

## SmartPay Training – SAP SuccessFactors Mobile App

## Accessing your employee profile

Using the SAP SuccessFactors mobile app, access your employee profile to view or update your own information – this might be your employment, contact information and pay details.

SAP SuccessFactors

Good morning!

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View Pay Statement

For You Today

- 1. Open **SAP SuccessFactors** on your mobile device.
- 2. Tap **Profile** image from home page

OR

3. Tap More and then tap Profile

What's New 3a 6 Q ٢ ٢ Q ٢ \$ E 07:32 07:32 07:32 ŵ < Back Addre Biographical Information 8 Personal Information irius BLACK Contact Information Addresses 5 Sodexo Australia P/L VIC (Q100Q300) Emergency Co Work Permit Inf More about Sirius Personal Information 4 Employment Information Compensation Org Charl Man Harry POTTER ount Manager (50074605 Q \$ I Q ٢ E Q \$ ≣ G ٢ ۵ ٢ ۵ ٦

07:31

Notifications
Profile

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Your employee profile will display

 Tap on any of these items to view or edit your information (covered in a separate guide).

For example, to view and or edit your address...

- 5. Tap **Personal Information** and then...
- 6. Addresses to view and or edit your address.

Note: You can edit any info where there is a pencil icon.

