This Quick Reference Guide outlines how supervisors will approve time off requests in ADP via SuccessFactors.

* Approved time off requests will flow to the timecard

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| Accessing SuccessFactors | |
| Click **Employee Launchpad (SuccessFactors) from** https:// www.purdue.edu/hr/global/index.php   * Log in using Purdue Career Account ID and Password. |  |
| Locate and click the **ADP** tile |  |
| Review Requests | |
| Click **My Team** |  |
| Select **Workforce Management**  Click **Dashboard** |  |
| Under **My Notifications**   * Click **Leave of Absence Requests** to view all requests   You could also view leaves by selecting employee name in **the Manage Leave of Absence** tile |  |
| **Employee Requests** are displayed.   * Click individual request to review additional information or details |  |
| The **Details** displayed provide additional information about **Accruals, More Details, Requested Dates, Pay Codes, Comments and Status History** and **Request Details.**  C:\Users\davis208\AppData\Local\Temp\1\SNAGHTML5321eae.PNG | |
| Click **Approve** to approve request; Click **Refuse** to deny request; Click **Add Comments** to add comments, when applicable   * Requests are approved individually | |