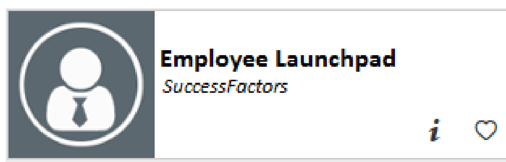
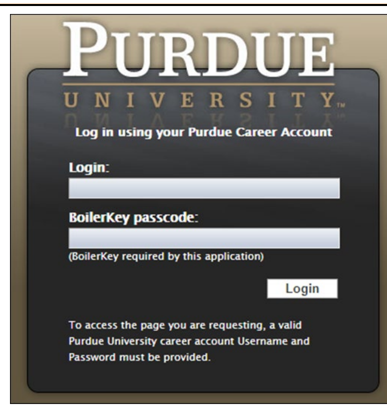
Managing Your Employee Profile in SuccessFactors Quick Reference Guide
Last Updated: 09/08/2022

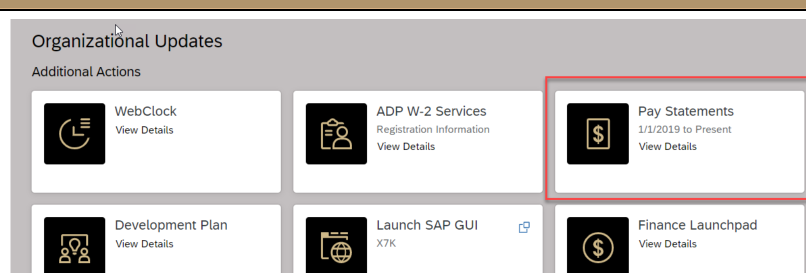
This Quick Reference Guide outlines the primary tasks employees might complete within their Employee Profile in SuccessFactors. Additional resources and documentation can be found on the SuccessFactors Training Page, found at https://www.purdue.edu/hr/mgrres/sucfactors/sftraining/index.php.

Contents

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.*	

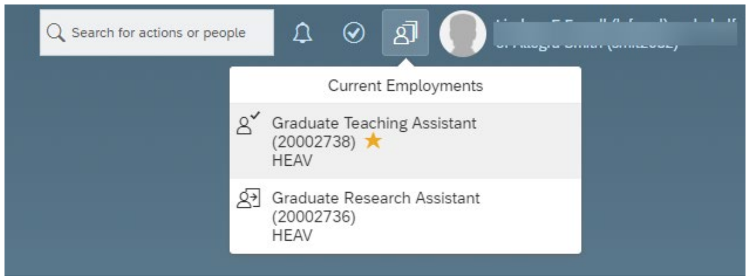
Viewing Your Pay Statement

Scroll down to the ***Organizational Updates – Additional Actions*** section Click ***Pay Statements***	

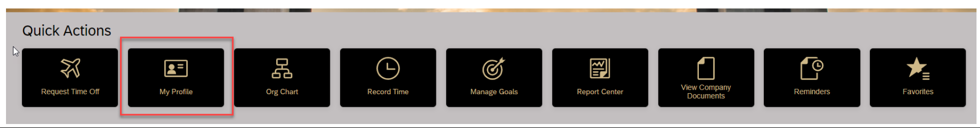
Recording Time - Positive Duration or Negative Duration

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.

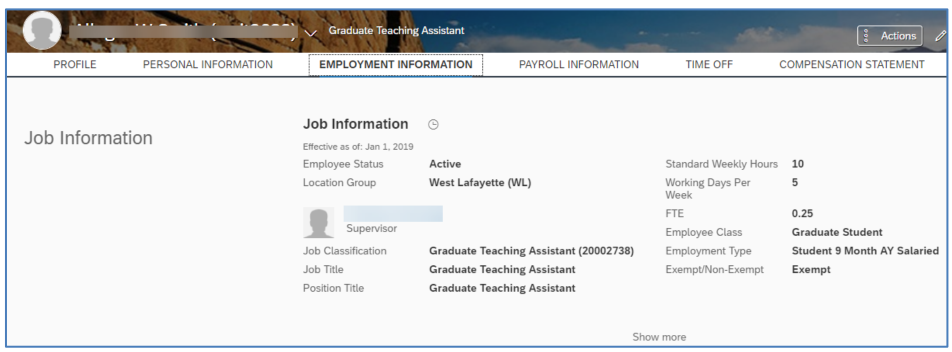
If you hold multiple positions, use the **Change Selected Employment** menu to select the position for which you would like to record time



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

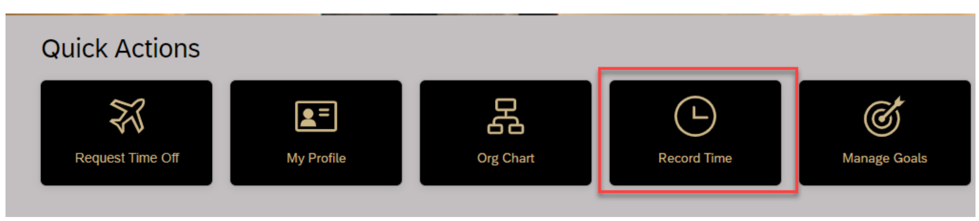


If you hold multiple positions and they are similarly named, click the **Employment Information** tab to view the details of the position selected in order to ensure time is recorded for the correct position.



(If you completed the previous steps to verify multiple positions, return to the SuccessFactors home page and select the desired position).

Click **Record Time** under **Quick Actions**

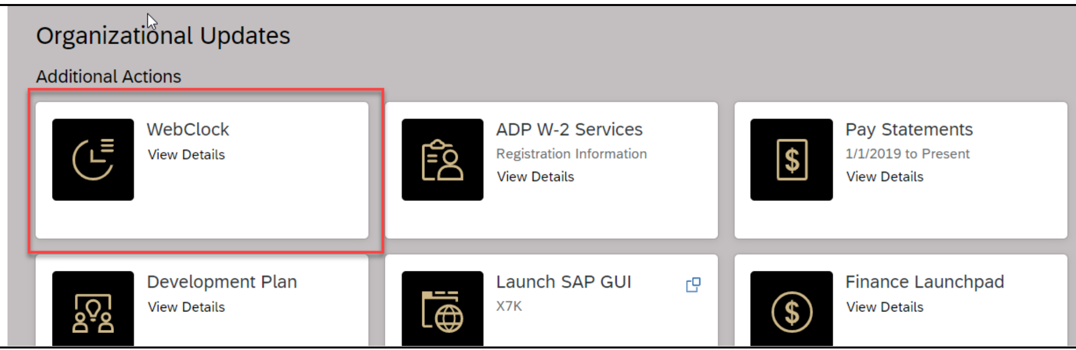


Recording Time - Webclock

This section applies to individuals who utilize Webclock timekeeping. For detailed resources and instructions for time entry, please visit www.purdue.edu/timehelp.

Go to **Organizational Updates – Additional Actions**

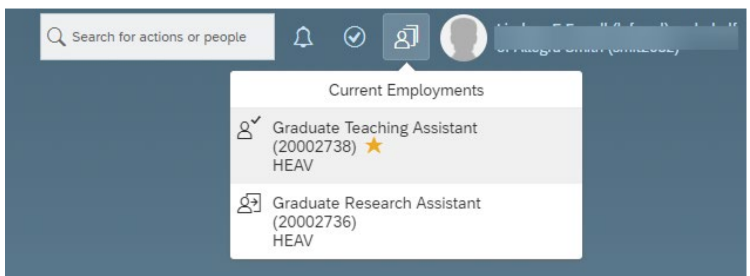
Click the ***Webclock*** tile



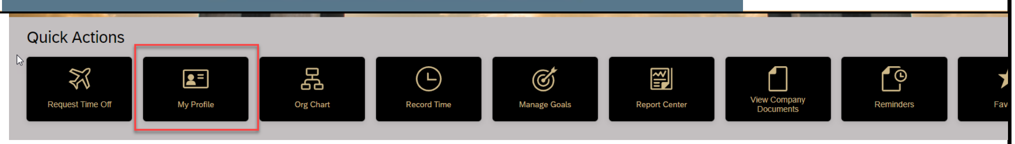
Requesting Time Off

The example below is a basic personal 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.

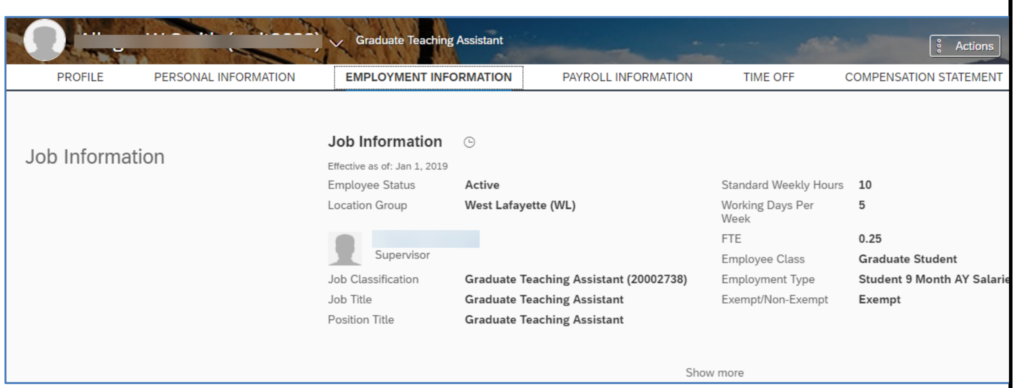
If you hold multiple positions, use the **Change Selected Employment** menu to select the position for which you would like to record time



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

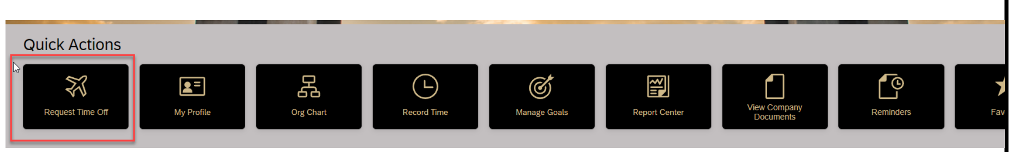


If you hold multiple positions and they are similarly named, click the **Employment Information** tab to view the details of the position selected in order to ensure time off is requested for the correct position.



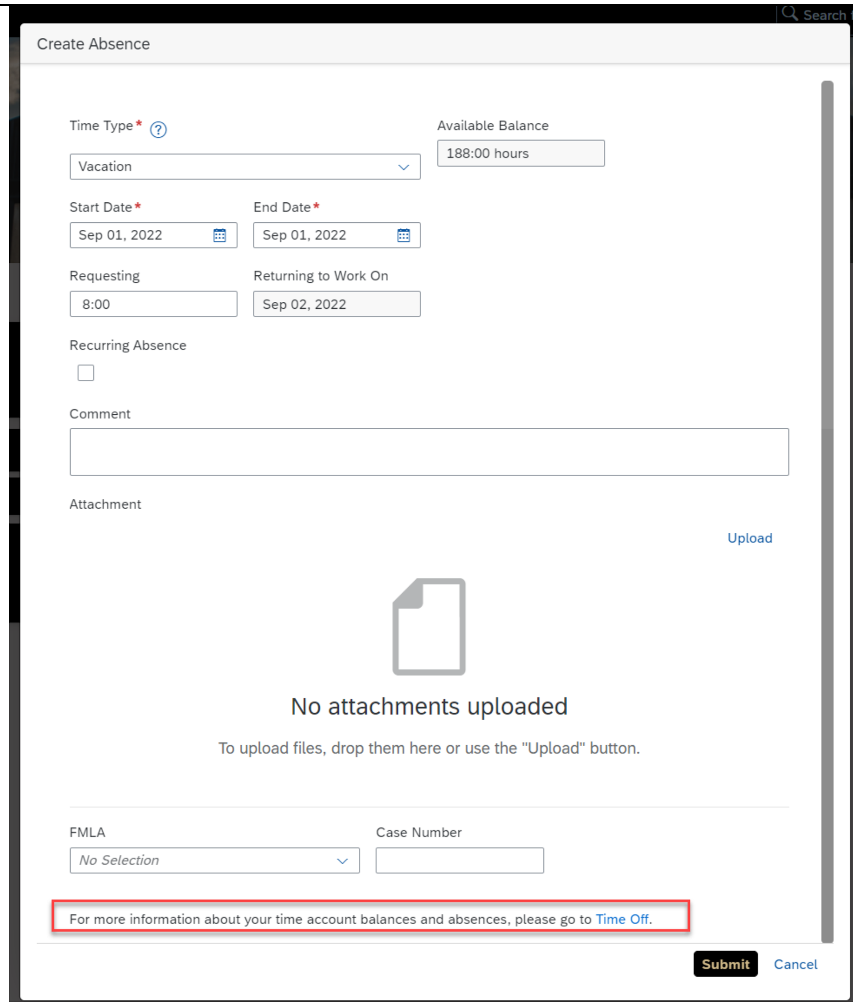
(If you completed the previous steps to verify multiple positions, return to the SuccessFactors home page and select the desired position).

Click the **Time Off** tile



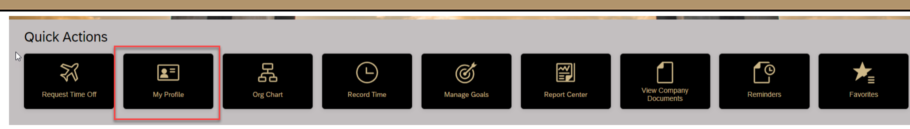
1. Click the type of leave being requested, or select it from the Time Type field
2. Select from the calendar or enter the date(s) being requested in the Start Date and End Date fields
3. In the ***Requesting*** field, select or enter the amount of time being requested
4. Optional: Enter a comment for your supervisor
5. Click **Submit** or **Cancel.**

Please note – to view account balances, absences and calendar view, click **Time Off**.



Editing Personal Information

Click the ***My Profile*** tile

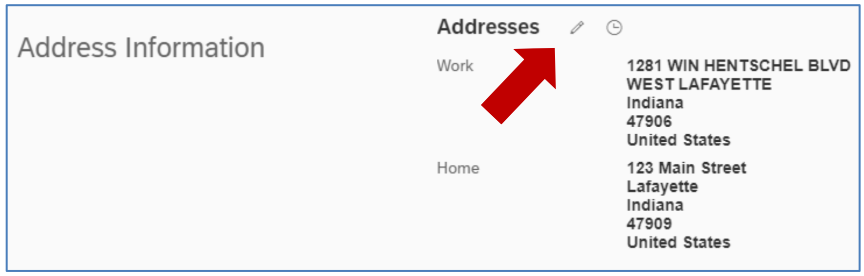


Click the ***PERSONAL INFORMATION*** tab

Only the following information is editable. Contact your business office / center to edit other information.

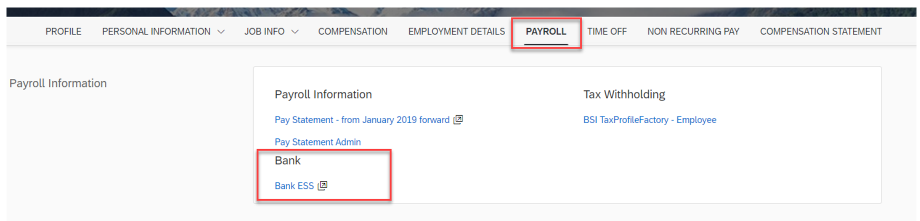
- Home Address
- Home Phone Number
- Emergency Contact

Click Edit (the pencil icon) to edit the fields.



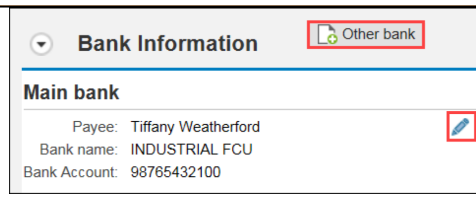
Editing Bank Information

Click the **Payroll tab** and then **Bank ESS**



Click Edit (the **Pencil** icon) to edit bank info.

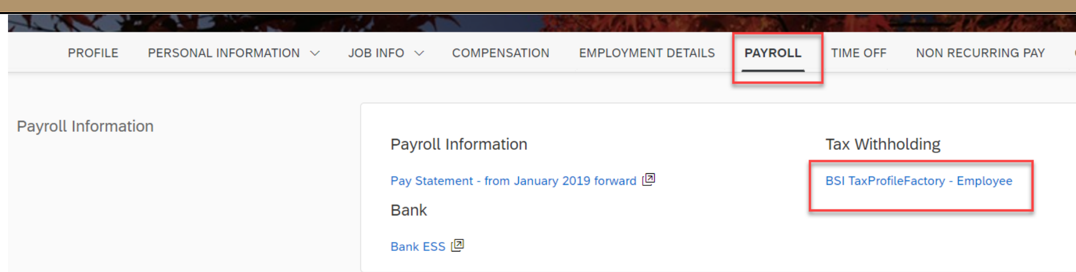
Click **Other bank** to add new bank.



Editing Tax Information

While still under Payroll -

Click **BSI TaxProfileFactory - Employee**



Make any necessary adjustments and submit.