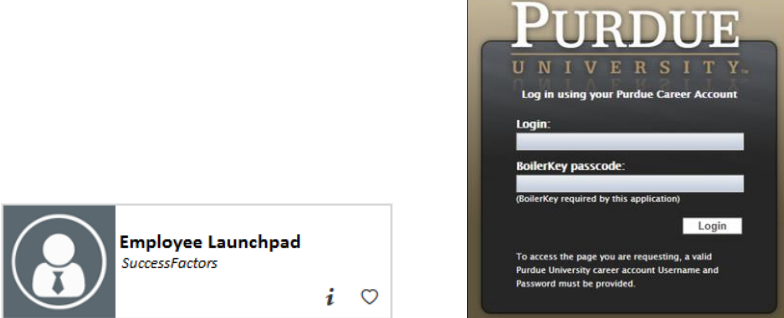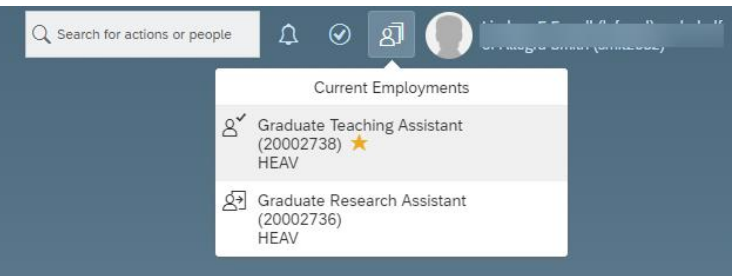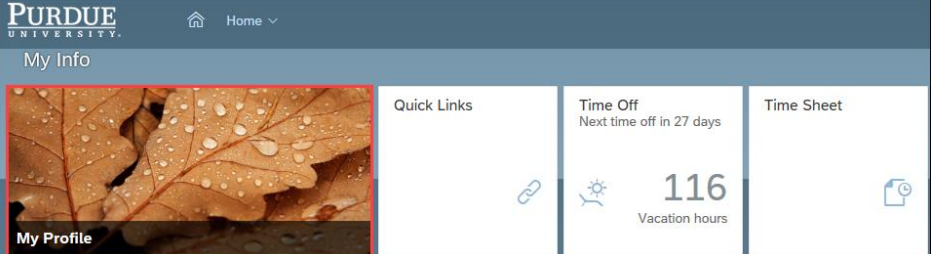**Last Updated:** 05/01/2020

This guide outlines the steps required to request Time Off.

For additional information concerning Time Off policies and procedures, please refer to the Purdue Human Resources Benefits website: https://www.purdue.edu/hr/Benefits/currentEmployees/leaves/leaves.html
Note: The Time Off request feature does not replace conversations and planning between employees and supervisors.

CONTENTS

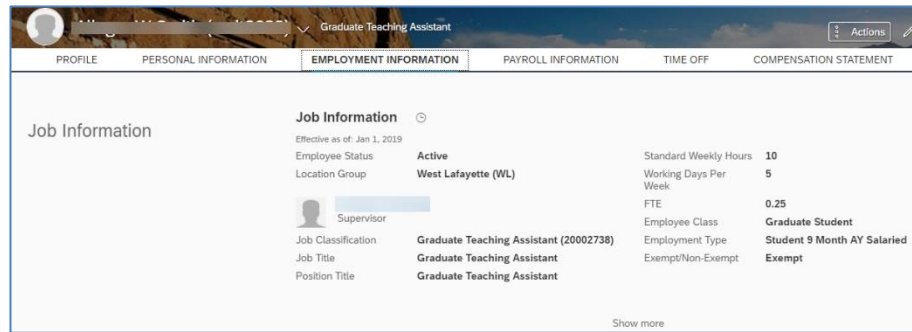## ACCESSING SUCCESSFACTORS

Visit **OneCampus** and select **Employee Launchpad.** Log in using **Purdue Career Account ID** and **BoilerKey passphrase**.	

NOTE FOR EMPLOYEES WITH MULTIPLE APPOINTMENTS

|	
If you hold multiple positions, use the **Change Selected Employment** menu to select the position for which you would like to record time	
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.

Click the **Home** icon at the top of the page to return to the SuccessFactors home page.

ACCESSING TIME OFF MODULE / SCREEN OVERVIEW

After logging in to SuccessFactors and selecting the appropriate position (if applicable) scroll down to the **My Info** section and click the **Time Off** tile.
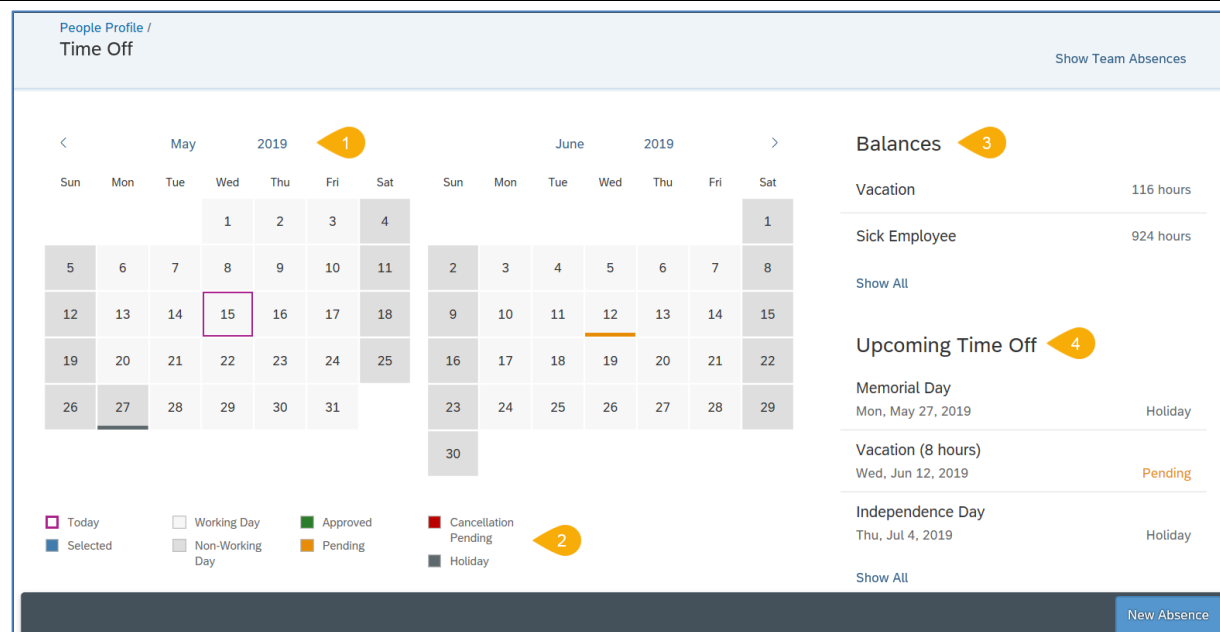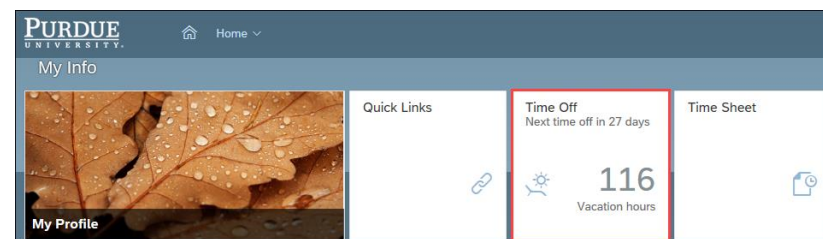
1.	**Calendar**	Displays the current and next month; dates with scheduled time off are indicated by colored bar.
2.	**Calendar Legend**	Describes each color notation that indicate various leave statuses.
3.	**Balances**	Displays Vacation and Sick Employee balances as of today's date.
4.	**Upcoming Time Off**	Displays the next three time Absense and Holiday time off entries.

TIME OFF: REQUESTING, EDITING, AND CANCELLING
The system will not allow you to request Time Off if you do not have, at the time that you are submitting the request, a sufficient balance (of the leave type you've chosen) to cover the request.

TIME OFF: REQUESTING

From the **Time Off** screen, click **New Absence**.	

1. Click on the **Time Type** dro-down to select the desired leave type.
2. Enter or select from the calendar the **Start** and **End Date** for the leave request.
3. *If requesting recurring time off over several days – move to the next step.*
4. Enter the number of hours for the leave in the Requesting field.
   - Employees who do not clock in and out daily will request partial time off in hours and tenths.
   - *Example*: Seth would like to request vacation for half a day on Wednesday and all of Thursday and Friday. Seth must submit one request for the Wednesday half day and another for the full days, Thursday and Friday.
   - Employees who do clock in and out daily will request partial time off using exact hours in military time.
   - Employees who utilize Positive Duration or Webclock time entry are encouraged to wait until they have recorded their working time for the day on which they plan to request partial Time Off before submitting their Time Off request. This will avoid errors and need to re-submit requests if the amount of working time is more or less than expected.
5. Enter any information you would like to provide to your supervisor in the **Comments** text entry box.
6. Click the **+** (**Plus Sign**) to upload and attach any supporting documentation (*Example: Jury Duty summons, Military orders*)
7. Select **YES** in the FMLA drop-down field to request FMLA and provide the Case

New Request

*Time Type ⑦ ①

Vacation ⌄

*Start Date ②   ***End Date**

May 31, 2019 🗓   May 31, 2019 🗓

Requesting ③   Available Balance

8:00   132:00 hours

Recurring Absence

☐

Team Absences
No team members absent

Comment ④

[   ]

Attachment ⑤

✚

No attachments uploaded

Drop files to upload, or use the "+" button.

FMLA ⑥   Case Number

No Selection ⌄   [   ]

Number provided by Human Resources – Benefits.

- Access the Family and Medical Leave Act (FMLA) forms via the Human Resources "**Forms** " web page, "Benefits" tab. The "**Request and Notice** " and " **Medical Certification** " forms are required to be completed and returned before FMLA leaves can be approved.

Click **Submit** to submit request to supervisor for approval.

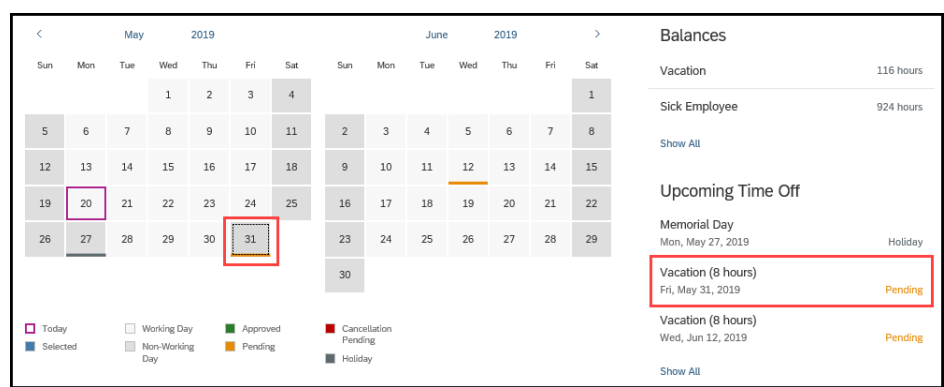Click **Cancel** to clear all fields; request does not move forward.

No attachments uploaded

Drop files to upload, or use the "+" button.

FMLA | Case Number
No Selection

Cancel | Submit

Recurring Absence

Recurring Absence is used when needing to take partial days or a specific increment of hours over several days.

- Click to check the **Recurring Absence** box.
- Select daily, weekly or biweekly from the **Recurs** drop-down.
- Validate the Requesting hours is correct (the system defaults to 8 hours.)
- Type or select the date the leave **Ends on**.

New Absence

*Time Type ⑦
Sick Employee

*Start Date | Requesting
May 04, 2020 | 4:00

Available Balance
900:00 hours

Recurring Absence
☑

*Recurs | *Ends On
Daily | May 07, 2020

Total Requesting
16:00

After submitting, the request is listed under the **Upcoming Time Off** heading with a status of **Pending**. The employee's supervisor receives an email notification that a request has been submitted. The request is also now indicated as **Pending** with a gold line on the date on the **Calendar**.	
Once a leave has been approved, the status will change from Pending to **Approved**.	
Comments added by the employee or approver can be viewed by clicking the desired request under the **Upcoming Time Off** heading.	
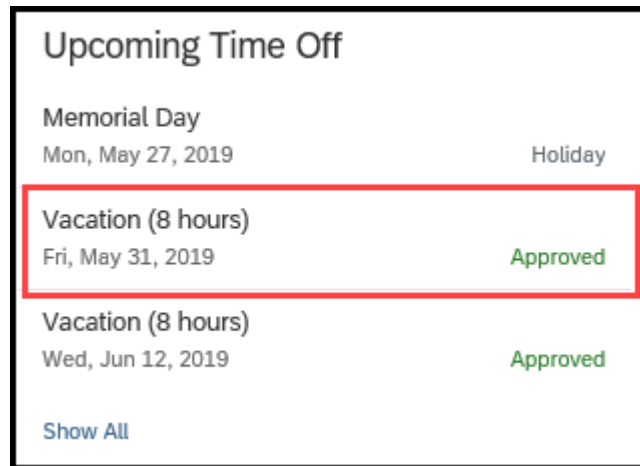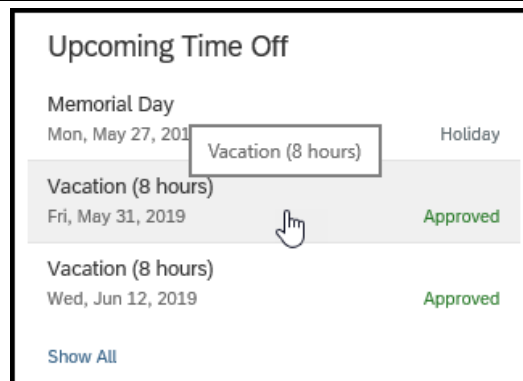
The **Request Details** opens and all **Comments** are displayed.	**Request Details** Time Type: **Vacation** ⓘ Date: **Fri, May 31, 2019** Requesting: **8 hours** Approval Status: **Approved** Attachment: - FMLA: - Case Number: - **Activity** **Adedayo O Adeniyi:** No Comment Approved · May 21, 2019 **Adedayo O Adeniyi:** I am also entering a comment. Commented · May 21, 2019 **Tiffany LB Weatherford:** I am entering a comment. Initiated · May 21, 2019
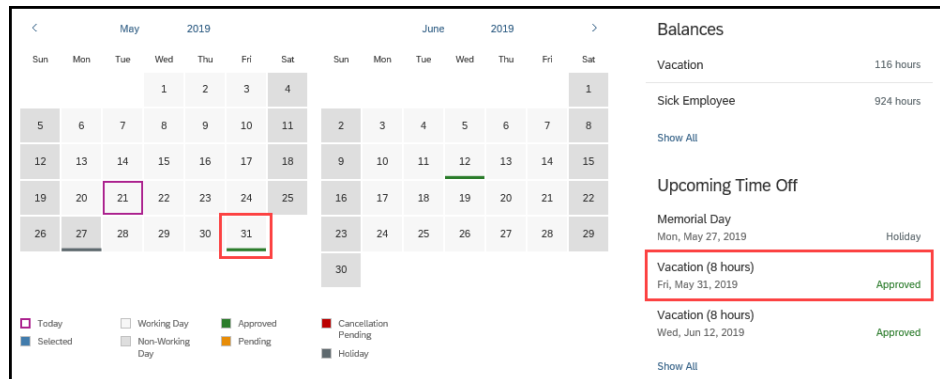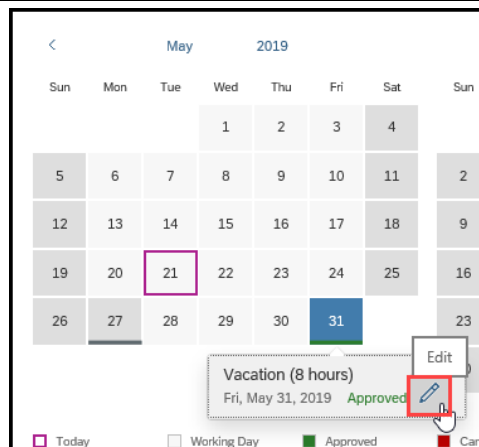
TIME OFF: EDITING

|	
The submitted request can be accessed by clicking the **Date** on the **Calendar**, or by clicking the **Absence** listed under the **Upcoming Time Off** heading.	Calendar view for May/June 2019 with Balances panel (Vacation 116 hours, Sick Employee 924 hours) and Upcoming Time Off showing Memorial Day (Holiday), Vacation (8 hours) Fri, May 31, 2019 Approved, Vacation (8 hours) Wed, Jun 12, 2019 Approved.
If using the **Calendar**, click the **Pencil** icon to edit.	May 2019 calendar showing day 31 selected with Vacation (8 hours) Fri, May 31, 2019 Approved and an Edit pencil icon.

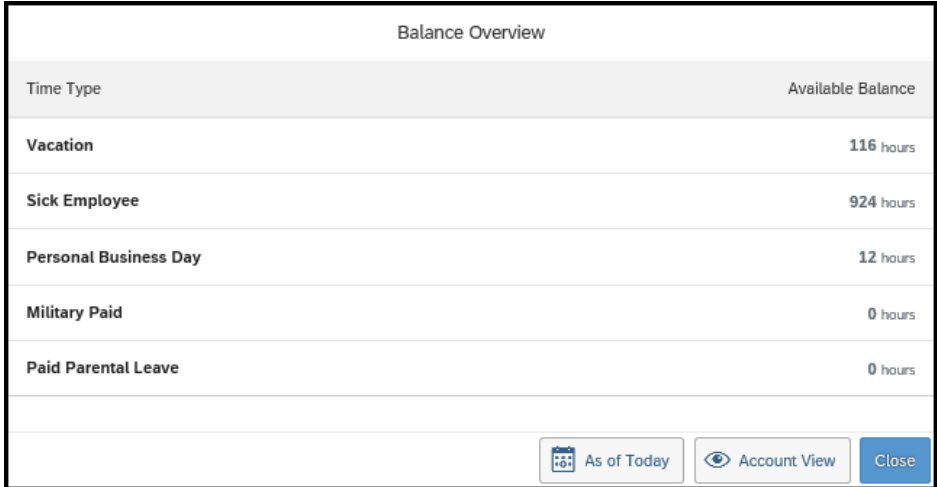|	
If accessing through **Upcoming Time Off**, click **Edit Absence**.	**Request Details** Time Type: **Vacation** ⑦ Date: **Fri, May 31, 2019** Requesting: **8 hours** Approval Status: **Approved** Attachment: - FMLA: - Case Number: - **Activity** **Adedayo O Adeniyi:** No Comment Approved · May 21, 2019 Cancel Edit Absence
Make necessary edits to the request. Click **Submit.** <u>NOTE</u>: The edited request will be routed for approval only if the original request was already approved.	**Edit Absence** *Time Type ⑦ Vacation ▾ *Start Date *End Date Jan 02, 2020 📅 Jan 03, 2020 📅 Requesting Available Balance 16 hours 200:00 hours Team Absences 2 out of 15 team members Comment [ ] Attachment + No attachments uploaded Drop files to upload, or use the "+" button. FMLA Case Number No Selection ▾ [ ] Cancel Cancel Absence Submit

TIME OFF: CANCELLING

The submitted request can be accessed by clicking the **Date** on the **Calendar**, or by clicking the **Absence** listed under the **Upcoming Time Off** heading.	(Calendar for May 2019 and June 2019) **Balances** Vacation — 116 hours Sick Employee — 924 hours Show All **Upcoming Time Off** Memorial Day Mon, May 27, 2019 — Holiday Vacation (8 hours) Fri, May 31, 2019 — Approved Vacation (8 hours) Wed, Jun 12, 2019 — Approved Show All Legend: Today, Selected, Working Day, Non-Working Day, Approved, Pending, Cancellation Pending, Holiday
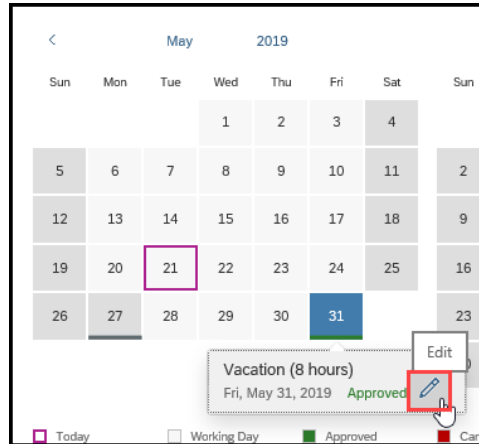
If using the **Calendar**, click the **Pencil** icon to edit.	
If accessing through **Upcoming Time Off**, click **Edit Absence**. Click **Cancel Request**. NOTE: The cancelled request will be routed for approval only if the original request was already approved.	
Click **Yes** to confirm cancellation. Click **No** to exit from the cancellation request without submitting.	
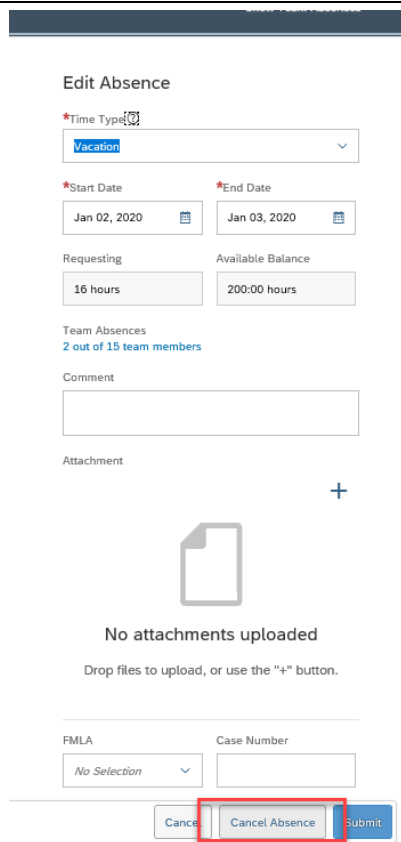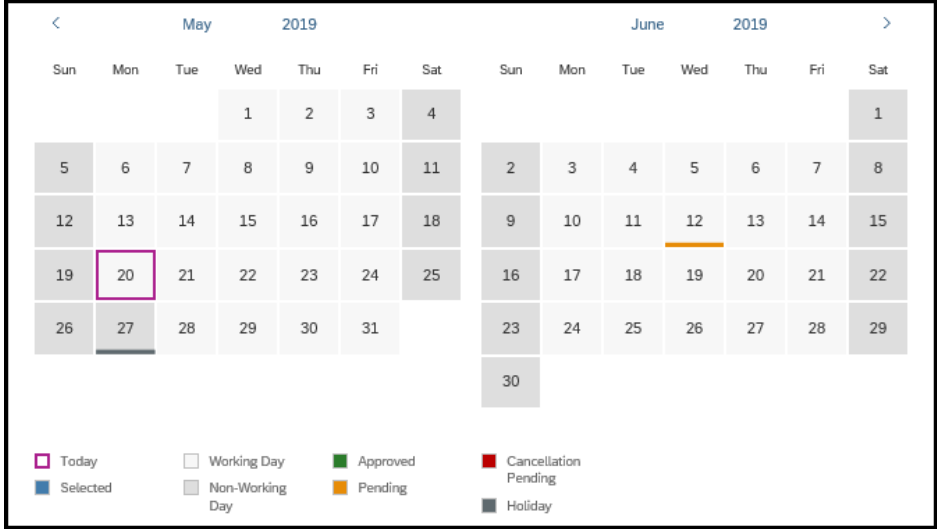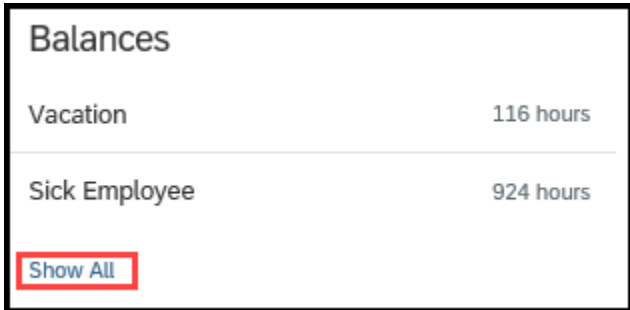
CALENDAR

The calendar displays **Pending**, **Approved**, and **Cancellation Pending** leave requests for the current and next month.

BALANCE OVERVIEW

Vacation and **Sick Employee** balances as of today's date are listed under the **Balances** heading on the top right of the screen.

Click **Show All** to view more leave types.

The appropriate leave types based on your employee class will be displayed.

To view leave balances as of a future date, click the **As of Today** button.	**Balance Overview** Time Type — Available Balance Vacation — 116 hours Sick Employee — 924 hours Personal Business Day — 12 hours Military Paid — 0 hours Paid Parental Leave — 0 hours As of Today · Account View · Close
Select a date past any future approved leaves to view your "true" balances (less any future takings). <u>NOTE</u>: Moving the date will not add to the balances due to projected accruals.	**May 2019** Sun Mon Tue Wed Thu Fri Sat 18 · 28 29 30 1 2 3 4 19 · 5 6 7 8 9 10 11 20 · 12 13 14 15 16 17 18 21 · 19 **20** 21 22 23 24 25 22 · 26 27 28 29 30 31 1 As of Today As of Today · Account V
To view additional balance details, click **Account View**.	**Balance Overview** Time Type — Available Balance Vacation — 116 hours Sick Employee — 924 hours Personal Business Day — 12 hours Military Paid — 0 hours Paid Parental Leave — 0 hours As of Today · **Account View** · Close

Time off balances are displayed with **Earned**, **Taken**, **Planned**, and **Available**.	**Balance Overview**

Balance Overview

Time Account	Earned	Taken	Planned	Available Balance
Military Leave Nov 25, 2018 – Dec 31, 9999	0 hours	0 hours	0 hours	0 hours
Parental Leave Nov 25, 2018 – Dec 31, 9999	0 hours	0 hours	0 hours	0 hours
Personal Business Day Nov 25, 2018 – Jun 30, 2019	12 hours	0 hours	0 hours	12 hours
Sick Employee Dec 1, 2018 – Nov 30, 2019	924 hours	0 hours	0 hours	924 hours
Vacation Nov 25, 2018 – Dec 31, 9999	116 hours	0 hours	8 hours	116 hours

As of Today · Time Type View · Close

UPCOMING TIME OFF

Holidays and **Pending** or **Approved** absences are listed under the Upcoming Time Off heading.

Click **Show All** to view a complete list.

Upcoming Time Off

Memorial Day — Mon, May 27, 2019 — Holiday

Vacation (8 hours) — Wed, Jun 12, 2019 — Pending

Independence Day — Thu, Jul 4, 2019 — Holiday

Show All

A list of **Absences and Holidays** is displayed.

Absences and Holidays — All · Absences · Holidays

2019
- Memorial Day — Mon, May 27, 2019 — Holiday
- Vacation (8 hours) — Wed, Jun 12, 2019 — Pending
- Independence Day — Thu, Jul 4, 2019 — Holiday
- Labor Day — Mon, Sep 2, 2019 — Holiday
- Thanksgiving Day — Thu, Nov 28, 2019 — Holiday
- Thanksgiving Friday — Fri, Nov 29, 2019 — Holiday
- President's Designated Holiday — Tue, Dec 24, 2019 — Holiday
- Christmas Day — Wed, Dec 25, 2019 — Holiday

Show in Calendar · Edit · Close

Using the tabs, the view can be changed from displaying only **Absences** or only **Holidays**.

The **Filter** can be used to filter by **Future Events** or **Past Events**.

Absences and Holidays

| All | Absences | Holidays |

Future Events

Past Events

2019

Memorial Day
Mon, May 27, 2019