**Requesting Time Off in SuccessFactors Quick Reference Guide**

**Last Updated:** 09/05/2019

This guide outlines the steps required to request Time Off.

For additional information concerning Time Off policies and procedures, please refer to the Purdue Human Resources Benefits website: <https://www.purdue.edu/hr/Benefits/currentEmployees/leaves/leaves.html>

*Note: The Time Off request feature does not replace conversations and planning between employees and supervisors.*

Contents

[Accessing SuccessFactors 1](#_Toc533332)

[Note for Employees with Multiple Appointments 1](#_Toc533333)

[Accessing Time Off Module / Screen Overview 2](#_Toc533334)

[Time Off: Requesting, Editing, and Cancelling Requests 4](#_Toc533335)

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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 passphrase**.  *For assistance using or stetting up BoilerKey, please contact ITaP at* [*itap@purdue.edu*](mailto:itap@purdue.edu) *or 765-494-4000.* | |  |
| Note for Employees with Multiple Appointments | | |
| *If you hold multiple positions*, use the **Change Selected Employment** menu to select the position for which you would like to record time | 1 | |
| *If you hold multiple positions and they are similarly named*, click **My Profile** to validate that the correct position has been selected |  | |
| *If you hold multiple positions and they are similarly named*, click the **Employment Information** tab to view the details of the position selected in order to ensure time off is requested for the correct position.  Click the **Home** icon at the top of the page to return to the SuccessFactors home page. |  | |
| Accessing Time Off Module/Screen Overview | | |
| After logging in to SuccessFactors and selecting the appropriate position (if applicable) scroll down to the **My Info** section and click the **Time Off** tile. |  | |
|  | | |
| 1. **Calendar** | Displays the current and next month; dates with scheduled time off are indicated by colored bar. | |
| 1. **Calendar Legend** | Describes each color notation that indicate various leave statuses. | |
| 1. **Balances** | Displays Vacation and Sick Employee balances as of today’s date. | |
| 1. **Upcoming Time Off** | Displays the next three time Absense and Holiday time off entries. | |
| Time Off: Requesting | | |
| From the **Time Off** screen, click **New Absence**. | C:\Users\tlweathe\AppData\Local\Temp\SNAGHTML15fec0a.PNG | |
| All fields marked with an asterisk (\*) in this document are required.  Scroll to the bottom of the page and complete all required or applicable fields **before** clicking **Done**. | | |
| 1. Click on the **Time Type** dro-down to select the desired leave type. 2. Enter or select from the calendar the **Start** and **End Date** for the leave request. 3. The **Requesting** field should be left as-is. The leave does not calculate hours, please ignore this field. 4. Enter any information you would like to provide to your supervisor in the **Comments** text entry box. 5. Click the **+** (**Plus Sign**) to upload and attach any supporting documentation. 6. Indicate the **Address** of where you will be residing during the time off. 7. Enter the **Percentage on Leave** for the time off. 8. Select **Yes** or **No** to indicate if you **Will be traveling internationally**. If you indicate yes this will send a notification to the Risk Management department so they are aware of all international travel. |  | |
| * **Primary country while on leave** – Select the country you will primarily reside in during your time off. * **Secondary country while on leave** – Select the any other country you will traveling to during your time off * **Location(s) On Leave** – Indicate all locations you will be at during your time off * **I have read and agree to Policy I.A.1 outlined on the Time Off screen** – Indicate yes or no * **I have read and agree to the University Sabbatical Policy** – Indicate yes or no * **Provide a description of the leave that includes the goal of the leave** – Type description here or indicate “In attachment” * **Provide a description of how your campus duties will be covered while on leave (teaching, supervision of students, etc.)** – Type description here or indicate “In attachment” * **Please provide a description of how the leave will benefit the University** – Type description here or indicate “In attachment” * **Will you continue to serve as a PI or Co-PI while on leave?** – Indicate Yes, No or N/A * **In your attachment did you provide an oversight plan for each of your active sponsored projects?** – Indicate Yes, No or N/A * **Will your leave cause a change in scope for your sponsored project?** – Indicate Yes, No or N/A * **Compensation** – Indicate Time Off is with partial pay, with pay or without pay * **Effort** – Indicate Full Time or Half Time |  | |
| * **WBSE 1, WBSE 2, WBSE 3, WBSE 4** *(multiple fields)* – Indicate up to four (4) Work Breakdown Structure Elements associated with this time off request * **WBSE 1 Percent, WBSE 2 Percent, WBSE 3 Percent, WBSE 4 Percent** *(multiple fields)* – Type the percentage associated with each WBSE entered * **Internal Order 1, Internal Order 2, Internal Order 3, Internal Order 4** *(multiple fields)* – Indicate up to four (4) Internal Orders associated with this time off request * **Internal Order 1, Internal Order 2, Internal Order 3, Internal Order 4** *(multiple fields)* – Type the percentage associated with each Internal Order entered * **Admin Supplement** – Indicate if you currently have an administrative supplement |  | |
| Depending on the type of request, a notification(s) will appear at the top of the request. These notifications relate to policies for the type of time off request.  Review the notification. |  | |
| Click **Send Request**.   * The first approver within the workflow receives an email notification that your request has been submitted. * All business leaves require several levels of approval as follows: Business Office, Department Head, DFA, Dean, Central HR (leaves group), Sponsored Programs and Provost.   To cancel the request (all completed field information will be lost), click **Cancel.** |  | |
| Time Off: Status | | |
| After submitting, the request is listed under the **Upcoming Time Off** heading with a status of **Pending**.  The request is also now indicated as **Pending** with a gold line on the date on the **Calendar**. |  | |
| Once a leave has been approved, the status will change from Pending to **Approved**. |  | |
| **Comments** added by the employee or approver can be viewed by clicking the desired request under the **Upcoming Time Off** heading. |  | |
| The **Request Details** opens and all **Comments** are displayed. |  | |
| Time Off: Editing | | |
| The submitted request can be accessed by clicking the **Date** on the **Calendar**, or by clicking the **Absence** listed under the **Upcoming Time Off** heading. |  | |
| If using the **Calendar**, click the **Pencil** icon to edit. |  | |
| If accessing through **Upcoming Time Off**, click **Edit Absence**. |  | |
| Make necessary edits to the request. |  | |
| Click **Send Request**.  NOTE: The edited request will be routed for approval only if the original request was already approved. |  | |
| Time Off: Cancelling | | |
| The submitted request can be accessed by clicking the **Date** on the **Calendar**, or by clicking the **Absence** listed under the **Upcoming Time Off** heading. |  | |
| If using the **Calendar**, click the **Pencil** icon to edit. |  | |
| If accessing through **Upcoming Time Off**, click **Edit Absence**. |  | |
| Click **Cancel Request**.  NOTE: The cancelled request will be routed for approval only if the original request was already approved. |  | |
| Click **Yes** to confirm cancellation.  Click **No** to exit from the cancellation request without submitting. |  | |