This QRG outlines the steps to re-open a calendar to make schedule edits. Once a calendar is submitted to Payroll the status in the SEEMLESS application is changed to **Processed**. Any changes to a calendar with a status of Processed must be re-opened. The Business Office can only perform these tasks.

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| Access the Summer Pay Tool |
| Visit **OneCampus** and select **SEEMLESS**. | <https://one.purdue.edu/>  |
| Log in using **Purdue Career Account ID** and **Password** |  |
| Re-Open Calendar |
| Once logged in, the **Dashboard** is displayed. |  |
| Click **Calendar Management**. |  |
| Click the **ALL** tab to display all calendars. Click the Advanced Search to open the additional options.  |  |
| Search by the **employee’s information (PERNR, Career Account)** Click **Search** at the far right |  |
| Highlight the pay period needed and then either select View or click twice on the line to open the calendar.  |  |
| Select Re-open Calendar at the bottom of the screen. A confirmation box will open to confirm your selection. Click YES, Re-open this calendar. The status of the calendar will change to Re-opened.  |  |
| Update the calendar as needed. |  |
| Click **Review Before Re-Submission**  |  |
| Changes are highlighted in yellow. |  |
| Click **Submit Calendar**. |  |
| Click **Yes, proceed**. |  |
| Click **OK**.Verify the entries posted in IT15 in ECP.  |  |
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| Retro Pay |
| From the Faculty Overview, click **Retro Pay**. |  |
| All retro pay activities are displayed. |  |
| Click on the year to Highlight the summary of the Summer Pay |  |
| Details are displayed to the right of the selection. |  |