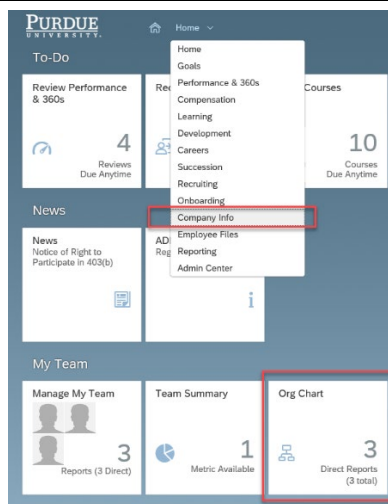
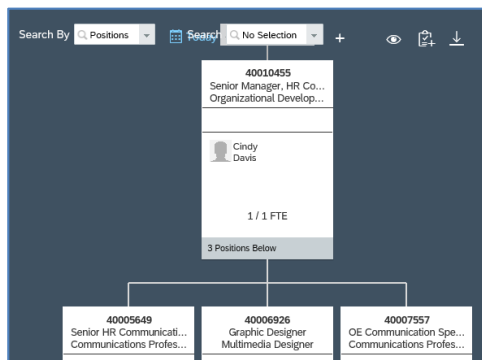
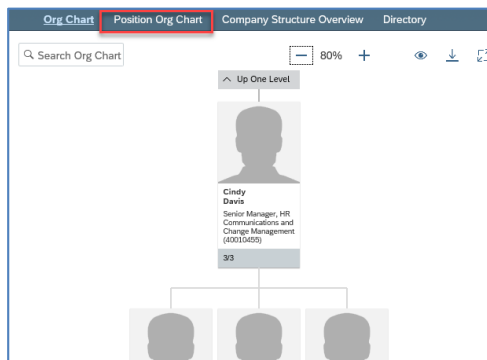


Supervisors can update the position location status for their direct reports. The location status indicates whether the position is 100% remote, partially remote (or 'hybrid') or 100% on campus. The position location status is currently used when pulling the weekly employee listing for the [surveillance testing program](#).

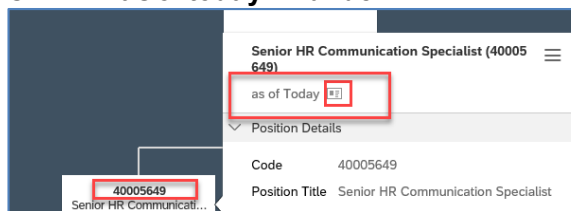
- Access **SuccessFactors** or the **Employee Launchpad** from **OneCampus** at <https://one.purdue.edu>
- Use your **Login** and **Boilerkey**.
- Access the **Org Chart** tile or **Company Info** from the **Home** menu drop-down.



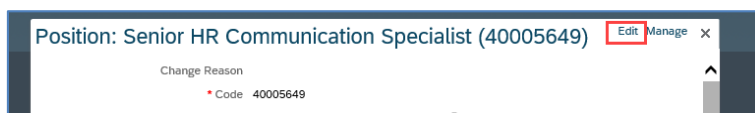
- Your direct reports are viewable in the **Org Chart**.
- Click **Position Org Chart** tab in order to access **Position Details**.



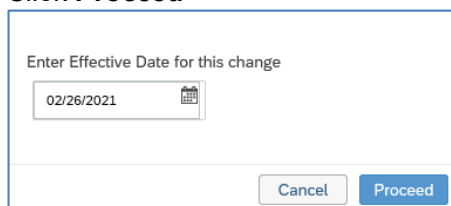
- Click **Position Number**
- Click the **as of today** under Position Title



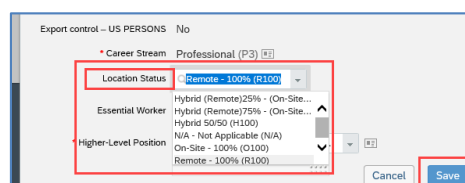
Click **Edit** (towards the upper right) in order to update details



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



- Scroll towards the bottom of all the position details
- Click the **Location Status** drop-down list
- Select the appropriate **Status** - Click **Save**



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