This Quick Reference Guide outlines the primary tasks employees might complete within their Employee Profile in SuccessFactors.

More detailed resources and documentation can be found on the SuccessFactors Training Page, found at <https://www.purdue.edu/hr/successfactors/training/index.php>.

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| Accessing SuccessFactors |
| Use an internet browser to visit the **OneCampus Portal (**<https://one.purdue.edu/>**).**Click **Employee Launchpad** |  |
| Log in using Purdue Career Account ID and BoilerKey passcode.*For assistance using or setting up BoilerKey, please contact ITaP at* *itap@purdue.edu* *or 765-494-4000.* |  |

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| Viewing Your Pay Statement |
| Scroll down to the ***My Info*** sectionClick the ***My Profile*** tile |  |
| Click the ***PAYROLL INFORMATION*** tabClick ***Pay Statement*** | **1****2** |
| Recording Time - Positive Duration or Negative Duration |
| This section applies to individuals who utilize Positive Duration Entry or Negative Duration Entry timekeeping. For detailed resources and instructions for time entry, please visit [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp).  |
| Scroll down to the ***My Info*** sectionClick the ***Time Sheet*** tile |  |
| Recording Time - Webclock |
| This section applies to individuals who utilize Webclock timekeeping. For detailed resources and instructions for time entry, please visit [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp). |
| Scroll down to the ***My Info*** sectionClick the ***Webclock*** tile |  |

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| Requesting Time Off |
| The example below is a basic Time Off request. Detailed resources and documentation related to Time Off requests, including cheat sheets and video demonstrations, can be found on the SuccessFactors Training Page, found at <https://www.purdue.edu/hr/successfactors/training/index.php>. |
| Scroll down to the ***My Info*** sectionClick the ***Time Off*** tile |  |
| 1. Click the type of leave being requested
2. Select from the calendar or enter the date(s) being requested
3. In the ***Requesting*** field, select the amount of time being requested
4. Optional: Enter a comment for your supervisor
5. Click **Submit**.
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| Editing Personal Information |
| Scroll down to the ***My Info*** sectionClick the ***My Profile*** tile |  |
| Click the ***PERSONAL INFORMATION*** tab |  |
| Only the following information is editable:* Home Address
* Home Phone Number
* Emergency Contact

Use the pencil icon to edit the fields. |  |
| Editing Bank Information |
| Scroll down to the ***My Info*** sectionClick the ***My Profile*** tile |  |
| 1. Click the PAYROLL INFORMATION tab
2. Click Bank ESS
 | **2****1** |
| Click the **Pencil** icon to edit bank info.Click **Other bank** to add new bank. |  |
| Editing Tax Information |
| Scroll down to the ***My Info*** sectionClick the ***My Profile*** tile |  |
| 1. Click the ***PAYROLL INFORMATION*** tab
2. Click ***BSI TaxProfileFactory – Employee***

Make any necessary adjustments and submit. | **2****1** |