpectedly required to work on a holiday, call back and any hours worked should be added. Holiday premium will be automatically applied.

Timekeeping in SuccessFactors

Accessing SuccessFactors

Visit **OneCampus** and select **Employee Launchpad.**

Log in using your password.

https://one.purdue.edu/

Employee Launchpad
*SuccessFactors*
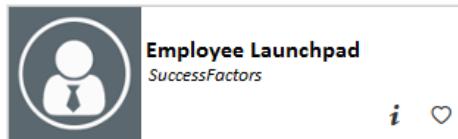
Accessing the Timesheet

*If you hold multiple positions*, use the **Change Selected Employment** menu to select the position for which you would like to record time

Current Employments

Clerk, Residential Dining Admin (40006449)
SMLY

Call Center Representative - Temporary Clerical (40044382)
SCHL
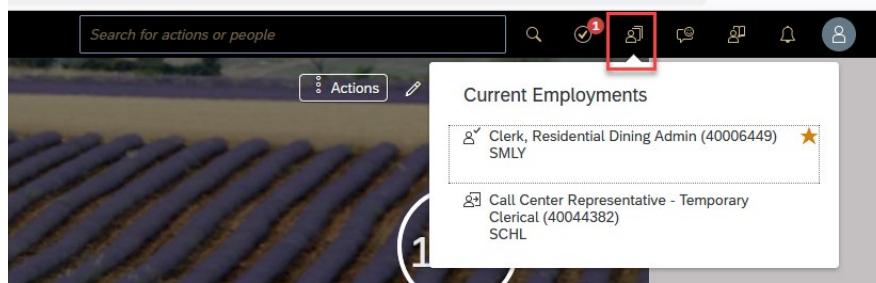
If you hold multiple positions and they are similarly named, click **My Profile** to validate that the correct position has been selected

Quick Actions

Request Time Off | My Profile | Org Chart | Record Time | Manage Goals | Report Center | View Company Documents | Reminders | Favorites
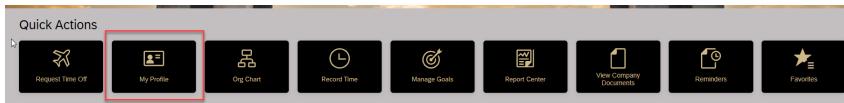
If you hold multiple positions and they are similarly named, click the **Employment Details** tab to view the details of the position selected in order to ensure time is recorded for the correct position.

PROFILE | PERSONAL INFORMATION | JOB INFO | COMPENSATION | EMPLOYMENT DETAILS | PAYROLL | TIME OFF | COMPENSATION STATEMENT

User Info

Basic Information

Username
User ID
First Name
Middle Name
Last Name
Title

Education

No data

Show More
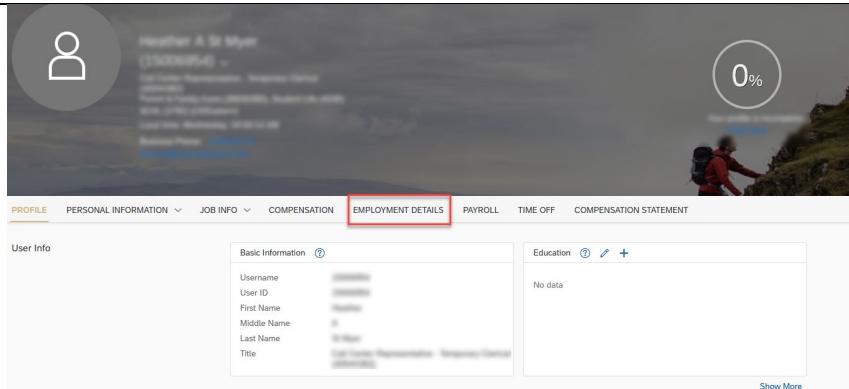
(If you completed the previous steps to verify multiple positions, return to the SuccessFactors home page and select the desired position).

Click **My Time Sheet** tile.

Quick Actions

Request Time Off | My Profile | Org Chart | My Time Sheet | My Goals

Entering Overtime and Call Back
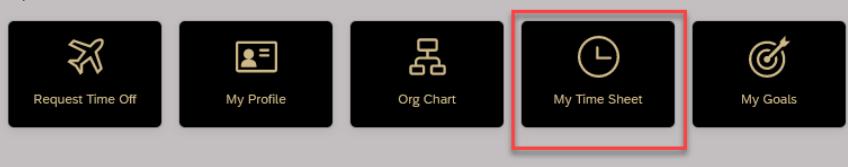
- The current Time Sheet opens. The current day is highlighted.
- Hours for Negative Time Entry employees are auto-filled at the beginning of each work day.
1. To edit (because you worked more and need to acknowledge overtime), click the day overtime occurred then in Working Time, change the planned working time to the time worked. (In this example – we edited the original 8 hours to 10 hours).
2. Click **SAVE**
3. Now the Time Sheet is updated to the hours you put in under Recorded Time and the Summary reflects your changes.

Similar to above, to enter Call Back:

- Click the day call back occurred; change the Working Time hours to actual worked (like above)
- Select Call Back, from the On-Call Times and enter 2 hours, per policy. Click **SAVE**.
- As the image displays above, call back is recorded under Summary.

Working with Flex Time

Flex time means that the total hours worked are still the same, but the supervisor and employee negotiated altered hours to accommodate an earlier/later start or end time and hour(s) were made up the following day. It is only necessary to add comments to one record.

- Select the day on which Flex Time is to be noted.
- Click Record, this will initiate a new Working Time record. Type or copy the planned hours in **Duration** and then type appropriate note related to Flex Schedule in **Comments** (such as worked 7 hours on 4-13 and 9 hours on 4-14)
- Click **Save**

Double-check that your new record replaced the orginal one, and only shows 1 record (not two)

Flex Time entries only flow for supervisor approval if the flex time entry requires editing a previously approved timesheet.

Cost Override

- Select the day on which the cost override is needed.
- Select (click) the Record under Working Time
- Click the **search icon** in the **Cost Override field** and start typing name of account. Select appropriate account and click **Ok**. Double-check duration or hours are correct.
- Click **Save** when done.
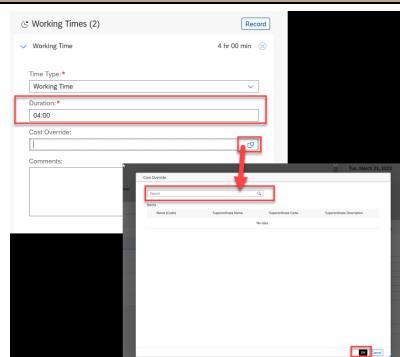
Amending Timesheet After Saving

Employees are able to edit timesheets (even if already approved) that are within the current or two previous pay periods. To edit a timesheet further in the past, contact your supervisor. After a timesheet is edited, it flows to the supervisor for approval. For additional information, see the Timesheet Corrections process.

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Locate the Time Sheet to be changed (use the directional week arrows or the calendar to select the appropriate Time Sheet) Click **Withdraw**	
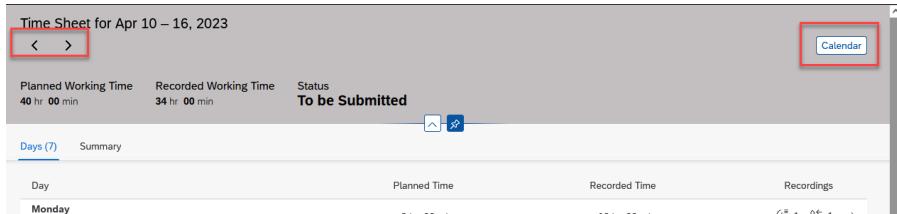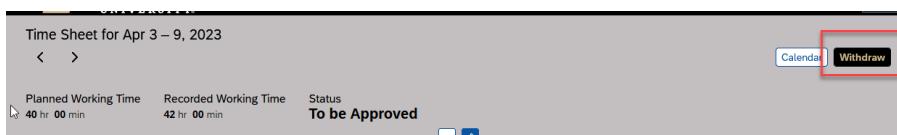
• Change or edit **Working Time** for the appropriate day
• Click **Record**
    ○ change **duration**,
       add **comments**
• Click **Save**	
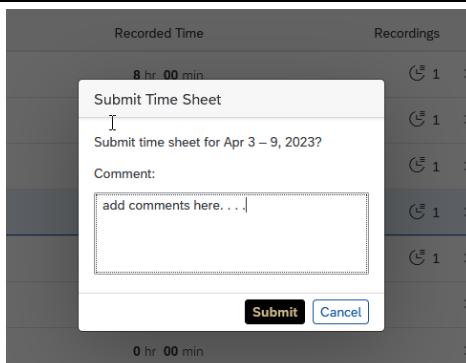
Enter **additional comments**, click **Submit** (a 'Time Sheet sent' message will appear briefly)	
Status will change to "**To be Approved**" and manager will receive notification of request for approval.	