**Time Corrections – Absent Webclock Supervisor Process**

**Last Updated:** 12/6/2018

Business Support staff should utilize this process when learning of corrections within the current or the two previous pay periods that are needed to the time pairs of employee(s) who use the Webclock and whose supervisor is absent. Delegation of approval/editing capability is not available in with Webclock and delegations set up in SuccessFactors do not flow to the Webclock.

If the correction needed is further in the past than the current and two previous pay periods, see the [Timesheet Corrections](https://www.purdue.edu/hr/successfactors/training/navTimeKOff/supportingDocs/Timesheet%20Correction%20Process.docx) process.

All timekeeping resources can be found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp)

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| Workarounds | | |
| Attempt these steps, in order, to ensure that the required edit is completed. | | |
| **Step** | **Overview** | **Resources** |
| **1** | **The employee** can add to or edit their own time pairs.  The edits will flow to payroll at the end of the pay period, whether approved by the supervisor or not. | See ***Recording and Editing Time*** QRG, Cheat Sheet, or Video found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp) |
| **2** | **The supervisor** can add or edit time pairs on behalf of the employees remotely.  Requirement: Device with web browser and internet access. | See ***Approving, Rejecting and Editing Time*** QRG, Cheat Sheet, or Video found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp) |
| **3** | **Business Support Staff** can access employee(s)’ timesheet in Employee Central to make duration-based additions/edits.  Note: This is only recommended as a last resort due to the loss of the review by the employee and supervisor (even if retro) and loss of record of in and out times of time pairs. | See ***Positive Time Entry*** or ***Positive Time Entry With Cost Overrides*** QRG or Cheat sheet found at [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp) |
| Extenuating Circumstances | | |
| If deemed necessary based on the nature of the absence, the supervisor can be changed. The “new” supervisor will be able to manage time until the original supervisor returns.  To request a supervisor change, contact a Department Support person within the area and request a Position Update to change the supervisor. Reverse this process if/when the supervisor returns. | | |