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. |  |