

Time Entry and Submittal – Positive Duration Quick Reference Guide

Last Updated: 3/16/2023

Employees assigned the Positive Duration time entry profile are required to enter the number of hours worked on each work day. **Timesheets must be submitted after you have worked your final day or 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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Policies & Concepts

Employee Responsibilities

- Accurately recording time worked
- Selecting the appropriate job when recording time (if employee records time for multiple jobs)
- Proactively working with their supervisor to resolve issues as needed
- Ensuring that their time is recorded completely and accurately and submitted for supervisor approval following their final work day of each week.
- 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.

Supervisor Responsibilities

- Proactively working with their employees to resolve issues as needed
- Reviewing/approving all time sheets for all of their employees by 10:00pm on the Monday following the end of each pay period
- Proactively working with the business office to update employee work schedules and report costing exceptions for their employees’ time worked
- 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.

Resources

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>

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.

Holidays, Moving Holidays, Holiday Emergency Work

Holidays

Holiday premiums are auto-calculated when time is recorded.

Moving Holidays

Moving Holidays takes place within *SuccessFactors Request 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 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 indicated and the employee should record working hours as usual. The holiday premium will be automatically applied.

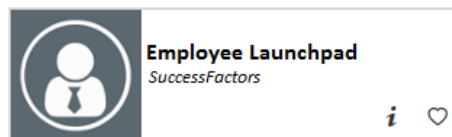
Timekeeping in SuccessFactors

Accessing SuccessFactors

Visit **OneCampus** and select **Employee Launchpad**.

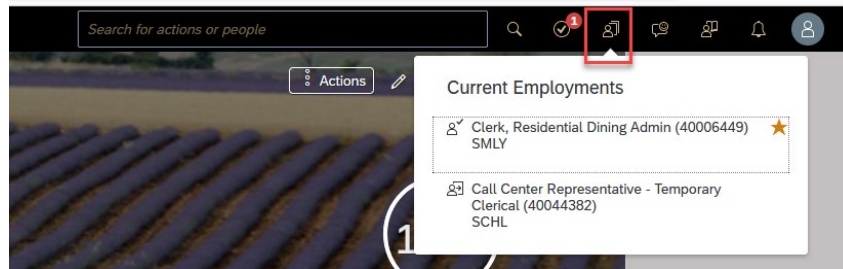
Log in using **Purdue Career Account ID** and **BoilerKey** passcode.

<https://one.purdue.edu/>



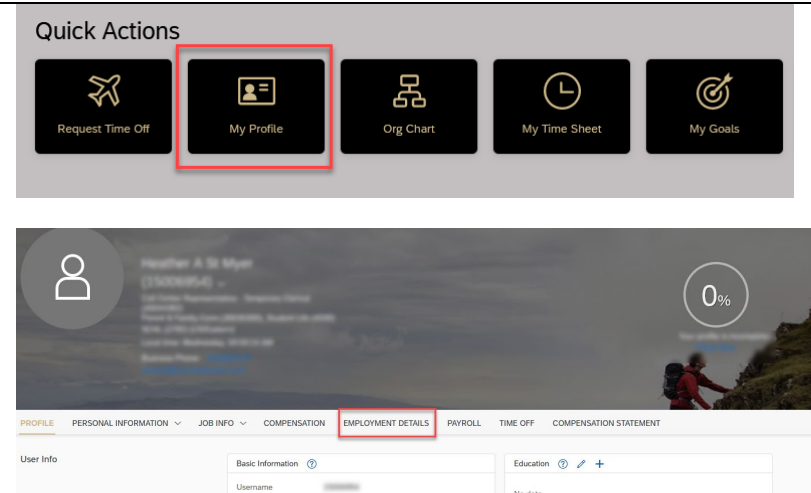
Multiple Positions – Selecting the Correct Timesheet

If you hold multiple positions, use the **Change Selected Employment** menu to select the position for which you would like to record time



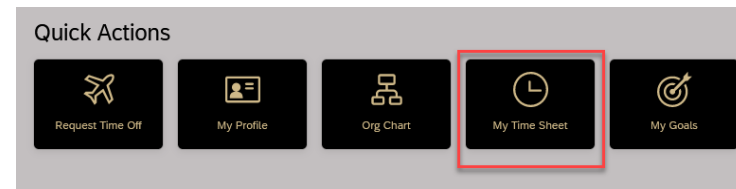
If the multiple positions are similarly named, click **My Profile** to validate that the correct position has been selected

Review **Employment Details** to validate you are recording on the correct timesheet

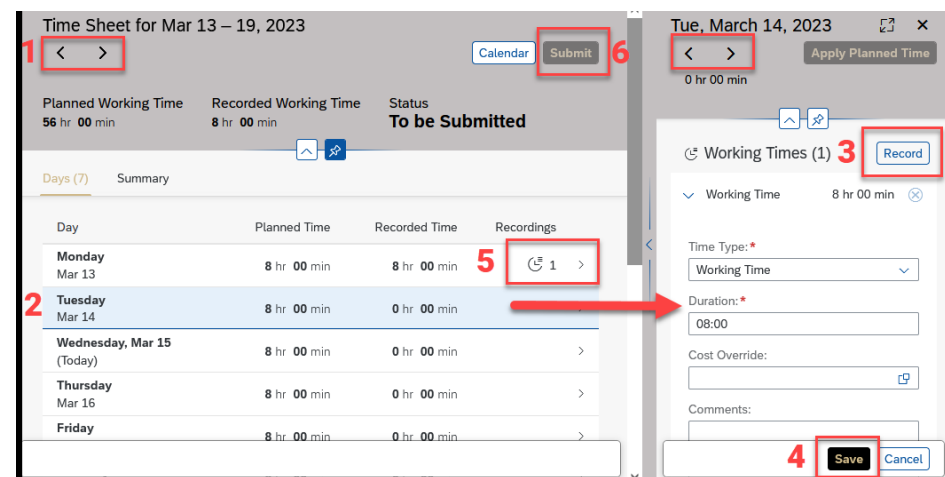


Entering Working Time

Select **My Time Sheet** under Quick Actions



1. Use **arrows** to navigate to correct the week/day
2. **Click to select the day** you want to record time
3. Click **Record**
 - a. Select Time Type (most likely Working Time)
 - b. Type total hours worked as **Duration**
 - c. Add **Cost Override** information, as needed
4. Click **Save**
5. Once recorded the **Recording icon** appears
6. Click **Submit** after all hours for the week are recorded



Note: Individuals who are eligible for Vet Premiums may select a Time Type other than Working Time. Please consult the [Vet Clerical-Service Premium Cheat Sheet](#) or the [Vet Tech Premium Cheat Sheet](#) for information regarding premium eligibility.

To enter Call Back time select the **Day** and click **Record** in the **On-Call Times** field. In the **Duration** field, enter **2:00** (in alignment with Purdue Call Back policy).

Then click **Record** for Working Time and type the hours worked during call back in the **Duration** field. In the below example, after working an 8-hour day, this person was called back in to work an additional 3 hours.

Don't forget: Always click **Save** after recording time.

Day	Planned Time	Recorded Time	Recordings
Monday Mar 13	8 hr 00 min	0 hr 00 min	>
Tuesday Mar 14	8 hr 00 min	0 hr 00 min	>
Wednesday, Mar 15 (Today)	8 hr 00 min	0 hr 00 min	>
Thursday Mar 16	8 hr 00 min	0 hr 00 min	>
Friday Mar 17	8 hr 00 min	0 hr 00 min	>
Saturday Mar 18	0 hr 00 min	0 hr 00 min	>
Sunday Mar 19	0 hr 00 min	0 hr 00 min	>

Once saved, it looks like below

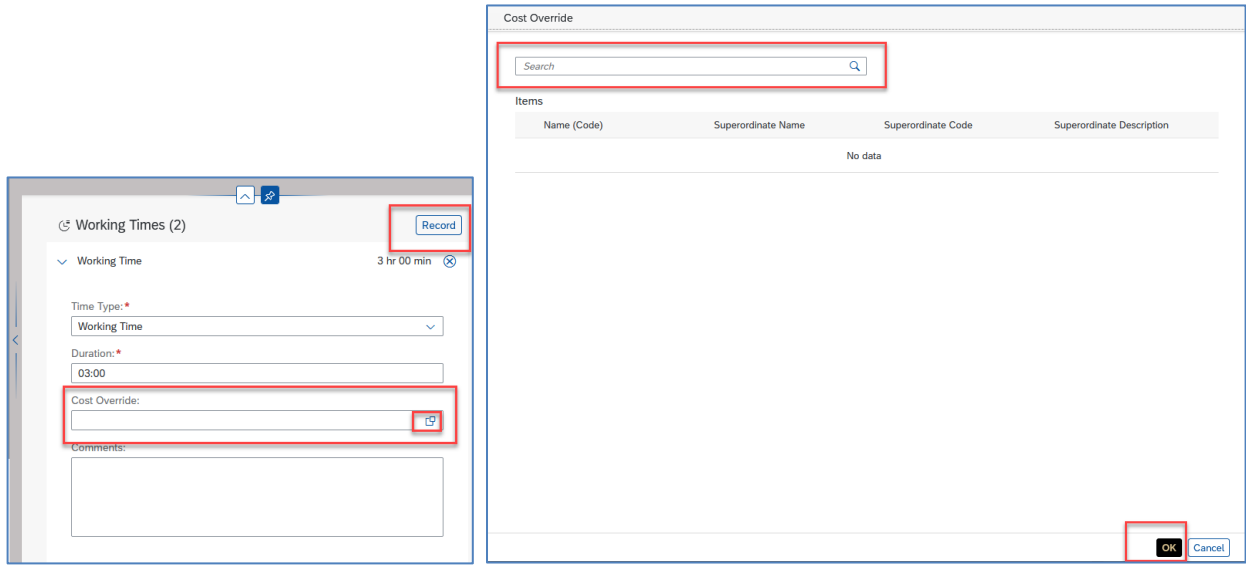
Day	Planned Time	Recorded Time	Recordings
Monday Mar 13	8 hr 00 min	0 hr 00 min	>
Tuesday Mar 14	8 hr 00 min	0 hr 00 min	>
Wednesday Mar 15	8 hr 00 min	0 hr 00 min	>
Thursday, Mar 16 (Today)	8 hr 00 min	11 hr 00 min	☺ 2 ☹ 1 >
Friday Mar 17	8 hr 00 min	8 hr 00 min	☺ 1 >
Saturday Mar 18	8 hr 00 min	0 hr 00 min	>
Sunday Mar 19	8 hr 00 min	0 hr 00 min	>

The Summary reflects Time Valuation Results

- **Regular** includes the total hours worked
- Note: Overtime will only appear once the total time worked entered for the week exceeds the overtime threshold (typically, 40 hours).
- The **Total** does not reflect non-worked time such as leaves and holidays.

Summary		
Time Valuation Results		On-Call Times
Regular: 40 hr 00 min	Overtime: 5 hr 00 min	Call Back: 2 hr 00 min
Call Back Prem Pay: 2 hr 00 min		

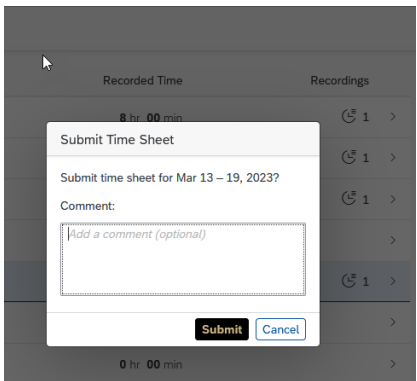
Enter cost overrides while recording time. Click the **search icon** in the **Cost Override** field and start typing name of account. Select appropriate account and click **Ok**. Double-check duration or hours are correct. Click **Save** when done.



Saving and Submitting

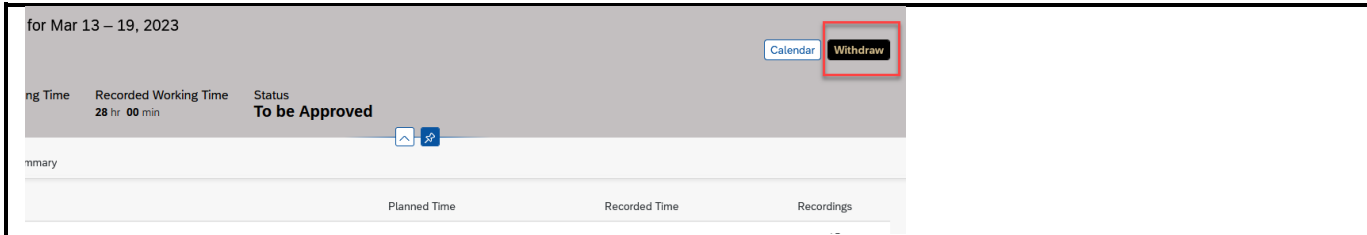
Time Sheets in SuccessFactors are weekly; pay is distributed bi-weekly. For information regarding pay periods and calendars see the [Payroll Calendar Dates](#).

Click **Submit** after the Time Sheet is complete. This moves it to the supervisor.



Amending a Timesheet After Submitting

Employees are able to edit time sheets (even if already approved) that are within the current or two previous pay periods. To edit time sheets further in the past, contact your supervisor. After a timesheet is edited, it flows to the supervisor for approval. For additional information, see the [Timesheet Corrections](#) process. Click **Withdraw** to edit a Time Sheet sent for approval.



It will remind you to Submit (again) after entering or correcting your time recording.

