Employment Information for Mechanical Engineering Graduate Staff
Mechanical Engineering Employment Procedures
August 2021

Engineering Employment Center: Located in A.A. Potter Engineering Center, Room 127
Hours: Monday – Friday 8:30 am to 11:30 am and 1:30 pm to 4:30 pm
Payroll Contact: engremployment@purdue.edu

Payroll Arrangements for TA, RA or Fellowship appointments:

If you have an RA or TA appointment, or if your fellowship is being administered as an assistantship, please make sure that you complete Section 1 of the USCIS Form I-9, Employment Eligibility Verification. Section 1 must be completed no later than your start date. A Welcome email will be sent to you from Purdue HR and will contain the link and information needed to log into your employee dashboard where you will complete your electronic documents. Section 2 of the electronic I-9 must be completed no later than the 3rd business day after your start date and requires you to physically present original and unexpired document(s) from the List of Acceptable Documents in person to a predetermined location on campus. If you have not received the link please email engremployment@purdue.edu

Proper ID – I-9 Documents must be presented to the employment center in person by appointment. Please DO NOT send them to the engremployment@purdue.edu. Link to make an appointment is provided here: https://outlook.office365.com/owa/calendar/EngrEmploymentCalendar@purdue.edu/bookings/

SSN - All non-U.S. residents must apply for a social security number if you do not have one. The SSN must be reported to the business office within 30 days of your hire date or your employment will end. In order to apply for an SSN, we will complete a docusign form and it will route to ISS. Please email engremployment@purdue.edu if you need to apply.

Direct Deposit - Purdue requires that you sign up for direct deposit of salary. If you do not have a bank account set up and entered into Employee Self Service prior to August 31, your first payment may be a paper check, those are being mailed to the home address in Success Factors. Payments are made on a bi-weekly basis. Schedule is attached.

If at any time your support changes please notify engremployment@purdue.edu immediately of the change to avoid being paid incorrectly or not at all.

Graduate Staff Insurance:
If you hold a half-time TA or RA appointment (or .25 TA & .25 RA), or a Fellowship that is being administered as an assistantship, you are eligible for the Graduate Staff Insurance program. Here is the link to the web page. https://www.purdue.edu/hr/Benefits/gradstaff/index.php

*If your appointment drops below half time, you will automatically be dropped from the insurance program.*
Those who hold fellowships are not eligible for the Graduate Staff Insurance program

The fellowship insurance stipend is $1,361 per year to allow for the purchase of health insurance. PUSH requires that the insurance be paid a semester at a time, so your insurance supplement will be added to your August and December stipends. The supplements will be $567 and $794 respectively. [https://www.purdue.edu/push/Insurance/index.html](https://www.purdue.edu/push/Insurance/index.html)

Vacation Time:
Grads in ME are appointed on the FY (12- month) cycle and have a total of 22 days of vacation time available each year. Vacation days are accumulated by the month and cannot be used before they are earned. Each month worked, you earn two days of vacation, except March and September in which only one day is earned, totaling 22 days. Vacation can only be taken with the approval of your supervisor and must be requested in Success Factors for supervisor approval. Accumulated vacation days will be forfeited if you leave the University for any reason or if there is a break in employment.

To use vacation days, log into Success Factors and request the time off. QRG is attached on how to request the time off.

Internships:
When leaving on an internship, time off is requested in Success Factors as unpaid personal leave for supervisor approval. This needs to be done 30-60 days before leaving. The QRG is attached on how to enter this time.

Holidays:
The University holidays for Fall 2021 are:

- Monday, September 6, 2021
- Thursday-Friday, November 25-26, 2021
- Thursday, December 23, 2021
- Friday, December 24, 2021
- Thursday, December 30, 2021
- Friday, December 31, 2021

Observation of Labor Day 2021
Thanksgiving Break
Christmas Holiday
President's Designated Holiday
New Year's Day

The above Holidays are the only absences that do not need to be recorded in Success Factors.

Holidays for subsequent years may be found at:
[http://www.purdue.edu/hr/Benefits/currentEmployees/leaves/holidays.html](http://www.purdue.edu/hr/Benefits/currentEmployees/leaves/holidays.html)
CONTACT INFORMATION

Academic HealthPlans (AHP)
Registration, payment of premiums and enrollment in the graduate staff medical insurance plan
• (855) 566-7278 support@myahpcare.com

Human Resources – Benefits
Eligibility, Benefitfocus enrollment issues, benefits-related payroll deductions, as well as information on the graduate staff medical insurance plan, graduate staff vision plan, voluntary retirement savings plans and dental and voluntary benefits
• (765) 494-2222 hr@purdue.edu

Student Insurance Office - Purdue Student Health Services (PUSH), 3rd Floor
Graduate staff medical insurance plan coverage, claims, international student requirements and waiver process, fellowship insurance
• (765) 496-3998 student-insurance@purdue.edu
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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.

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Error! Bookmark not defined.

Accessing SuccessFactors

Visit OneCampus and select Employee Launchpad.

https://one.purdue.edu/

Log in using Purdue Career Account ID and BoilerKey passphrase.

For assistance using or setting up BoilerKey, please contact ITaP at itap@purdue.edu or 765-494-4000.

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** drop-down to select the desired leave type.

2. Enter or select from the calendar the **Start** and **End Date** for the leave request.

3. Enter the number of hours for the leave in the Requesting field.

   **NOTE:** Leave requests of less than a full day must be entered separately.

   - 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.

4. Enter any information you would like to provide to your supervisor in the **Comments** text entry box.

5. Click the **+ (Plus Sign)** to upload and attach any supporting documentation (Example: Jury Duty summons, Military orders)

6. Select **YES** in the FMLA drop-down field to request FMLA.

**New Request**

- **Time Type:** Vacation

- **Start Date:** May 31, 2019

- **End Date:** May 31, 2019

- **Requesting:** 8:00

- **Available Balance:** 132:00 hours

- **Recurring Absence:**

- **Team Absences:**

  - **No team members absent**

- **Comment:**

- **Attachment:**

  - **No attachments uploaded**

  Drop files to upload, or use the “+” button.

- **FMLA:**

  - **Case Number:** No Selection
- If this is your initial FMLA request – The Case Number (next field) will be supplied to you by the HR Leaves Group once FMLA request is received. The case number should be left blank for the initial request.
- For all future FMLA time off requests, include the case number provided by the HR Leaves Group.

Click **Send Request** to submit request to supervisor for approval.

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

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**.

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**.

The employee’s supervisor receives an email notification that a request has been submitted.

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

The employee’s supervisor receives an email notification that a request has been submitted.

The request is also now indicated as **Approved** with a gold line on the date on the **Calendar**.
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.

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

If accessing through Upcoming Time Off, click Edit Absence.

Request Details

- Time Type: Vacation
- Date: Fri, May 31, 2019
- Requesting: 8 hours
- Approval Status: Approved
- Attachment: -
- FMLA: -
- Case Number: -

Activity

Acedayo O Adeniyi: No Comment
Approved - May 21, 2019
Make necessary edits to the request.

Click **Send Request**.

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

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

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

**Request Details**
- **Time Type**: Vacation
- **Date**: Fri, May 31, 2019
- **Requesting**: 8 hours
- **Approval Status**: Approved
- **Attachment**: -
- **FMLA**: -
- **Case Number**: -

**Activity**
- **Adeayo O Adeniyi**: No Comment
  - Approved - May 23, 2019

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

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.

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**.

### Quick Reference Guide

#### Requesting Time Off in SuccessFactors

<table>
<thead>
<tr>
<th>Time Type</th>
<th>Available Balance</th>
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<tbody>
<tr>
<td>Vacation</td>
<td>118 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>
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</tbody>
</table>

![Calendar and Balance Overview](image)
Time off balances are displayed with **Earned**, **Taken**, **Planned**, and **Available**.

<table>
<thead>
<tr>
<th>Balance Overview</th>
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<tr>
<td>Time Account</td>
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<tr>
<td>Military Leave</td>
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<tr>
<td>Parental Leave</td>
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<tr>
<td>Personal Business Days</td>
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<td>Nov 25, 2018 – Jun 30, 2019</td>
</tr>
<tr>
<td>Sick Employee</td>
</tr>
<tr>
<td>Dec 1, 2018 – Nov 30, 2019</td>
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<tr>
<td>Vacation</td>
</tr>
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<td>Nov 25, 2018 – Dec 31, 1999</td>
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</table>

**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.

*Absences and Holidays*

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<tr>
<td>Memorial Day</td>
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</tr>
<tr>
<td>Vacation (8 hours)</td>
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<tr>
<td>Wed, Jun 12, 2019</td>
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<tr>
<td>Independence Day</td>
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<tr>
<td>Thu, Jul 4, 2019</td>
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<td>Mon, Sep 2, 2019</td>
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<td>Thu, Nov 28, 2019</td>
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<td>Thanksgiving Friday</td>
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<td>President’s Designated Holiday</td>
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<tr>
<td>Tue, Dec 24, 2019</td>
</tr>
<tr>
<td>Christmas Day</td>
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<tr>
<td>Wed, Dec 25, 2019</td>
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</tbody>
</table>

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