**Last Updated:** 11/20/2024

This guide outlines the steps to request the Other Leave with Pay in SuccessFactors.

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| Accessing SuccessFactors |
| Visit **OneCampus** and select **Employee Launchpad.**Log in using **Purdue Career Account ID** and **BoilerKey passphrase**. | <https://one.purdue.edu/>   |
| Requesting Other Leave with Pay |
| After logging in to SuccessFactors click **Request Time Off**  |    |
| This allows you to **Create Absence.** You could simply – * Select Absence type
* Start and End Date
* Click Submit

To view all available balances, view calendars and team absences click **Time Off** for more detailed absence screens. |  |
| From the **Time Off** screen, click **New Absence**.C:\Users\davis208\AppData\Local\Temp\1\SNAGHTML149cc0a.PNG |
| Select **Other Leave with Pay** from Time Type dropdown list.* Complete date(s)
* Complete number of hours when not using full day.
 | cid:image002.png@01D60369.CE309C70 |
| 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**. |  |