Employees assigned the Negative Duration time entry profile are only required to edit their time sheet if they work more 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 [SuccessFactors Training Page](https://www.purdue.edu/hr/successfactors/training/index.php) (Time Off Tile) 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).

Contents

[Accessing SuccessFactors 1](#_Toc529889595)

[Accessing the Timesheet 2](#_Toc529889596)

[Entering Cost Overrides 3](#_Toc529889597)

[Entering Exception Time 4](#_Toc529889598)

[Entering Flex Time 5](#_Toc529889599)

[Entering Call Back Time 6](#_Toc529889600)

[Amending Timesheet After Saving 7](#_Toc529889601)

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| Accessing SuccessFactors |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/>  |
| Log in using Purdue Career Account ID and BoilerKey passcode.*For assistance using or stetting up BoilerKey, please contact ITaP at* *itap@purdue.edu* *or 765-494-4000.* |  |

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| Accessing the Timesheet |
| Click the **Time Sheet** tile. |  |
| The current week’s timesheet opens.The current day is highlighted.Hours for Negative Time Entry employees are auto-filled at the beginning of each work day. |  |
| Navigate to the desired timesheet by clicking the back (left) arrow or the next (right) arrow on either side of the date range.  |  |

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| Entering Cost Overrides |
| Cost Overrides are used to charge specific hours to an account other than the employee’s default cost center. |
| Select the day on which the Cost Override is to be entered.*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 on the* [*SuccessFactors Training page.*](https://www.purdue.edu/hr/successfactors/training/index.php) |  |
| 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.** |  |
| Cost Override entries only flow for supervisor approval if the entry is within a previous week. |

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| Entering Exception Time  |
| 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.**  |   |
| Status will change to “Modified” and manager will receive notification of request for approval.  |  |

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| Entering Flex Time |
| 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 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.** *It is only necessary to add a comment to one of the days involved in each flex time situation.* |  |
| Flex Time entries only flow for supervisor approval if the flex time entry requires editing a previous week. |

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| Entering Call Back Time |
| Select the day on which Call Back time is to be added.Click **+ Add On-Call Time** |  |
| In the **Duration** field, enter **2:00** (In alignment with Purdue Call Back policy) |   |
| Enter the amount of hours worked during the Call Back instance within the **Allocated Hours** sectionIn the open *Working Time* **Duration field**, enter the total number of hours worked for the day.In the example shown, the individual worked their 8 hour shift and then was called back and required to work 4 additional hours. Total *Working Time* for the day was 12 hours. Click **Save.** |  |
| Status will change to “Modified” and manager will receive notification of request for approval.  |  |
| Amending Timesheet After Saving |
| Locate the Timesheet to be changed.Click **Withdraw** or **Make Amendment** (button name varies depending on whether or not timesheet already contains exceptions).  |   |
| Status will change to “Draft Amendment.” |  |
| Make desired changes to the timesheet.  |  |
| Click **Resubmit**. |  |
| Status will change to “Modified” and manager will receive notification of request for approval. |  |