|  |
| --- |
| The most current versions of all timekeeping resources, including detailed quick reference guides and videos, for Employees and Supervisors can be found on the SuccessFactors training website - <https://www.purdue.edu/timehelp> |
| **Topic** | **Instructions / Details** |
| **Access the Purdue Webclock** | * Kiosk: Swipe PUID Card
* Web Browser: (computer or mobile device): Visit [webclock.purdue.edu](http://www.webclock.purdue.edu) via web browser. Log in using Purdue User ID and BoilerKey passphrase.
 |
| **Review Employees’ Time Pairs and Approve or Reject** | *For each pay period, supervisors must approve each time pair for each employee prior to 12:00pm Tuesday the week following the end of the pay period. Unapproved time will be transferred to SuccessFactors to be paid, but the supervisor must approve the time pairs at their earliest convenience.** Click an individual’s name to view their time pairs
	+ An alert icon  next to an individual’s name indicates that manual entries and/or corrections have been made.
* Time pairs with special circumstances have orange or red indicator bars
	+ **Blue:** Location services were not enabled (mobile users only)
	+ **Orange:** Time pair was added or edited (by employee or supervisor)
	+ **Red:** Missed clock in or clock out
* *Optional:* Click the arrow at the end of each line to view details and edits and/or reason for edit (if applicable)
* *Optional:* Click *Map* to view clock in and clock out locations
	+ Note: Employees are instructed to enable location services if using a mobile device (phone or tablet).
* There are three ways to approve or reject time pairs:
	+ Mark the box next to each individual time pair. Click Approve or Reject in the bottom right.
	+ Mark the checkbox in the header bar above the other checkboxes (selects all time pairs for all employees whose records are expanded on the screen). Click Approve or Reject in the bottom right.
	+ Use the Approve All or Reject All buttons in the upper right of the screen. This action will apply to all time pairs for all employees (whether record is expanded or not).
* Click Approve or Reject
	+ Employees receive a notification when the supervisor takes action on time pairs. Employees can edit/add time pairs after the supervisor has approved. If edited/added, the pair will re-appear in the supervisor’s queue as PENDING. Employees are instructed to notify supervisors if editing or adding time pairs after the supervisor has already completed pre-payroll review.
	+ To view/edit an employee’s time after it has been approved and/or to view overtime, access their Timesheet in SuccessFactors. (Log in to SuccessFactors, search for employee’s name, click Timesheet tile).
	+ If an approved time pair needs to be edited, the edit must be completed by the employee.
 |
| **Edit Time Pair on behalf of employee** | * Click the employee’s name
* Click the arrow at the end of *line* that lists the pair to be edited
* Use the drop-down menu to choose the *reason* for the edit
* Click the *calendar icon* on the appropriate line to be edited
* Use the calendar and time slider to indicate the adjusted date and time
* Click *OK*, then *Submit Changes*
* The time pair is updated and listed in PENDING approval status.
 |

|  |  |
| --- | --- |
| **Add Time Pair on behalf of employee** | * Click *Add Time Pair*
* Use the drop-down menus to choose appropriate Employee and Position
* Click the *calendar icon* on the clock in line
* Use the time sliders to indicate the clock **in** date and time
* Repeat the two previous steps for the clock **out** line
* Click *OK*, then *Submit Time*.
* The time pair is added and listed in PENDING approval status.
 |

|  |
| --- |
| Delegation |
| Delegation is not available for the Purdue Webclock. Delegations set in SuccessFactors are not inherited by the webclock. Unapproved time will be transferred to SuccessFactors to be paid, but the supervisor must approve the time pairs at their earliest convenience, even if the associated pay period has already been processed. |
| Supervisor responsibilities |
| **In Purdue Webclock, Supervisors are responsible for:*** Proactively working with their employees to resolve issues as needed (i.e. missing time, punches, etc.)
* Reviewing/approving all time pairs for all of their employees by 12:00pm on the Tuesday 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
* The Purdue Webclock inherits SAP Org Structure. Supervisors are only responsible for and able to access/edit time pairs of employees of whom which they are the supervisor of record in SAP.
* 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.
 |

|  |
| --- |
| Rounding |
| Each employee’s total time for the day is calculated and rounded to the nearest tenth for processing. Adjustments/management of an employee’s hours in order to exactly match their FTE is not required.

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Minutes Translated to Decimals** | **Rounding to the Nearest Tenth of an Hour** |

|  |
| --- |
| **Example** |
| **Punch****Time** | **Punch Type** | **Time Recorded** |
| 7:05 AM | IN | 7:05 AM |
| 12:02 PM | OUT | 12:02 PM |
| 1:06 PM | IN | 1:06 PM |
| 3:55 PM | OUT | 3:55 PM |
|  | = 7:48 |
| **Recorded Daily Total** | **7.8 Hours** |

 |
|  0:06 = .1 | 3 minutes to 8 minutes = .1 |
| 0:12 = .2 | 9 minutes to 14 minutes = .2 |
| 0:18 = .3 | 15 minutes to 20 minutes = .3 |
| 0:24 = .4 | 21 minutes to 26 minutes = .4 |
| 0:30 = .5 | 27 minutes to 32 minutes = .5 |
| 0:36 = .6 | 33 minutes to 38 minutes = .6 |
| 0:42 = .7 | 39 minutes to 44 minutes = .7 |
| 0:48 = .8 | 45 minutes to 50 minutes = .8 |
| 0:54 = .9 | 51 minutes to 56 minutes = .9 |
| 1:00 = 1.0 | 57 minutes to 2 minutes = 1.0 |

 |
| Notifications |
| * The webclock provides a Notification Center for Employees (one per position held). Supervisors do not receive notifications.
* Employees receive notifications when a time record is changed (edited/added), time pairs are approved, time pairs are rejected, and when punches are missed.
 |  |