**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. |  |