**Update Compensation Manager Quick Reference Guide Last Updated:** 02/15/2023

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| Access SuccessFactors | | |
| Visit **OneCampus** and select **Employee Launchpad.**  **Log in using Purdue Career Account ID and password.** | | <https://one.purdue.edu/> |
| Searching for an Employee | | |
| As the employee’s name is being typed, multiple matches will be displayed.  Scroll down to the correct employee’s name and click to select. |  | |
| This will display the employee’s **Employee File.**  **If employee holds concurrent positions, be sure to choose the correct position.** |  | |
| Updating Compensation Manager | | | |
| Scroll down to the **Job Relationships** section.  Click on the pencil.  Choose today’s date  Remove the existing Compensation Manager’s name from the Name field. Begin typing the new Compensation Manager’s name in the name field and select the appropriate individual from the search list. If the new compensation manager has concurrent positions, be sure to choose the correct position. | | | |
| If employee *does not* currently have a compensation manager, click on Add    Then, choose Compensation Manager under Relationship Type    Begin typing the new Compensation Manager’s name in the name field and select the appropriate individual from the search list. If the new compensation manager has concurrent positions, be sure to choose the correct position. | | | |