This cheat sheet provides short instructions on common tasks performed by employees related to managing their employee profile. Detailed instructions and additional documentation can be found on the SuccessFactors Training Page, found at <https://www.purdue.edu/hr/successfactors/training/index.php>

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| Access SuccessFactors |
| Use an internet browser to visit the **OneCampus Portal (**<https://one.purdue.edu/>**).**  Click **Employee Launchpad**  Log in using Purdue Career Account User ID and BoilerKey passcode.  *For assistance using or setting up BoilerKey, please contact ITaP at* [*itap@purdue.edu*](mailto:itap@purdue.edu) *or 765-494-4000.* |

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| View Your Pay Statement |  | Request Time Off |
| Scroll down to the ***My Info*** section  Click the ***My Profile*** tile  Click the ***PAYROLL INFORMATION*** tab  Click ***Pay Statement*** | For detailed resources and instructions for requesting Time Off, please visit [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp). |
| Scroll down to the ***My Info*** section  Click the ***Time Off*** tile |
| 1. Click the type of leave being requested 2. Select from the calendar or enter the date(s) being requested 3. In the ***Requesting*** field, select the amount of time being requested 4. Optional: Enter a comment for your supervisor 5. Click **Submit** |

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| Record Time | | |
| For detailed resources and instructions for recording time, please visit [www.purdue.edu/timehelp](http://www.purdue.edu/timehelp). | | |
| **Time Entry Method** | **Definition** | **Getting Started** |
| **Negative Time Entry** | Individuals assigned to negative time entry only record time worked outside of their regular schedule (e.g. overtime or call back), and enter comments to document flexed time. | Scroll down to the ***My Info*** section  Click the ***Time Sheet*** tile |
| **Positive Time Entry** | Individuals assigned to positive time entry record all hours worked and enter comments to document flexed time. | Scroll down to the ***My Info*** section  Click the ***Time Sheet*** tile |
| **Webclock** | Individuals assigned to webclock time entry record time pairs (in and out punches) for each shift.  *Note: There are multiple Webclock access points. Please visit* [*www.purdue.edu/timehelp*](http://www.purdue.edu/timehelp) *for more details.* | Scroll down to the ***My Info*** section  Click the ***Webclock*** tile |

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| Edit Personal Information | Edit Bank Information | Edit Tax Information |
| Scroll down to the ***My Info*** section  Click the ***My Profile*** tile | Scroll down to the ***My Info*** section  Click the ***My Profile*** tile | Scroll down to the ***My Info*** section  Click the ***My Profile*** tile |
| Click the ***PERSONAL INFORMATION*** tab  Only the following information is editable. To edit other information, contact your business office / center.   * Home Address * Home Phone Number * Emergency Contact   Use the pencil icon to edit the fields needed. | Click the ***PAYROLL INFORMATION*** tab  Click Bank ESS  Click the **Pencil** icon to edit bank info  Click **Other bank** to add new bank | Click the ***PAYROLL INFORMATION*** tab  Click ***BSI TaxProfileFactory – Employee***  Make any necessary adjustments and submit |