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

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| 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**. |  |