This QRG outlines the steps to add access to a Cost Center and includes instructions to manage calendar templates, including creating, editing, and deleting. This will most often be used by the Business Office, who is responsible for summer pay calendars. Business Office staff are encouraged to proactively set up the work templates to make entry quicker.

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| Access the Summer Pay Tool |
| Visit **OneCampus** and select **SEEMLESS**. | **OneCampus** <https://one.purdue.edu/>  |
| Log in using **Purdue Career Account ID** and **Password** |  |
| Settings |
| Once logged in, the **Dashboard** is displayed |  |
| Click **Show My Settings** under the name |  |

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| Adding Access to Cost Centers |
| Click the **Cost Centers** tab.Highlight a line, lick on **New**. |  |
| Enter **Cost Center** number. An asterisk \* will give access to the full department.Click **Save**. |  |
| Access to the Cost Center(s) is added for that individual. |  |
| Highlight a line, then Click **Edit** or **Delete** to make changes on the Cost Center. |  |

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|  Work Templates – Create  |
| Open the Calendar for the Pay period, select the dropdown option under EDIT Click the **Use Template** |  |
| Either Select the Pre-populated templates at the right and/or select **Add Template** to create your own schedule Click the corresponding radio button to select the appropriate schedule for each day. |  |
| Click **Save**. |  |
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