


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

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

Employees assigned the Positive Duration time entry profile are required to enter the number of hours they have worked on each work day. **Timesheets must be submitted after you have worked your shift before the end of each week.** After submitting your timesheet, it flows to your supervisor for approval. For information regarding pay periods and calendars see the [Payroll Calendar Dates](#).

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Task	Instructions / Details
Access SuccessFactors	<ul style="list-style-type: none"> Visit OneCampus (one.purdue.edu) and select Employee Launchpad.
Access the Timesheet	<p><i>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.</i> </p> <ul style="list-style-type: none"> Select My Profile from Quick Action section <ul style="list-style-type: none"> In the case of similarly named positions, click My Profile and consult the <i>Employment Information</i> tab to verify that the correct position is selected. Click the Home icon at the top of the screen to return to the SuccessFactors home page. Don't forget to re-select the appropriate position. Click the My Time Sheet Quick Action tile
Enter Working Time	<ul style="list-style-type: none"> Select the day on which time is to be entered. Enter number of hours worked within the numerical entry field (Duration) The Total section reflects time <i>worked</i>, such as regular time and overtime. <ul style="list-style-type: none"> Note: Overtime will only appear once the total time worked entered for the week exceeds the overtime threshold (typically, 40 hours). The Total <u>does not</u> reflect non-worked time such as leaves and holidays. Click Save A breakdown of all pay type hours is found under Summary. Click Submit (after your final shift of the week).

Enter Call Back Time	<ul style="list-style-type: none"> 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. Submit (after your final shift of the week).
Enter Cost Override	<ul style="list-style-type: none"> <i>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.</i> 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.
Saving and Submitting Time Sheet	<p><i>Time Sheets in SuccessFactors are weekly; pay is distributed bi-weekly. For information regarding pay periods and calendars see the Payroll Calendar Dates.</i></p> <ul style="list-style-type: none"> If ready to submit for approval, click Submit. Review the dialog box and enter a comment if appropriate. Click Submit.
Change the Time Sheet After Submitting	<ul style="list-style-type: none"> Locate the time sheet to be edited Click Withdraw Make desired changes to the timesheet. Click Submit.
<p>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</p>	
<p>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).</p> <p>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.</p>	
<p>Holidays Holiday premiums are auto-calculated when time is recorded.</p> <p>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</p>	

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***.

Unplanned Work on a Holiday

When employees are unexpectedly required to work on a holiday, Call Back should be added and the employee should record their working time as usual. The holiday premium will be automatically applied.