**Managing Your Employee Profile in SuccessFactors Quick Reference Guide**

**Last Updated:** 09/08/2023

This guide outlines the primary tasks employees might complete within their Employee Profile in SuccessFactors. Additional resources and documentation can be found on the SuccessFactors Training Resources Page, found at [SuccessFactors Training Resources - Human Resources - Purdue University](https://www.purdue.edu/hr/global/sfresources.php)

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| Accessing SuccessFactors | | | |
| * Use an internet browser to visit the **OneCampus Portal (**<https://one.purdue.edu/>**).** * Click **Employee Launchpad** * Log in with **Username** and **Password** | |  | |
| Viewing Your Pay Statement | | | |
| Scroll down to the ***Organizational Updates – Additional Actions*** section  Click ***Pay Statements*** | | |  |
| Recording Time - Positive Duration or Negative Duration | | | |
| This section applies to individuals who utilize Positive Duration Entry or Negative Duration Entry timekeeping. For detailed resources and instructions for time entry. | | | |
| *If you hold multiple positions*, use the **Change Selected Employment** menu to select the position for which you would like to record time | \\itsofs04.itap.purdue.edu\puhome\Desktop\1.png | | |
| *If you hold multiple positions and they are similarly named*, click **My Profile** to validate that the correct position has been selected |  | | |
| *If you hold multiple positions and they are similarly named*, click the **Employment Information** tab to view the details of the position selected in order to ensure time is recorded for the correct position. |  | | |
| (If you completed the previous steps to verify multiple positions, return to the SuccessFactors home page and select the desired position).  Click **My Time Sheet** under **Quick Actions** |  | | |

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| Requesting Time Off | | | |
| Detailed resources and documentation [SuccessFactors Training Resources - Human Resources - Purdue University](https://www.purdue.edu/hr/global/sfresources.php) | | | |
| *If you hold multiple positions*, use the **Change Selected Employment** menu to select the position for which you would like to record time | | \\itsofs04.itap.purdue.edu\puhome\Desktop\1.png | |
| *If you hold multiple positions and they are similarly named*, click **My Profile** to validate that the correct position has been selected | |  | |
| *If you hold multiple positions and they are similarly named*, click the **Employment Information** tab to view the details of the position selected in order to ensure time off is requested for the correct position. | |  | |
| (If you completed the previous steps to verify multiple positions, return to the SuccessFactors home page and select the desired position). Click the **Request Time Off** tile. | |  | |
| 1. Click the type of leave being requested, or select it from the **Time Type** field 2. Select from the calendar or enter the date(s) being requested in the **Start Date and End Date fields** 3. In the ***Requesting*** field, select or enter the amount of time being requested 4. Optional: Enter a comment for your supervisor 5. Click **Submit.**   Please note – to view account balances, absences and calendar view, click **Time Off link**. | |  | |
| Editing Personal Information | | | |
| Click the ***My Profile*** tile | | |  |
| Click the ***PERSONAL INFORMATION*** tab | | |  |
| Only the following information is editable. Contact your business office / center to edit other information.   * Home Address * Home Phone Number * Emergency Contact   Click Edit (the pencil icon ) to edit the fields. | | |  |
| Editing Bank Information | | | |
| Click the **Payroll tab** and then **Bank ESS** | | |  |
| Click Edit (the **Pencil** icon) to edit bank info.  Click **Other bank** to add new bank. | | |  |
| Editing Tax Information | | | |
| While still under Payroll -  Click **BSI TaxProfileFactory – Employee**  Click **View/Change Completed Forms** |  | | |
| Make any necessary adjustments and submit. |  | | |