**Managing Your Employee Profile in SuccessFactors Cheat Sheet Last Updated: 9/8/2022**

This cheat sheet provides short instructions on common tasks performed by employees related to managing their employee profile. Detailed instructions and additional documentation can be found on the SuccessFactors Training Page, found at <https://www.purdue.edu/hr/mgrres/sucfactors/sftraining/index.php>.

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

|  |  |  |
| --- | --- | --- |
| View Your Pay Statement |  | Request Time Off |
| Scroll down to the ***Organizational Updates – Additional Actions*** sectionClick ***Pay Statements tile*** | For detailed resources and instructions for requesting Time Off, please visit [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp). |
| Select position (if holding multiple)Click **Request Time Off** from Quick Action tiles |
| 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**
 |

|  |
| --- |
| Record Time |
| For detailed resources and instructions for recording time, please visit [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp).  |
| **Time Entry Method** | **Definition** | **Getting Started** |
| **Negative Time Entry** | Individuals assigned to negative time entry only record time worked outside of their regular schedule (e.g. overtime or call back), and enter comments to document flexed time. | Select position (if holding multiple)Click **Record Time** from Quick Actions tiles |
| **Positive Time Entry** | Individuals assigned to positive time entry record all hours worked and enter comments to document flexed time. | Select position (if holding multiple)Click **Record Time** from Quick Actions tiles |
| **Webclock** | Individuals assigned to Webclock time entry record time pairs (in and out punches) for each shift. *Note: There are multiple Webclock access points. Please visit* [*www.purdue.edu/timehelp*](http://www.purdue.edu/timehelp) *for more details.* | Go to **Organizational Updates – Additional Actions** Click the ***Webclock*** tile |

|  |  |  |
| --- | --- | --- |
| Edit Personal Information | Edit Bank Information | Edit Tax Information |
| Click the ***My Profile*** tile within **Quick Action** tiles |
| Click the ***PERSONAL INFORMATION*** tabOnly the following information is editable. To edit other information, contact your business office / center.* Home Address
* Home Phone Number
* Emergency Contact

Use the pencil (edit) icon to change the fields needed. | Click the ***PAYROLL INFORMATION*** tabClick **Bank ESS**Click the **Pencil** icon to edit bank infoClick **Other bank** to add new bank | Click the ***PAYROLL INFORMATION*** tabClick ***BSI TaxProfileFactory – Employee***Make any necessary adjustments and submit |