**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**. |  | |