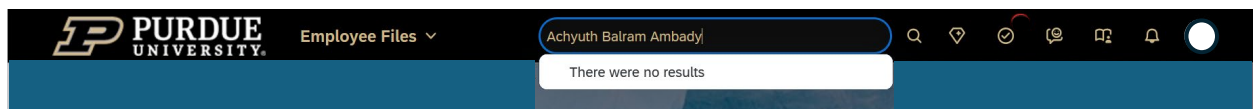


How to look up students in Success Factors (Employee Launchpad – SAP Success Factors) to see if they are a current employee:

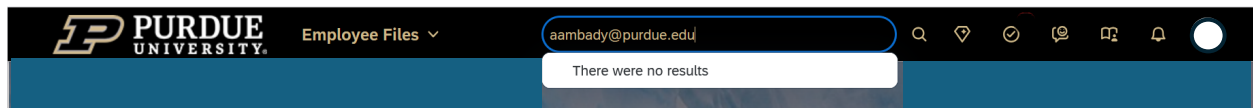
First search by the name given, and if no results are found try using their Purdue email:

In this example the student is not an employee and should follow Division of Financial Aid’s (DFA) resource titled “Clarification on covering trips, conferences, expenses for students” as some reimbursements should be reported to DFA and can affect the student’s financial aid.

Step 1:



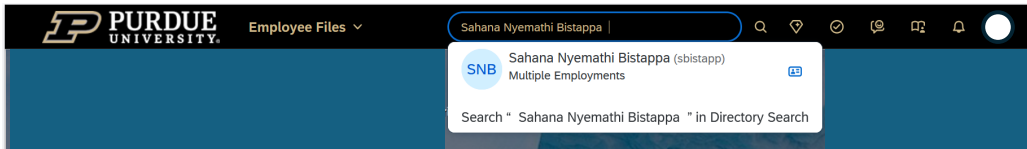
Step 2:



In this example the student is an employee and should follow the Employee Reimbursement process. The [Student Reimbursement Method Decision Flow](#) will need to be attached to this document as well as the receipts.

Step 1:

When entering the name and/or email and a the name appears in a drop down, click the name:



Once the name is selected the system will show all active positions for the student. Scroll down to User ID, and this is the number for “EMPLOYEE PERNR” on the Employee Reimbursement Form.

Sahana Nyemathi Bistappa (sbistapp) ▾

- Data Mine CRP TA - Student Service (40042702) ★
The Data Mine (62120000)
- STRAT LR Online-GC - Student Clerical (400753...
Strategic Management (15011000)
- STRAT LR UGC Assistant - Student Clerical (400...
Strategic Management (15011000)

[More](#)

HILL (2547) (US/Eastern)
Local time: Tuesday, 11:40:00 AM
sbistapp@purdue.edu

Microsoft Teams Chat

[Profile](#) | ▾ [Personal Information](#) | ▾ [Job Info](#) | ▾ [Compensation](#) [Employment Details](#)

Profile

User Info

Basic Information ⓘ

Username	sbistapp
User ID	10094238 <<<<< Personnel Number (PERNR)