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| 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 more (overtime or call back), different (flex time), or costing exception (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](http://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/business/payroll/devPayroll/payroll/calendars/index.html> | |
| **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, in the upper right corner of the screen, select the position for which you would like to record time from the  menu next to your name.*   * Scroll down the **My Info** section * Click the **Time Sheet** tile |
| **Enter Overtime** | * Select the day on which additional hours are to be added. * To enter additional time to scheduled work hours, enter the ***total*** amount of time worked that day into a blank line of **Working Time**. This will void the original line of **Working Time**. * Ex. Worked 9 hours instead of the scheduled 8. * Click **Save.**   *Note: Despite the presence of the* ***+Add Absence*** *button, 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*](http://www.purdue.edu/timehelp) |
| **Designate Flex Time**  **Designate Flex Time (continued)** | *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 new 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** | * Select the day on which Call Back time is to be added. * Click **DETAILS** * Click **+ Add On-Call Time** * In the **Duration** field, enter **2:00** * In the Allocated Hours section,in then blank *Working Time* **Duration field**, enter the number of hours worked during period for which you were Called Back. * For example, if an individual worked 8 hours then was called back for 3 hours of work, the individual should have three lines: Working Time – 8:00, Working Time – 3:00, and Call Back – 2:00.   Click **Save Draft** (if you have more shifts before the end of the week) or **Submit** (after your final shift of the week). |
| **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 to be entered. * In an empty Working Time line, enter the number of hours for which you would like to enter a Cost Override. * Click anywhere outside of the Duration field to refresh the fields. * Use the **Cost Override** drop-down menu to select the account details. * Enter a **Comment** if necessary. * **Repeat** the steps above as many times as necessary to enter Cost Overrides. *Time not requiring a Cost Override can be entered on a Working Time line and the Cost Override field can be left as “No Selection.”* * When finished, ensure that the total Working Time hours for the day is what is expected. * Click **Save.** |
| **Change the Time Sheet After Submitting** | * Locate the time sheet to be edited * Click **Withdraw** or **Make Amendment** (button label depends on if the timesheet has already been approved by the supervisor). * Make desired changes to the timesheet. * Click **Resubmit.** |
| 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. | |

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| 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 on a Holiday or During an Emergency**  Per University policy, when an employee works during an emergency or unscheduled holiday work, they qualify for time to be paid at time and a half. In the event that essential personnel are required to work during an emergency or unscheduled on a holiday, the employee or their supervisor must enter the time on the employee’s timesheet using time type ***Campus Service Disruption***. |