**Managing Your Employee Profile in SuccessFactors Quick Reference Guide**

**Last Updated:** 09/08/2023

This 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 [Employee Information, Timekeeping and Time Off - Human Resources - Purdue University](https://www.purdue.edu/hr/mgrres/sucfactors/sftraining/navTimeKOff/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 with **Username** and **Password** | | |  | |
| 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](http://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 | | \\itsofs04.itap.purdue.edu\puhome\Desktop\1.png | | |
| *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 **My Time Sheet** 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](http://www.purdue.edu/timehelp). | | | | |
| Go to **Organizational Updates – Additional Actions**  Click the ***Webclock*** tile |  | | | |

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| 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 [Employee Information, Timekeeping and Time Off - Human Resources - Purdue University](https://www.purdue.edu/hr/mgrres/sucfactors/sftraining/navTimeKOff/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 | | \\itsofs04.itap.purdue.edu\puhome\Desktop\1.png | |
| *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 link**. | |  | |
| 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. |  | | |