Human Resources and SuccessFactors

Organizational Effectiveness

July 2023
Agenda

- HR Help
- Employee Profile and Self-Service
- Requests and Approvals
- SuccessFactors Learning
Employee Profile

- Update Education
- Edit Address
- Edit Bank Info
- Access and Edit Tax Forms

Icons:
- ✍️ = Edit
- ✈️ = Add
- ⌚️ = View History
Requests and Approvals

- Use Request Time Off Quick Action
- Take Action on Approvals
- Review for You Today
SuccessFactors Learning

Promotes continuous training and development to improve talent management, align learning outcomes with performance goals, and boost compliance.

- Access Employment Certifications
- Supervisor training and resources
- Self-assign training
- Search topic-specific training
- Resources
Helpful Links (outside of the links attached to each image above):

- Human Resources Website - https://www.purdue.edu/hr/
- Human Resources Help - https://www.purdue.edu/hr/hrhelp.php
- Updating Your Information - https://www.purdue.edu/hr/workpurdue/workESS.php
- Timekeeping and Time Off Information - https://www.purdue.edu/hr/paytimepractices/index.php
  - How to edit time off – follow this QRG - go to page 6.
- Personal Leave Information - https://www.purdue.edu/hr/paytimepractices/timeoff/perLeave.php
- Virtual Backgrounds https://www.purdue.edu/hr/workremotely/virtbackgrounds.php
ening%2efuser%2fdeep%2eld%5fredirect%2ejsp%3fblinkId%3dHOME%5fPAGE%26fromDeepLink%3dnull%26pageId%3d%26fromSF
%3dY&company=purdueuniv