This QRG outlines the steps to review, edit, and approve calendars created on an individual’s behalf by the business office.

|  |  |
| --- | --- |
| Access the Summer Pay Tool | |
| Visit **OneCampus** and select **SEEMLESS**. | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account Login** and **Password** |  |
| Calendar | |
| Once logged in, the **Summer Pay Dashboard** is displayed. |  |
| Click **My Calendars**. |  |
| Calendars awaiting review are highlighted in yellow and have a status of **Faculty Verification**.  Click the **Calendar** to select and open. |  |
| The calendar information is displayed.  Make edits as necessary. |  |
| Comments can be entered in the box in the lower left-hand side |  |
| Click **Review Before Submission**. |  |
| Changes are highlighted in yellow.  Any change to the Summer Pay calendar requires Business Office review and approval.  If changes have been made,  Click **Send for Business Review**.  Upon approval from the business office, the finalized calendar will be sent to Payroll for processing. |  |
| If changes are not made, the calendar can be submitted directly to Payroll by clicking **Submit Calendar**. |  |