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| The most current versions of all timekeeping resources for Employees and Supervisors can be found on the SuccessFactors Training page - <https://www.purdue.edu/timehelp> | | |
| **Topic** | **Instructions / Details** | |
| **Access Purdue Webclock** | * Kiosk: Swipe PUID Card * Web browser (computer or mobile device): Visit [www.webclock.purdue.edu](http://www.webclock.purdue.edu) via web browser. Log in using Purdue User ID and BoilerKey passphrase. | |
| **Clock In /**  **Clock Out** | *If using a mobile device, enable location services (steps vary by device – typically in Privacy settings).*   * If you have **multiple positions** for which you use the Webclock to record time, click or tap the appropriate position. * If the time to be recorded is eligible for the 2 hour Call Back premium, click or tap the **Call Back** slider so that YES is displayed. * Click or tap ***Clock In*** / ***Clock Out*** button. | |
| **Missed Clock In / Clock Out** | *If Clock In or Clock Out is missed and not corrected prior to the payroll deadline, time for that day will not be paid.*   * **If *Clock In* was missed**: Clock In and then immediately Clock Out. Use ***Edit Time Pair*** steps to manually change the Clock In time. * **If *Clock Out* was missed**: ***Clock Out*** (to end the too-long time pair), ***Clock In*** (if applicable, to begin new shift), use ***Edit Time Pair*** steps to edit the too-long time pair.   + Note: *If a user Clocks In and does not Clock Out within 12 hours, a notification will display the next time the user accesses the system suggesting that a punch may have been missed.* | |
| **View History**  *(Can be thought of as your time sheet)* | History contains the time pairs recorded per position for the current pay period and one pay period previous. It can be thought of as the timesheet.   * Click or tap *History* in the menu bar * Status column displays Supervisor review/approval/decline status | |
| *(If you have multiple positions in Webclock)*  **Fix Time Pair Recorded To Wrong Position** | * Ask supervisor of the position for which time was incorrectly recorded to decline the time pair * Use **Add Time Pair** steps to add a time pair to the correct position | |
| *Please select low-volume usage times if completing the tasks below on a kiosk or other shared device.*  *If completing these tasks after you suspect your supervisor has done their final review prior to the Payroll deadline, please notify them that you have made a change so that they are prompted to review the change.* | | |
| **Edit Time Pair**  ***Use when:***   * Clock In or Clock Out was early or late | * If you have **multiple positions** for which you use the webclock to record time, click or tap the appropriate position * Click or tap *History* in the menu bar * Tap or click the *line* that lists the pair to be edited * Use the drop-down menu to choose the *reason* for the edit * Tap or 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 or tap *OK*, then *Submit Changes* | |
| **Add Time Pair**  ***Use when:***   * *Both Clock In and Clock out were missed* * *Employee with multiple positions needs to move a time pair from one position to another* | * If you have **multiple positions** for which you use the webclock to record time, click or tap the appropriate position. * Click or tap *History* in the menu bar * Tap or click *Add Time* * Tap or click the *calendar icon* on the appropriate line to be edited * Use the time sliders to indicate the date, “In” time, and “Out” time * Click or tap *OK*, then *Submit Time*. | |
| Employee Responsibilities | | | |
| **In Purdue Webclock,Employees are responsible for:**   * Accurately recording time worked using the appropriate access point * Selecting the appropriate job when recording time (if employee records time for multiple jobs using the webclock) * Proactively working with their supervisor to resolve issues as needed (i.e. missing time, missed punches, etc.) * Ensuring that their time is recorded completely and accurately for each pay period by the deadline required by their supervisor * 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 then rounded to the nearest tenth for payroll 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 Notification Center per position held). * Employees receive notifications when a time record is changed (edited/added), time pairs are approved, time pairs are rejected, and when punches are missed. * Supervisors do not receive notifications. | |  | | |