

Taking Action on Time Off Requests in Success Factors Quick Reference Guide

Last Updated: 1/3/2019

This guide outlines the steps required to take action (approve or decline) on a Time Off request. For additional information concerning Time Off policies and procedures, please refer to the Purdue Human Resources Benefits website: <https://www.purdue.edu/hr/Benefits/currentEmployees/leaves/leaves.html>

Note: The Time Off request feature does not replace conversations and planning between employees and supervisors.

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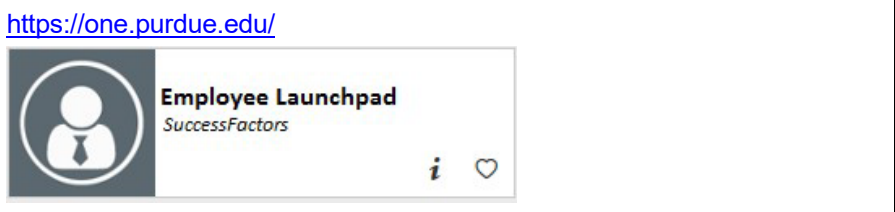
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Notification	
<p>When a Time Off Request is submitted, approvers receive an email notification requesting review and action.</p> <p>Click the link in the notification to be taken directly to the request to be reviewed, or access SuccessFactors using the instructions in the next section of this document.</p>	<div style="border: 1px solid #ccc; padding: 10px;"> <p>Please review time off request Inbox x</p> <p> Tyler E Kallis <system@successfactors.com> to me ▾</p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;">  <p>Dear Lana L Crum</p> <p>Tyler E Kallis has submitted a Military Paid request or cancellation for Oct 30, 2018 to Oct 31, 2018.</p> <p>Please review and approve or deny this request or cancellation.</p> <p>here</p> <p>Thanks!</p> <p style="text-align: right; font-size: small;">SAP SuccessFactors </p> </div> </div>

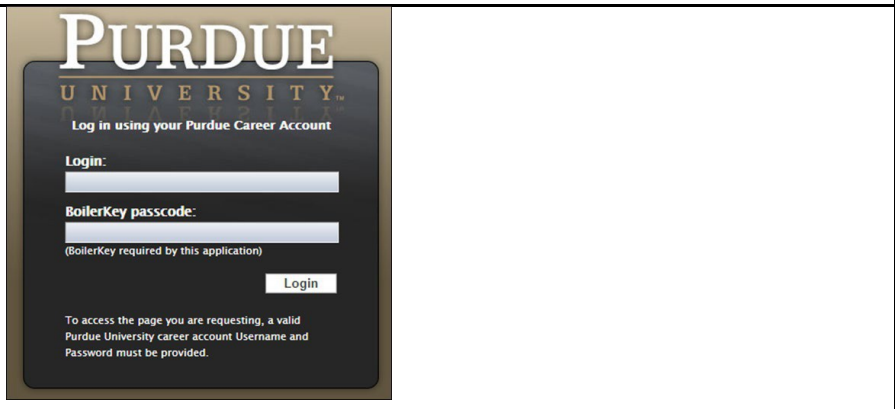
Accessing SuccessFactors

Visit **OneCampus** and select **Employee Launchpad**.



Log in using Purdue Career Account ID and BoilerKey passcode.

For assistance using or setting up BoilerKey, please contact ITaP at itap@purdue.edu or 765-494-4000.



Note for Supervisors with Multiple Appointments

Supervisors with more than one appointment will have to switch to other account(s) to view pending actions that fall under those appointments by clicking the Change Selected Employment icon on the Navigation bar.

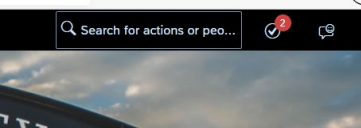
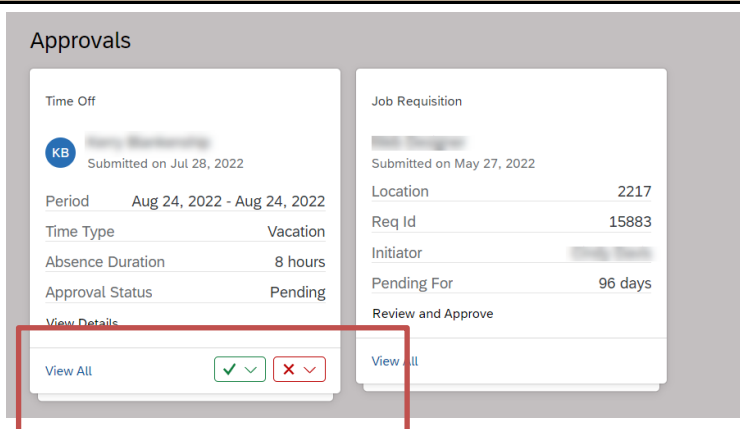


Reviewing and Taking Action on Requests

After logging in to SuccessFactors, anything requiring approval can be found under **Approvals** (beneath Quick Actions)

Like-requests are stacked. To view them all click **View All**. To approve click **green check mark**; to decline click **red check mark**

You can also view the Workflow list via the checkmark next to search



Taking Action on Time Off Requests in SuccessFactors

Click the icon to view in the format of Workflow Request

Time Off (3)

<p>Time Off</p> <p> Submitted on Jul 28, 2022</p> <p>Period Aug 24, 2022 - Aug 24, 2022</p> <p>Time Type Vacation</p> <p>Absence Duration 8 hours</p> <p>Approval Status Pending</p> <p>View Details</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Time Off</p> <p> Submitted on Jul 28, 2022</p> <p>Period Aug 4, 2022 - Aug 4, 2022</p> <p>Time Type Vacation</p> <p>Absence Duration 8 hours</p> <p>Approval Status Pending</p> <p>View Details</p> <p><input type="checkbox"/> <input type="checkbox"/></p>	<p>Time Off</p> <p> Submitted on Jul 20, 2022</p> <p>Period Jul 20, 2022 - Jul 20, 2022</p> <p>Time Type Vacation</p> <p>Absence Duration 8 hours</p> <p>Approval Status Pending</p> <p>View Details</p> <p><input type="checkbox"/> <input type="checkbox"/></p>
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To view additional details of an individual request:

- Click the “**Employee Time for...**” link for the request. (See the next section of this guide for more information)

To approve without viewing additional details:

- Click **Approve** next to each request.

Tip: If you have many requests to process, click **Go to Workflow Requests** at the bottom of the screen to select all and approve.

Approve Requests ✕

	Employee Time for Tammy S Synesael Period: 12/29/2017 - 12/29/2017 Time Type: Cancellation of Sick Leave	Initiated by Tammy S Synesael on January 8, 2018	<input type="checkbox"/> Approve
	Employee Time for Tammy S Synesael Period: 04/10/2018 - 04/10/2018 Time Type: Personal Business Day	Initiated by Tammy S Synesael on January 8, 2018	<input type="checkbox"/> Approve
	Employee Time for Tammy S Synesael Period: 03/26/2018 - 03/30/2018 Time Type: Vacation	Initiated by Tammy S Synesael on December 12, 2017	<input type="checkbox"/> Approve
	Employee Time for Tammy S Synesael Period: 01/01/2018 - 02/28/2018 Time Type: Personal Business Day	Initiated by Tammy S Synesael on December 5, 2017	<input type="checkbox"/> Approve
	Employee Time for Tammy S Synesael Period: 12/19/2017 - 12/20/2017 Time Type: Vacation	Initiated by Tammy S Synesael on November 20, 2017	<input type="checkbox"/> Approve
	Employee Time for Tammy S Synesael Period: 11/07/2017 - 11/09/2017 Time Type: Other Leave with Pay	Initiated by Tammy S Synesael on November 20, 2017	<input type="checkbox"/> Approve
	Employee Time for Tammy S Synesael Period: 12/15/2017 - 12/15/2017	Initiated by Tammy S Synesael on	<input type="checkbox"/> Approve

[Go to Workflow Requests](#)

Viewing Additional Request Details Before Declining or Approving

View the details of the request by clicking on “Employee Time” request title.

	Employee Time for Tammy S Synesael Period: 11/07/2017 - 11/09/2017 Time Type: Other Leave with Pay	Initiated by Tammy S Synesael on November 20, 2017	<input type="checkbox"/> Approve
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All details of the request, any attachments, and the team calendar are displayed.

1. The Comment feature can be used to send a note back to the employee. You must click **Post** to send the comment. A comment can be posted without Approving or Declining.
2. When ready to take action, click **Approve** or **Decline**. The employee will be notified in SuccessFactors and via email.


All details of the request, any attachments, and the team calendar are displayed.

3. The Comment feature can be used to send a note back to the employee. You must click **Post** to send the comment. A comment can be posted without Approving or Declining.
4. When ready to take action, click **Approve** or **Decline**. The employee will be notified in SuccessFactors and via email.

Back to: Advanced Todo Page

Workflow Details

Do you approve this request?

 **Other Leave with Pay (12/15/2017 - 12/15/2017): Tammy S Synesael**
Initiated by Tammy S Synesael on November 16, 2017
[View Workflow Participants](#)

Employee Time

* User Tammy S Synesael

* Time Type Other Leave with Pay (Other_Ex)

* Start Date 12/15/2017

* End Date 12/15/2017

Time Off Used full day (8 hours)

Approval Status Pending

Cancellation Workflow Request

Flexible Requesting No

Deduction Quantity 8

Recurrence Group

Workflow Initiated By Admin No

Attachment

Fund


Time Calendar

Date	Number Of Days	Number Of Hours	Deduction Quantity	(3) More
12/15/2017	1	8	8	Details


No others absent during this period.





December 2017

S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

 Tammy S Synesael

Comment

 Write a comment

Supervisor – Delegating Requests	
<p>Click the “Employee Time for...” link for the request.</p>	 <p>Employee Time for Lindsey E Farrell Designer - Instructional , KPTC - KURZ PURDUE TECHNOLOGY CENTER (2217) Purdue University(PUR), VP Human Resources(4032001000), West Lafayette(WL), Vice President for Human Resources (4032), Vice President for Human Resources (00000292)</p> <p>Period: 02/12/2018 - 02/14/2018 Time Type: Vacation</p> <p>Initiated by Lindsey E Farrell on January 13, 2018 Received on January 13, 2018</p> <p style="text-align: right;"><input type="button" value="✓ Approve"/></p>
<p>At the bottom of the details screen, click Delegate.</p>	 <p>Write a comment</p> <p style="text-align: right;"><input type="button" value="Post"/></p> <p style="text-align: center;"> <input type="button" value="Delegate"/> <input type="button" value="Decline"/> <input type="button" value="Approve"/> </p>
<p>1. Complete the field to indicate to whom you wish to delegate.</p> <p>The field can be completed using the drop down menu, or by typing a name to perform a search.</p> <p>2. Click Send.</p> <p>3. On the next screen, verify that you would like to Delegate.</p>	<div style="border: 1px solid #ccc; padding: 10px; margin-bottom: 10px;"> <p style="text-align: center;">Delegate Request</p> <p>Please select a person to whom you want to delegate this request.</p> <p>You can delegate this workflow request to someone else. This means that you cannot decide on it anymore unless you revoke the delegation. It can be helpful to get another person's input on the topic.</p> <p>Show less information...</p> <p><input type="text" value="Linda M Baer (baer)"/></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <p> Linda M Baer Director Assistant - Comptroller KPTC - KURZ PURDUE TECHNOLOGY CENTER (2217) 1 Direct Reports</p> </div> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Send"/></p> </div> <div style="border: 1px solid #ccc; padding: 10px;"> <p style="text-align: center;">Delegate Request</p> <p><input checked="" type="checkbox"/> The Vacation (02/12/2018 - 02/14/2018): Lindsey E Farrell for Lindsey E Farrell will be delegated to Linda M Baer and the request initiator Lindsey E Farrell will be notified. Are you sure you want to delegate the request?</p> <p style="text-align: right;"><input type="button" value="Cancel"/> <input type="button" value="Delegate"/></p> </div>
<p>The supervisor to whom you delegated will see the request in their queue.</p> <p>The request indicates from whom it has been delegated.</p> <p>The employee will be notified that the request has been delegated and to whom.</p>	 <p>Employee Time for Lindsey E Farrell Designer - Instructional , KPTC - KURZ PURDUE TECHNOLOGY CENTER (2217) Purdue University(PUR), VP Human Resources(4032001000), West Lafayette(WL), Vice President for Human Resources (4032), Vice President for Human Resources (00000292)</p> <p>Period: 02/12/2018 - 02/14/2018 Time Type: Vacation</p> <p>Delegated by Smithmore, Jacob on January 13, 2018 Received on January 13, 2018</p> <p style="text-align: right;"><input type="button" value="✓ Approve"/></p>