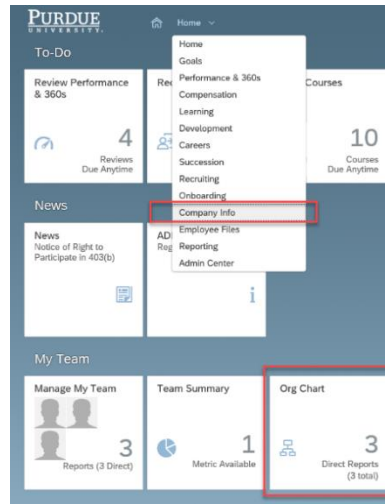


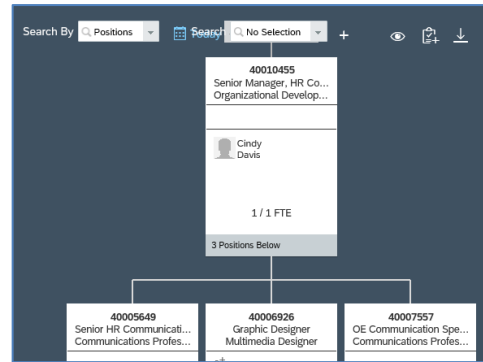
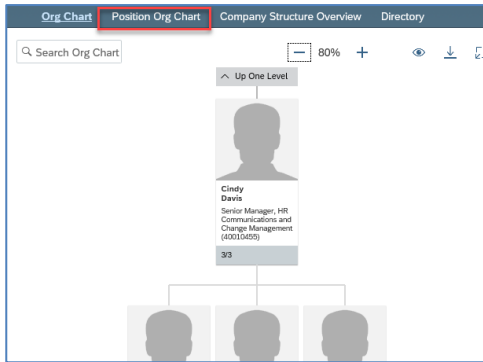
Update Position Location Information

Supervisors can update the position location status, location (building), and essential worker fields for their direct reports. These fields are important to maintain as they impact various initiatives.

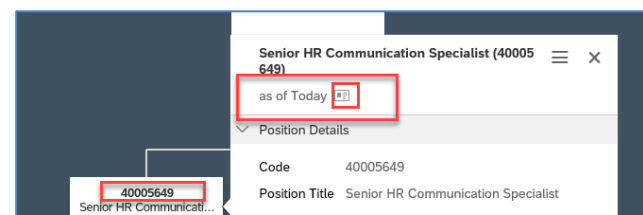
- Access **SuccessFactors** or the **Employee Launchpad** from **OneCampus** at <https://one.purdue.edu>
- Use your **Login** and **Boilerkey**.
- Access the **Org Chart** tile or **Company Info** from the **Home** menu drop-down.



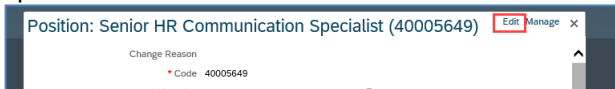
- Your direct reports are viewable in the **Org Chart**.
- Click **Position Org Chart** tab in order to access **Position Details**.



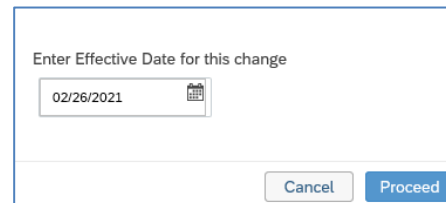
- Click **Position Number**
- Click the **as of today** icon under Position Title



- Click **Edit** (towards the upper right) in order to update details

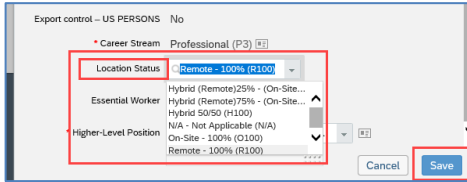


- Use today's date for effective date
- Click **Proceed**



Update Location

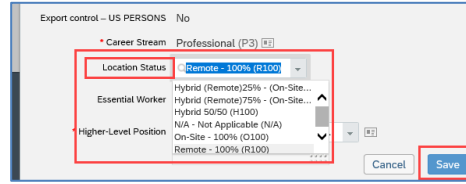
- Click the **Location** drop-down list
- Select the appropriate **Building** - Click **Save**



An updated date stamp appears at the bottom, once saved.

Update Location Status

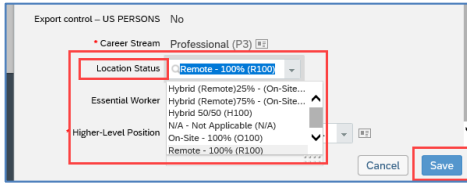
- Click the **Location Status** drop-down list (towards bottom)
- Select the appropriate **Status** - Click **Save**



An updated date stamp appears at the bottom, once saved.

Update Essential Worker

- Click the **Essential Worker** drop-down list
- Select the appropriate **Option** - Click **Save**



An updated date stamp appears at the bottom, once saved.