

Last Updated: 05/01/2020


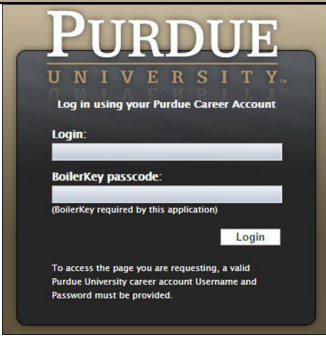
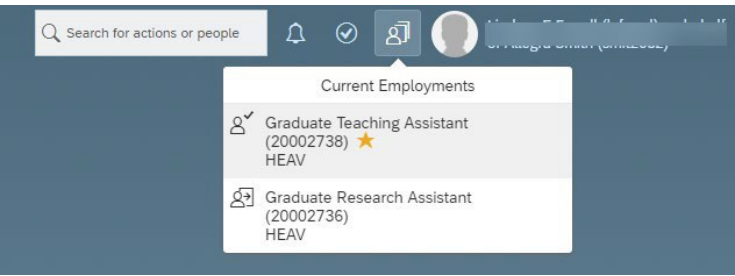
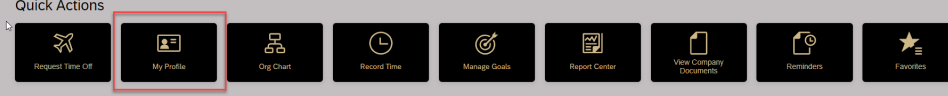
This guide outlines the steps required to request Time Off.

For additional information concerning Time Off policies and procedures, please refer to the Purdue Human Resources Benefits website: <https://www.purdue.edu/hr/Benefits/LTD/>

Note: The Time Off request feature does not replace conversations and planning between employees and supervisors.

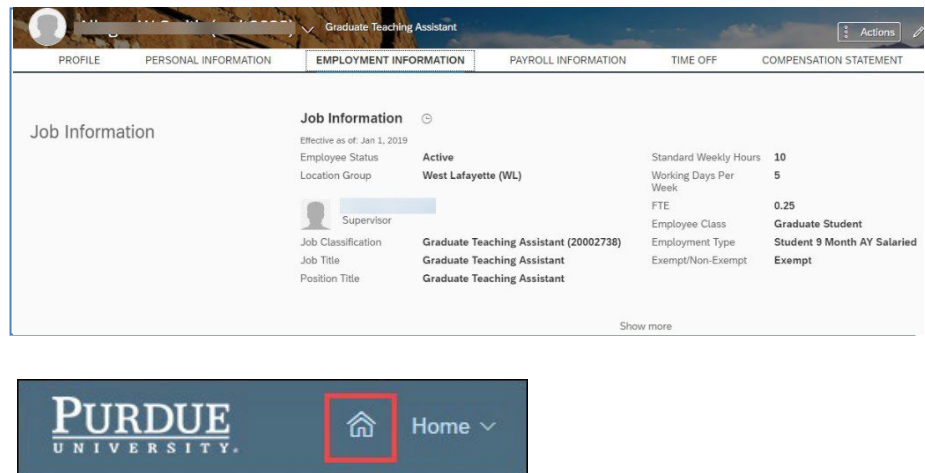
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Accessing SuccessFactors	
<p>Visit OneCampus and select Employee Launchpad.</p> <p>Log in using Purdue Career Account ID and BoilerKey passphrase.</p>	 
Note for Employees with Multiple Appointments	
<p><i>If you hold multiple positions, use the Change Selected Employment menu to select the position for which you would like to record time</i></p>	
<p><i>If you hold multiple positions and they are similarly named, click My Profile to validate that the correct position has been selected</i></p>	

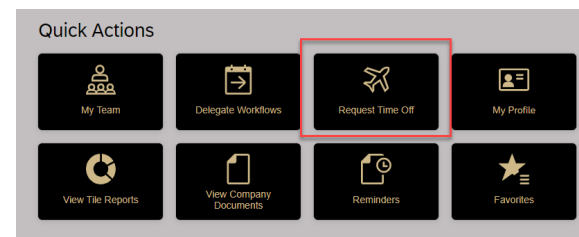
If you hold multiple positions and they are similarly named, click the **Employment Information** tab to view the details of the position selected in order to ensure time off is requested for the correct position.

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

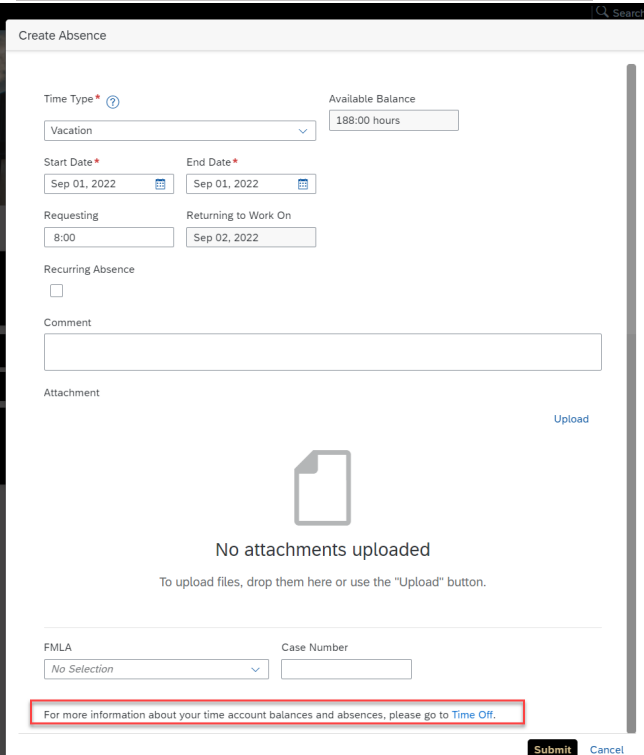


Accessing Time Off Module/Screen Overview

After logging in to SuccessFactors and selecting the appropriate position (if applicable) click **Request Time Off** under Quick Actions.



This provides the ability to quickly request time off. If you need to view calendar, account balances, etc, click **Time Off**.



The screenshot shows the 'People Profile / Time Off' page. Callout 1 points to the calendar for May and June 2019. Callout 2 points to the calendar legend. Callout 3 points to the 'Balances' section showing Vacation (116 hours) and Sick Employee (924 hours) balances. Callout 4 points to the 'Upcoming Time Off' section showing Memorial Day (May 27, 2019) and Independence Day (July 4, 2019) as holidays, and a pending vacation request for June 12, 2019.

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**.

The screenshot shows the 'People Profile / Time Off' page. The 'New Absence' button is highlighted with a red circle in the bottom right corner.

1. Click on the **Time Type** dropdown 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 ①

Vacation

*Start Date ②

May 31, 2019

*End Date

May 31, 2019

Requesting ③

8:00

Available Balance

132:00 hours

Recurring Absence

☐

Team Absences

No team members absent

Comment ④

Attachment ⑤

FMLA ⑥

No Selection

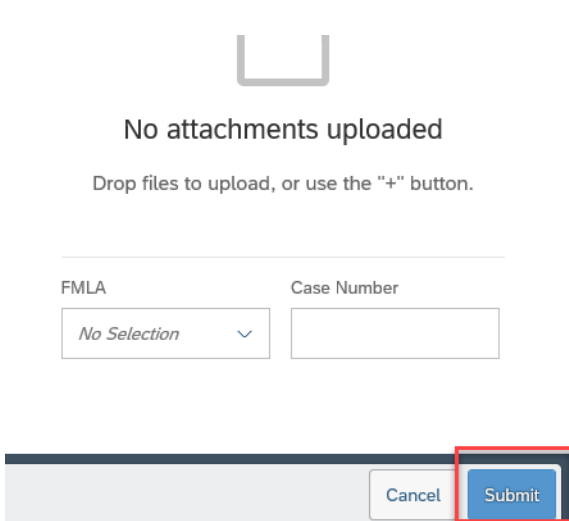
Case Number

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.

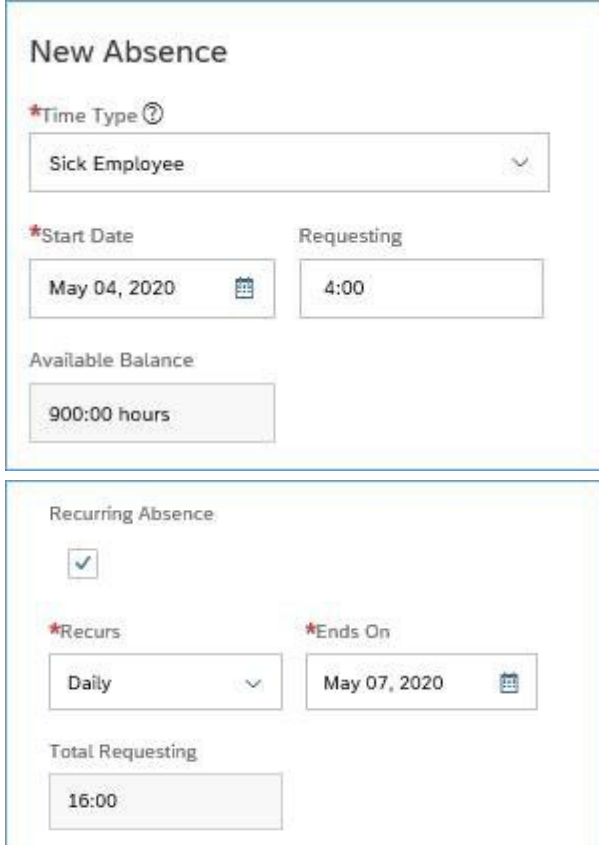
Click **Cancel** to clear all fields; request does not move forward.



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**.



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**.

The screenshot shows the SuccessFactors interface. On the left is a calendar for May and June 2019. May 31 is highlighted with a gold border, indicating a pending request. On the right, under the 'Balances' section, 'Vacation' is listed as 116 hours and 'Sick Employee' as 924 hours. Below this, under 'Upcoming Time Off', there are two entries: 'Memorial Day Mon, May 27, 2019' (Holiday) and 'Vacation (8 hours) Fri, May 31, 2019' (Pending). A red box highlights the pending request.

Once a leave has been approved, the status will change from Pending to **Approved**.

The screenshot shows the 'Upcoming Time Off' section. It lists 'Memorial Day Mon, May 27, 2019' (Holiday) and 'Vacation (8 hours) Fri, May 31, 2019' (Approved). A red box highlights the approved request. Below it, another 'Vacation (8 hours) Wed, Jun 12, 2019' (Approved) is listed. A 'Show All' link is at the bottom.

Comments added by the employee or approver can be viewed by clicking the desired request under the **Upcoming Time Off** heading.

The screenshot shows the 'Upcoming Time Off' section. A tooltip is visible over the 'Vacation (8 hours) Fri, May 31, 2019' (Approved) entry, showing 'Vacation (8 hours)'. A hand cursor is pointing at the entry.

The **Request Details** opens and all **Comments** are displayed.

The screenshot shows the 'Request Details' page. It displays the following information: Time Type: Vacation, Date: Fri, May 31, 2019, Requesting: 8 hours, Approval Status: Approved, Attachment: -, FMLA: -, Case Number: -. Below this is the 'Activity' section, which shows a list of comments: 'Adedayo O Adeniyi: No Comment' (Approved - May 21, 2019), 'Adedayo O Adeniyi: I am also entering a comment.' (Commented - May 21, 2019), and '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.

The screenshot displays the SuccessFactors Time Off interface. On the left is a calendar for May and June 2019. A date (May 31) is highlighted with a red box. On the right, the 'Balances' section shows 'Vacation' with 116 hours and 'Sick Employee' with 924 hours. Below this, the 'Upcoming Time Off' section lists two requests: 'Vacation (8 hours) Fri, May 31, 2019' and 'Vacation (8 hours) Wed, Jun 12, 2019', both marked as 'Approved'. A red box highlights the first request. A legend at the bottom identifies various day types: Today (pink), Selected (blue), Working Day (light gray), Non-Working Day (dark gray), Approved (green), Pending (orange), Cancellation Pending (red), and Holiday (dark gray).

If using the **Calendar**, click the **Pencil** icon to edit.

This screenshot shows a close-up of the calendar for May 2019. A date (May 21) is highlighted with a pink box. A red box highlights a pencil icon labeled 'Edit' next to a request entry: 'Vacation (8 hours) Fri, May 31, 2019 Approved'. The legend at the bottom is also visible.

If accessing through **Upcoming Time Off**, click **Edit Absence**.

The screenshot shows the 'Request Details' page. It lists the following information: Time Type: Vacation ⓘ, Date: Fri, May 31, 2019, Requesting: 8 hours, Approval Status: Approved, Attachment: -, FMLA: -, Case Number: -. Below this is the 'Activity' section, which shows 'Adedayo O Adeniyi: No Comment' and 'Approved · May 21, 2019'. At the bottom, there are two buttons: 'Cancel' and 'Edit Absence', with the latter highlighted by a red box.

Make necessary edits to the request.

Click **Submit**.

NOTE: The edited request will be routed for approval only if the original request was already approved.

Edit Absence

*Time Type **Vacation**

*Start Date Jan 02, 2020 *End Date Jan 03, 2020

Requesting 16 hours Available Balance 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.

< May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Today Selected Working Day Non-Working Day Approved Pending Cancellation Holiday

June 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

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

If using the **Calendar**, click the **Pencil** icon to edit.

< May 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun
			1	2	3	4	
5	6	7	8	9	10	11	12
13	14	15	16	17	18	19	20
21	22	23	24	25	26	27	28
29	30	31					

Today Selected Working Day Non-Working Day Approved Pending Cancellation Holiday

Vacation (8 hours)
Fri, May 31, 2019 Approved

Edit

If accessing through **Upcoming Time Off**, click **Edit Absence**.

Click **Cancel Request**.

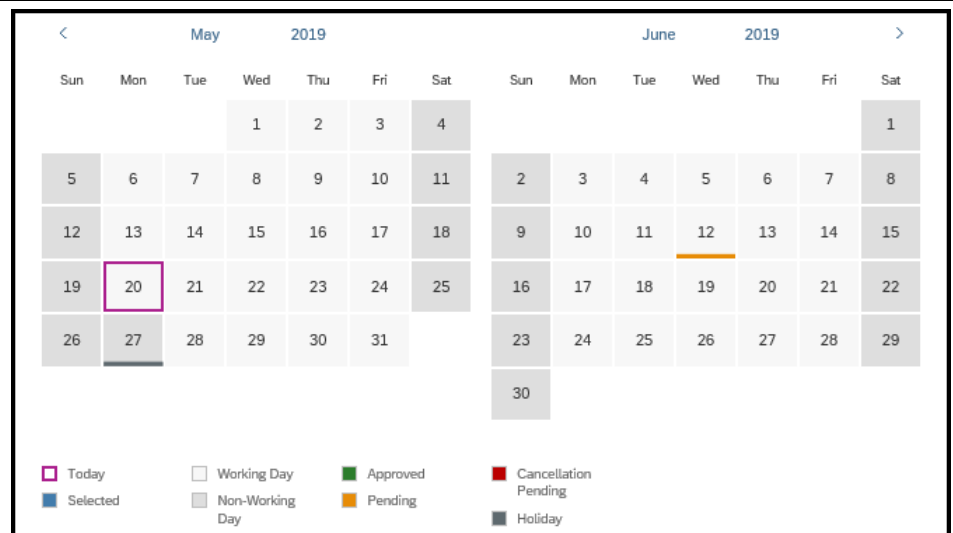
NOTE: The cancelled request will be routed for approval only if the original request was already approved.

Click **Yes** to confirm cancellation.

Click **No** to exit from the cancellation request without submitting.

Calendar

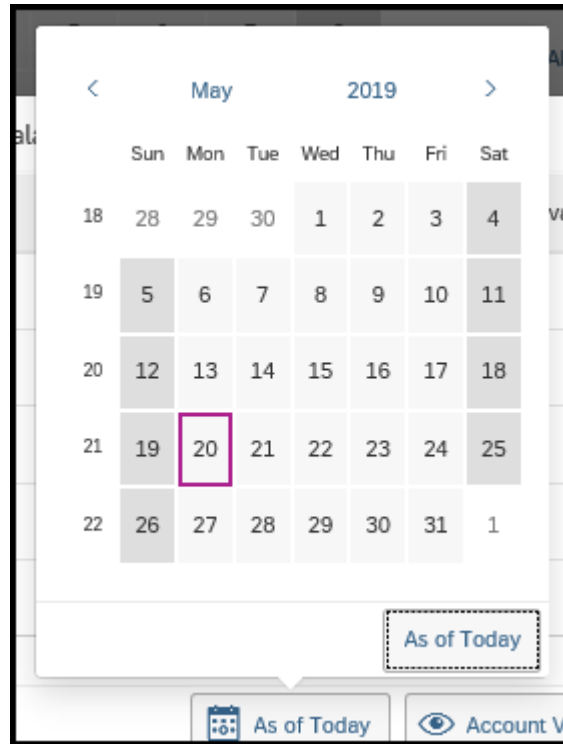
The calendar displays **Pending**, **Approved**, and **Cancellation Pending** leave requests for the current and next month.



Balance Overview													
<p>Vacation and Sick Employee balances as of today's date are listed under the Balances heading on the top right of the screen.</p> <p>Click Show All to view more leave types.</p>	<div> <div>Balances</div> <table> <tr> <td>Vacation</td><td>116 hours</td></tr> <tr> <td>Sick Employee</td><td>924 hours</td></tr> </table> <div>Show All</div> </div>	Vacation	116 hours	Sick Employee	924 hours								
Vacation	116 hours												
Sick Employee	924 hours												
<p>The appropriate leave types based on your employee class will be displayed.</p>	<div> <div>Balance Overview</div> <table> <tr> <th>Time Type</th><th>Available Balance</th></tr> <tr> <td>Vacation</td><td>116 hours</td></tr> <tr> <td>Sick Employee</td><td>924 hours</td></tr> <tr> <td>Personal Business Day</td><td>12 hours</td></tr> <tr> <td>Military Paid</td><td>0 hours</td></tr> <tr> <td>Paid Parental Leave</td><td>0 hours</td></tr> </table> <div> <div>As of Today</div> <div>Account View</div> <div>Close</div> </div> </div>	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
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												
<p>To view leave balances as of a future date, click the As of Today button.</p>	<div> <div>Balance Overview</div> <table> <tr> <th>Time Type</th><th>Available Balance</th></tr> <tr> <td>Vacation</td><td>116 hours</td></tr> <tr> <td>Sick Employee</td><td>924 hours</td></tr> <tr> <td>Personal Business Day</td><td>12 hours</td></tr> <tr> <td>Military Paid</td><td>0 hours</td></tr> <tr> <td>Paid Parental Leave</td><td>0 hours</td></tr> </table> <div> <div>As of Today</div> <div>Account View</div> <div>Close</div> </div> </div>	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
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Select a date past any future approved leaves to view your “true” balances (less any future takings).

NOTE: Moving the date will not add to the balances due to projected accruals.



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
<div> As of Today Account View </div>	

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

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
<div> As of Today Time Type View </div>				

Upcoming Time Off	
<p>Holidays and Pending or Approved absences are listed under the Upcoming Time Off heading.</p> <p>Click Show All to view a complete list.</p>	<div> <div>Upcoming Time Off</div> <div> <div>Memorial Day</div> <div>Mon, May 27, 2019</div> <div>Holiday</div> </div> <div> <div>Vacation (8 hours)</div> <div>Wed, Jun 12, 2019</div> <div>Pending</div> </div> <div> <div>Independence Day</div> <div>Thu, Jul 4, 2019</div> <div>Holiday</div> </div> <div>Show All</div> </div>
<p>A list of Absences and Holidays is displayed.</p>	<div> <div>Absences and Holidays</div> <div> <div>All</div> <div>Absences</div> <div>Holidays</div> </div> <div> <div>2019</div> <div> <div>Memorial Day</div> <div>Mon, May 27, 2019</div> <div>Holiday</div> </div> <div> <div>Vacation (8 hours)</div> <div>Wed, Jun 12, 2019</div> <div>Pending</div> </div> <div> <div>Independence Day</div> <div>Thu, Jul 4, 2019</div> <div>Holiday</div> </div> <div> <div>Labor Day</div> <div>Mon, Sep 2, 2019</div> <div>Holiday</div> </div> <div> <div>Thanksgiving Day</div> <div>Thu, Nov 28, 2019</div> <div>Holiday</div> </div> <div> <div>Thanksgiving Friday</div> <div>Fri, Nov 29, 2019</div> <div>Holiday</div> </div> <div> <div>President's Designated Holiday</div> <div>Tue, Dec 24, 2019</div> <div>Holiday</div> </div> <div> <div>Christmas Day</div> <div>Wed, Dec 25, 2019</div> <div>Holiday</div> </div> </div> <div> <div>Show in Calendar</div> <div>Edit</div> <div>Close</div> </div> </div>
<p>Using the tabs, the view can be changed from displaying only Absences or only Holidays.</p> <p>The Filter can be used to filter by Future Events or Past Events.</p>	<div> <div>Absences and Holidays</div> <div> <div>All</div> <div>Absences</div> <div>Holidays</div> </div> <div> <div>2019</div> <div> <div>Memorial Day</div> <div>Mon, May 27, 2019</div> </div> </div> <div> <div>Future Events</div> <div>Past Events</div> </div> </div>