Negative Time Entry Cheat Sheet
Last Updated: 5/9/2023

Contents

The most current versions of all timekeeping resources can be found on the SuccessFactors training website https://www.purdue.edu/timehelp.

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 Time Off section of www.purdue.edu/timehelp 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 Payroll and Tax Services website:

https://www.purdue.edu/hr/buspur/calendars/index.php

Task	Instructions / Details
Access SuccessFactors	• Visit **OneCampus (one.purdue.edu)** and select **Employee Launchpad.** • Log in using Purdue Career Account ID and BoilerKey passcode.
Access the Timesheet	*If you have multiple positions for which you record time, use the Change Selected Employment icon in the upper right corner of the screen to select the position for which you would like to record time.* • *If you hold multiple positions and they are similarly named*, click **My Profile** from Quick Actions to validate that the correct position has been selected • Click the **My Time Sheet** tile (Also in the Quick Actions)
Enter Overtime	• Select the day on which additional hours are to be added. • 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. • Click **SAVE** Now the Time Sheet is updated to the hours you put in under Recorded Time and the Summary reflects your changes *Note: Despite the presence of **Absence**, Time Off requests must be submitted via the Time Off tile on the Employee Central homepage. Instructions for submitting Time Off requests can be found at www.purdue.edu/timehelp*
Designate Flex Time	*It is only necessary to complete these steps for one of the days involved in each flex situation.* • Select the day on which Flex Time is to be noted. • Copy the **scheduled** number of Working Time hours into a new line a new blank line of **Working Time**. • *Note: **If flexing, do not adjust the hours on each day to reflect exact hours worked.** Since flexing results in the same total hours for the week, there is no need to adjust daily. Additionally, adjusting the hours daily will trigger a possibly unnecessary notification to your supervisor. Reports can be run on comments recorded in case of a need for a flex-time audit.* • **Click** in the existing Comment box. A <u>new</u> comment box will appear in line with the line reflecting the Working Time Hours. • **Enter a comment** in the new comment box that reflects the flex time. *Example: "Worked 7 hours on 11/6 and 9 hours on 11/7."* • Click **Save.** *Flex Time entries only flow for supervisor approval if the flex time entry requires editing a previously approved timesheet.*
Enter Call Back Time	• Click the day call back occurred; change the Working Time hours to actual worked • Select Call Back, from the On-Call Times and enter 2 hours, per policy. Click **SAVE**.

Enter Cost Override	• *Cost Overrides are used to charge specific hours to an account other than the employee's default cost center. Cost Override entries only flow for supervisor approval if the entry is within a previous week.* • ***Note: Cost Overrides cannot be used with sponsored program/grant accounts.*** *Contact your business office/payroll center for assistance with this type of costing.* • 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.
Change the Time Sheet After Submitting	• Locate the time sheet to be edited • Click **Withdraw (**if the timesheet has already been approved by the supervisor). • Make desired changes to the timesheet. • Click **Submit.** (If the supervisor has not yet approved the timesheet, the time sheet will automatically go to the supervisor overnight.)

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 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 in Employee Central Time (ECT) using time type *Campus Service Disruption.* For details on how to enter time in ECT, see www.purdue.edu/timehelp (QRG: Time Entry – Positive Duration)

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 in Employee Central Time (ECT) 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.