**Last Updated:** 03/18/2020

This guide outlines the steps to request the Other Leave with Pay in SuccessFactors.

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| Accessing SuccessFactors | | |
| Visit **OneCampus** and select **Employee Launchpad.**  Log in using **Purdue Career Account ID** and **BoilerKey passphrase**. | | <https://one.purdue.edu/> |
| **When you have multiple positions follow these directions (**[**or skip to Requesting to Time Off**](#_Requesting_Time_Off)**)** | | |
| *If you hold multiple positions*, use the **Change Selected Employment** menu to select the position for which you would like to record time | 1 | |
| *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.  Click the **Home** icon at the top of the page to return to the SuccessFactors home page. |  | |
| Requesting Other Leave with Pay | | |
| After logging in to SuccessFactors and selecting the appropriate position (if applicable) scroll down to the **My Info** section and click the **Time Off** tile. |  | |
| From the **Time Off** screen, click **New Absence**.  C:\Users\davis208\AppData\Local\Temp\1\SNAGHTML149cc0a.PNG | | |
| Select **Other Leave with Pay** from Time Type dropdown list.   * Complete date(s) * Complete number of hours when not using full day. | cid:image002.png@01D60369.CE309C70 | |
| After submitting, the request is listed under the **Upcoming Time Off** heading with a status of **Pending**.  The employee’s supervisor receives an email notification that a request has been submitted.  The request is also now indicated as **Pending** with a gold line on the date on the **Calendar**.  Once a leave has been approved, the status will change from Pending to **Approved**. |  | |
| Time Off: Editing or Cancelling | | |
| The submitted request can be accessed by clicking the **Date** on the **Calendar**, or by clicking the **Absence** listed under the **Upcoming Time Off** heading. | | |
| If using the **Calendar**, click the date and then the **Pencil** icon to edit. |  | |
| If accessing through **Upcoming Time Off**, click **Edit Absence**.  Make necessary edits to the request.  Click **Submit.**  NOTE: The edited request will be routed for approval only if the original request was already approved. |  | |
| Make necessary edits or cancel the request.  Click **Submit** after editing or **Cancel Absence** if deleting or cancelling absence.  NOTE: The edited request will be routed for approval only if the original request was already approved. |  | |
| If cancelling, click **Yes** to confirm cancellation.  Click **No** to exit from the cancellation request without submitting. |  | |