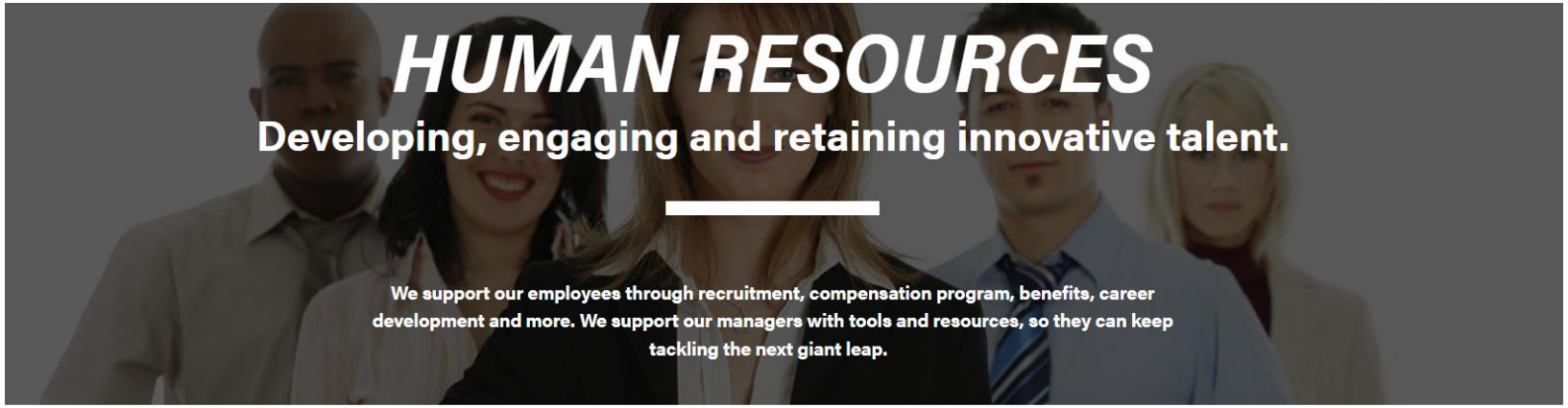


HR Contacts and Customer Service

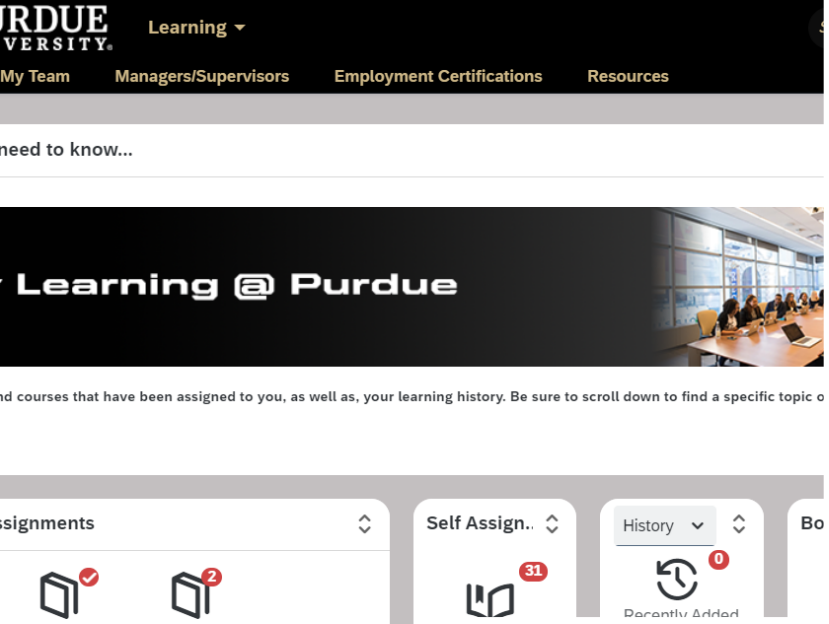
Healthy Boiler Program

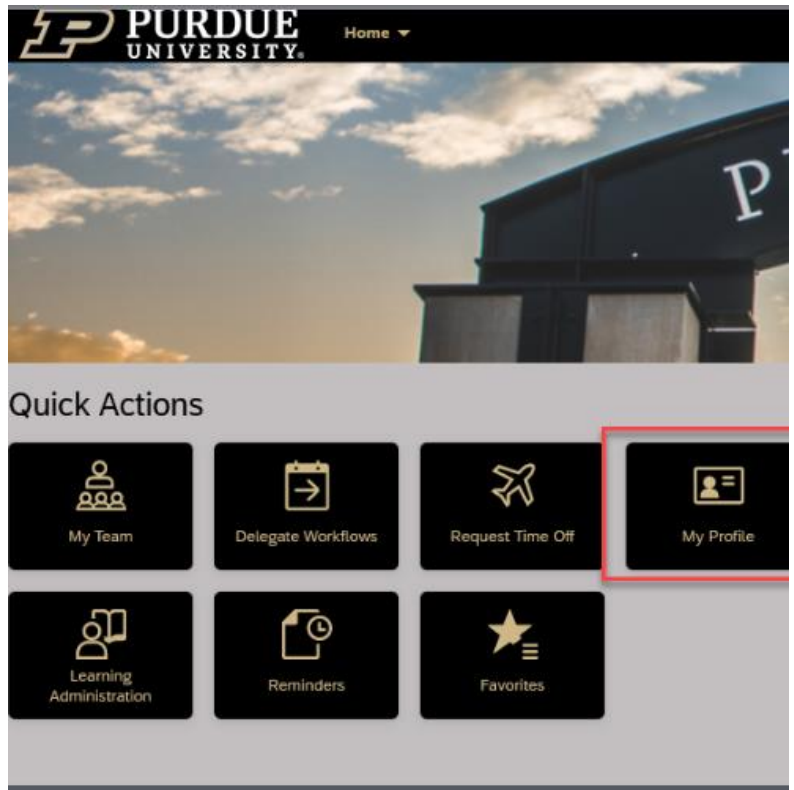
Update Your Information: Employee-Self Service

Human Resources and SuccessFactors

Organizational Effectiveness

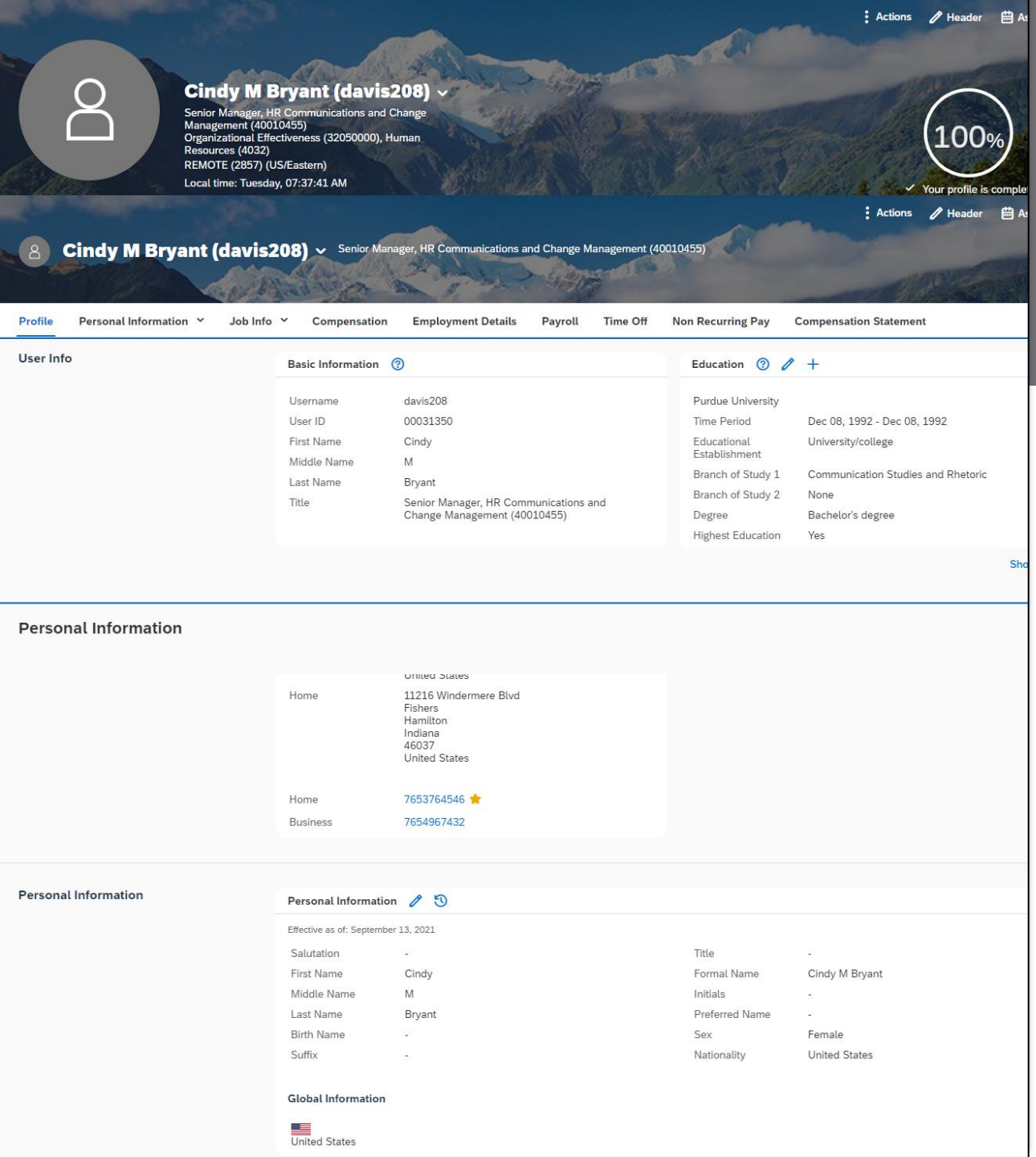
July 2023





Agenda

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



Employee Profile

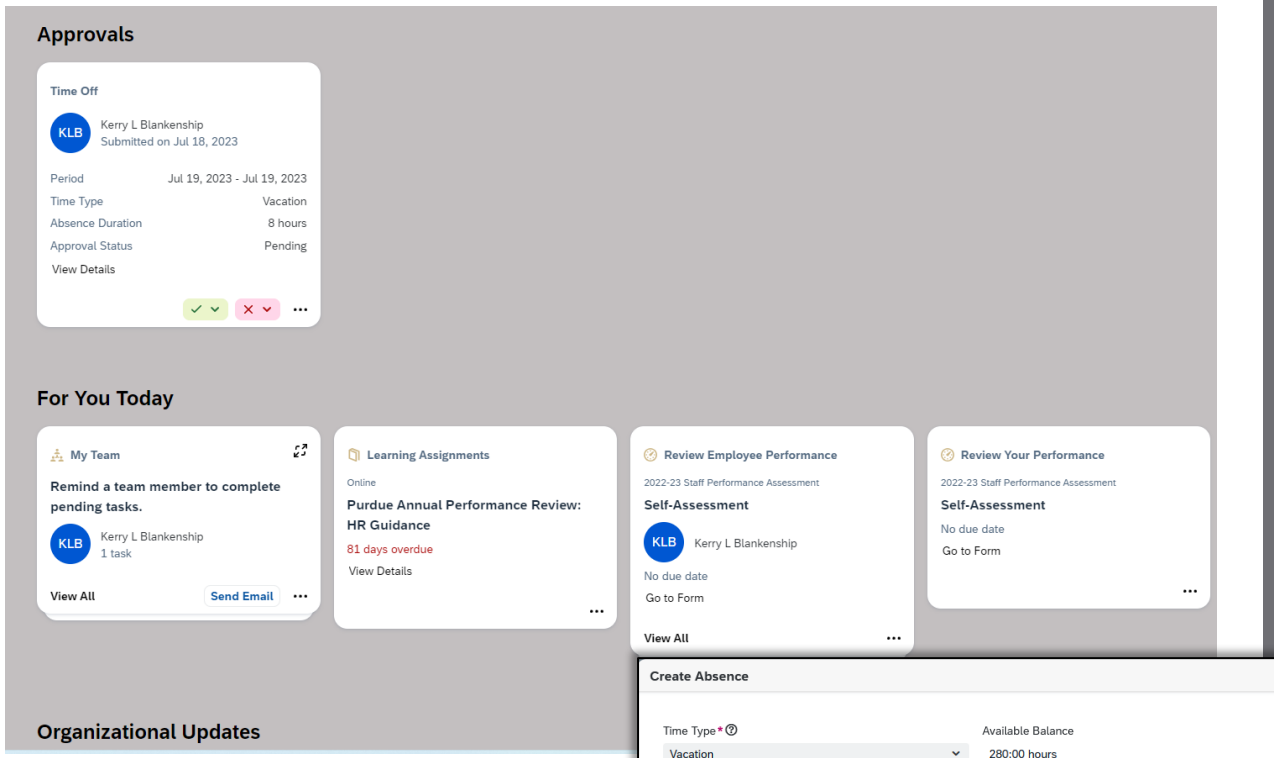
- Update Education
- Edit Address
- Edit Bank Info
- Access and Edit Tax Forms

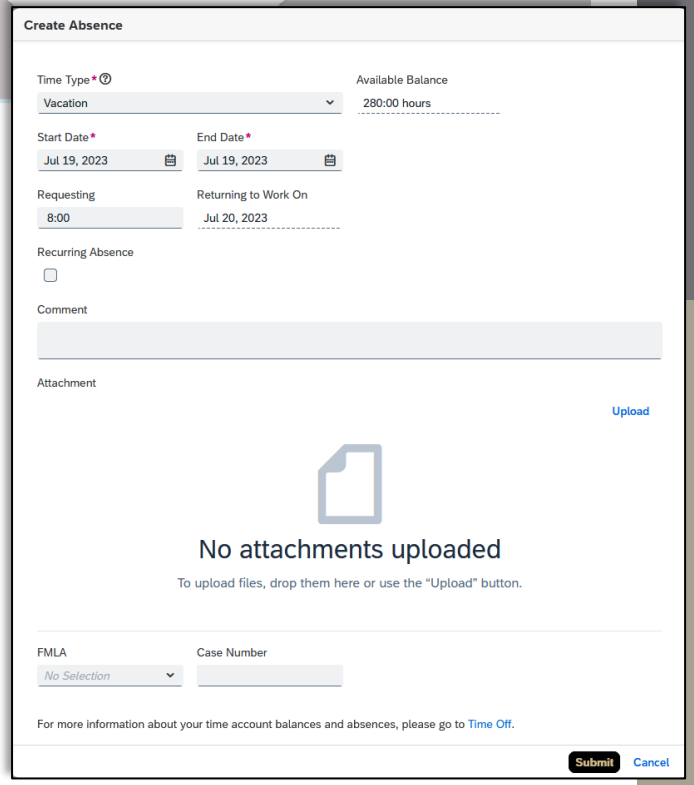
Icons:

= Edit

= Add

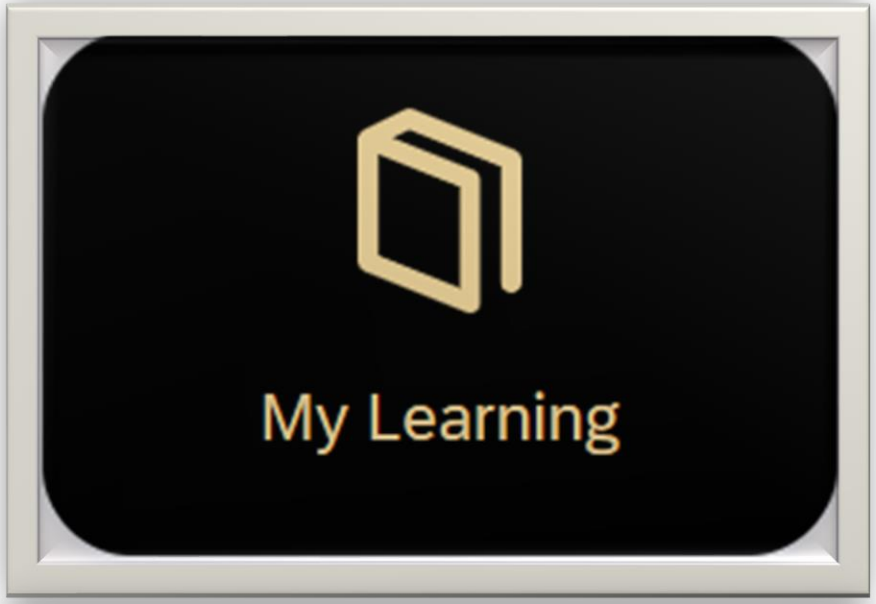
= View History

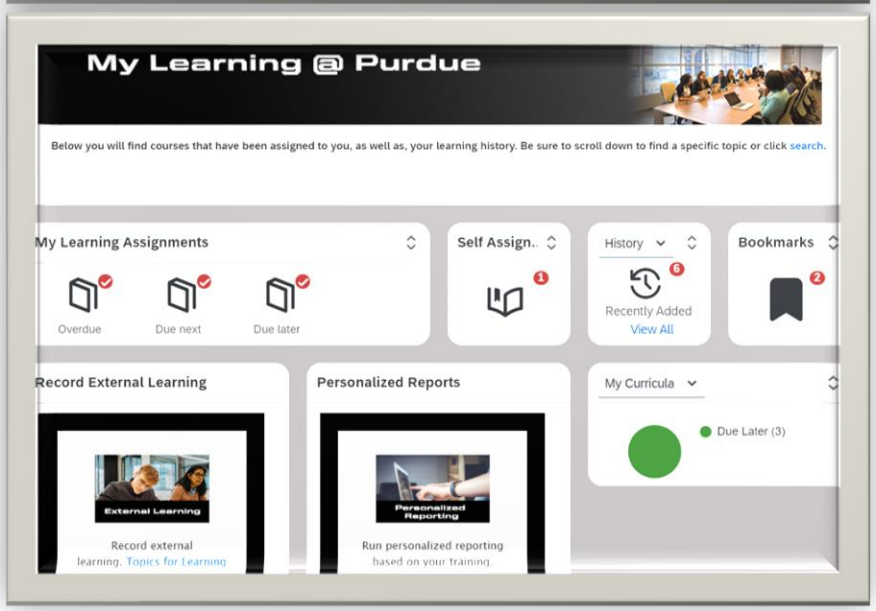




Requests and Approvals

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





SuccessFactors Learning

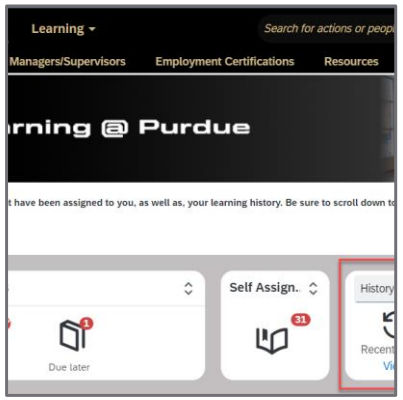
Promotes continuous training and development to improve talent management, align learning outcomes with performance goals, and boost compliance.

- Access Employment Certifications
- Supervisor training and resources
- Self-assign training
- Search topic-specific training
- Resources

Resources

Employee Self Service

Requests and Approvals



Learning

HR Help

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
- SuccessFactors Learning - https://performancemanager8.successfactors.com/sf/learning?destUrl=https%3a%2f%2fpurdueuniv%2eplateau%2ecom%2flearning%2fuser%2fdeeplink%5fredirect%2ejsp%3flinkId%3dHOME%5fPAGE%26fromDeepLink%3dnull%26pageID%3d%26fromSF%3dY&company=purdueuniv