

ECU Human Resources 2018 Talent Management Conference Featuring



PEOPLEADMIN

Position Description

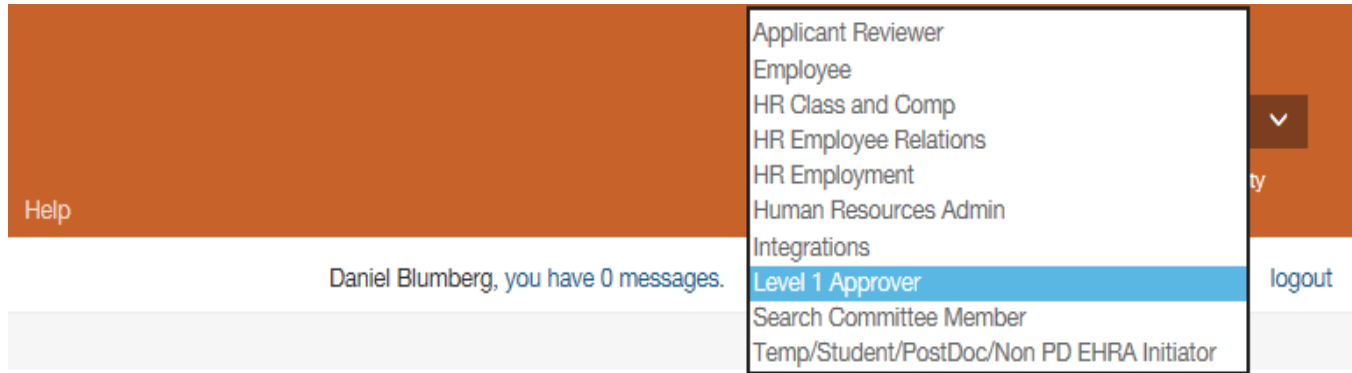
Integrations & Security

Dan Blumberg

Director, HR Information Systems



Security Overview: Applicant Tracking (ATS)



Help

Daniel Blumberg, you have 0 messages.

- Applicant Reviewer
- Employee
- HR Class and Comp
- HR Employee Relations
- HR Employment
- Human Resources Admin
- Integrations
- Level 1 Approver**
- Search Committee Member
- Temp/Student/PostDoc/Non PD EHRA Initiator

logout

Shortcuts

[Create New SHRA/CSS Posting](#)

[Create New EHRA Non-Faculty Posting](#)

[Create New EHRA Faculty Posting](#)

[Create New Temporary Posting](#)

[Create New Student Posting](#)

[Create New Non PD EHRA/Post Docs Posting](#)

[Analytics Dashboards](#)



- Based on user types *and* organization codes
- Will limit who you can see and what you can do
- Don't forget which "hat" you are wearing if you wear more than one!

PeopleAdmin - Security



PeopleAdmin is ECU's talent management system. Users who require assistance with their account, such as security access and permissions, should contact the PeopleAdmin Helpdesk.

Requestor *

This is an individual that is listed as the person asking for service detailed within the ticket. If used as a filter in a report, the filter allows for a lookup search.

Daniel Blumberg

Employee Name

Supervisor Email (for approval)

User Type

- Applicant Reviewer – Access for reviewing applicants
- Level 1 Approver – Departmental level access to position management and applicant tracking modules for SHRA/CSS/EHRA-F/EHRA-NF positions
- Level 2 Approver – Division Level access to position management and applicant tracking modules for SHRA/CSS/EHRA-F/EHRA-NF positions
- Temp/Student/Post Doc/Non PD EHRA Initiator – Access to applicant tracking modules for these position types

- Applicant Reviewer
- Level 1 Approver
- Level 2 Approver
- Temp/Student/Post Doc/Non PD EHRA Initiator
- Other - Please specify in 'Description'



- Request PeopleAdmin Security through Team Dynamix Ticket
- Requires Supervisor Approval
- HR completes and notifies when complete

User Type

Applicant Reviewer – Access for reviewing applicants

Level 1 Approver – Departmental level access to position management and applicant tracking modules for SHRA/CSS/EHRA-F/EHRA-NF positions

Level 2 Approver – Division Level access to position management and applicant tracking modules for SHRA/CSS/EHRA-F/EHRA-NF positions

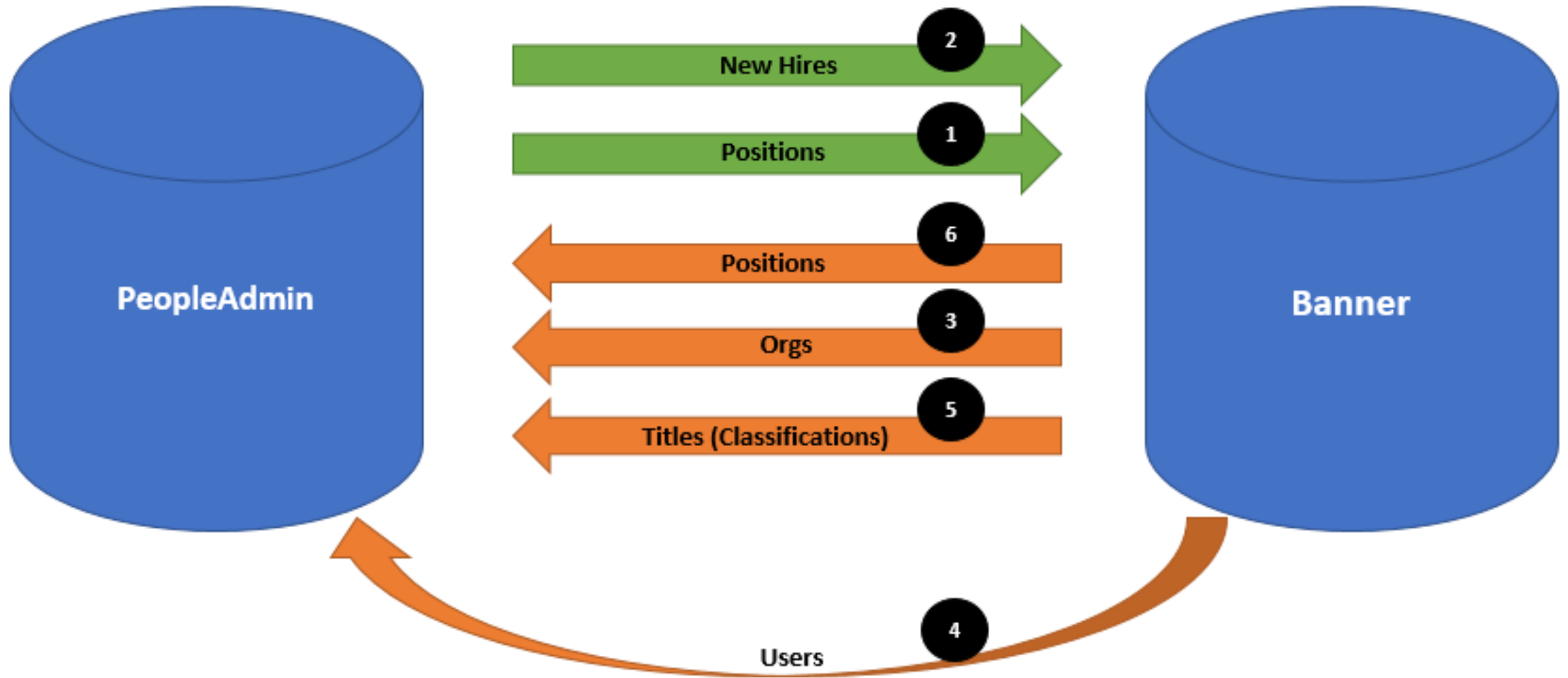
Temp/Student/Post Doc/Non PD EHRA Initiator – Access to applicant tracking modules for these position types

- Applicant Reviewer
- Level 1 Approver
- Level 2 Approver
- Temp/Student/Post Doc/Non PD EHRA Initiator
- Other - Please specify in 'Description'

-
- Search Committee / Applicant Reviewer require additional verification
 - Level 1 and Temp/Student/Post Doc/Non PD EHRA Initiator most common
 - Provide Orgs for each User Type



PeopleAdmin Integrations Overview



Integrations: What Data Feeds PD?

Oracle Fusion Middleware Forms Services: Open > NBAPOSN

File Edit Options Block Item Record Query Tools Help

Position Definition NBAPOSN 8.7.1.5 (PBAN)

Position Number: 900514

Position Status: Active Type: Single

Position Begin Date: 01-APR-1999 Position End Date: COA: E

Compensation and Classification

Position Class: N0085 Director - Exec/Admin

Position Title: Director of HRIS

Employee Class: E2 SAAO IB FT

Job Progression:

Salary Group: 2018 General EPA Salary Range

Salary Table: EP

Salary Grade: RANGE

Salary Step: 0

Reports To: 900527 Asst VC, Human Resources

Work Schedule:

Probationary Period:

Bargaining Unit:

Job Location: 220130 AFH HR Information Systems

Appointment Percent: 100.00

Budget Type: Permanent

Exempt Indicator

Accrue Seniority

Range Low: 1,000.00

Range Midpoint: 381,625.00

Range High: 762,250.00

Step Value:

Position class; press LIST for valid codes.

Record: 1/1 <OSC>

- Daily position and org integrations have largest impact on ATS (NBAPOSN)
- PeopleAdmin & Banner share ownership of PD data as system of record
- Be aware of what you change on position actions!

Integrations: Position Description Export

Position Information

Classification Title:	10421 Admin Support Associate
Working Title:	10421 Admin Support Associate
Position Competency Level:	1 - Contributing
Position Number:	001447
Position Type	SHRA/CSS
JCAT Code:	514X00 - Administrative Assistant
CUPA Code:	514000 - Administrative Assistant
SOC:	436014 - Secretary and Admin Assistants
E-Class:	S8 - SHRA TimeLtd 1to100 nonexempt
Min Salary Range:	23332
Max Salary Range:	46186
Months per year:	10
Work Schedule:	M-F
Work Hours:	8-5pm
Mandatory Position:	No

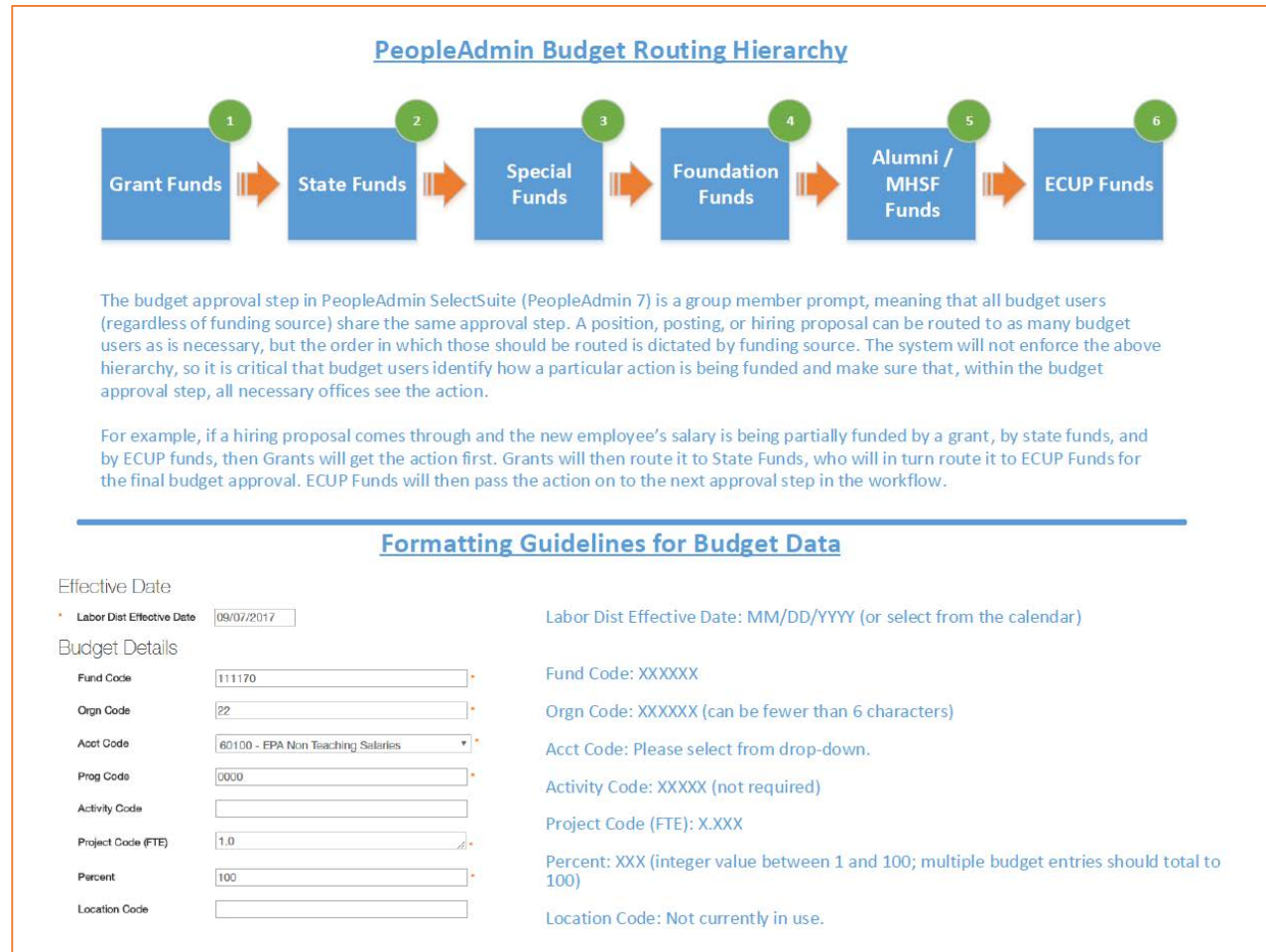
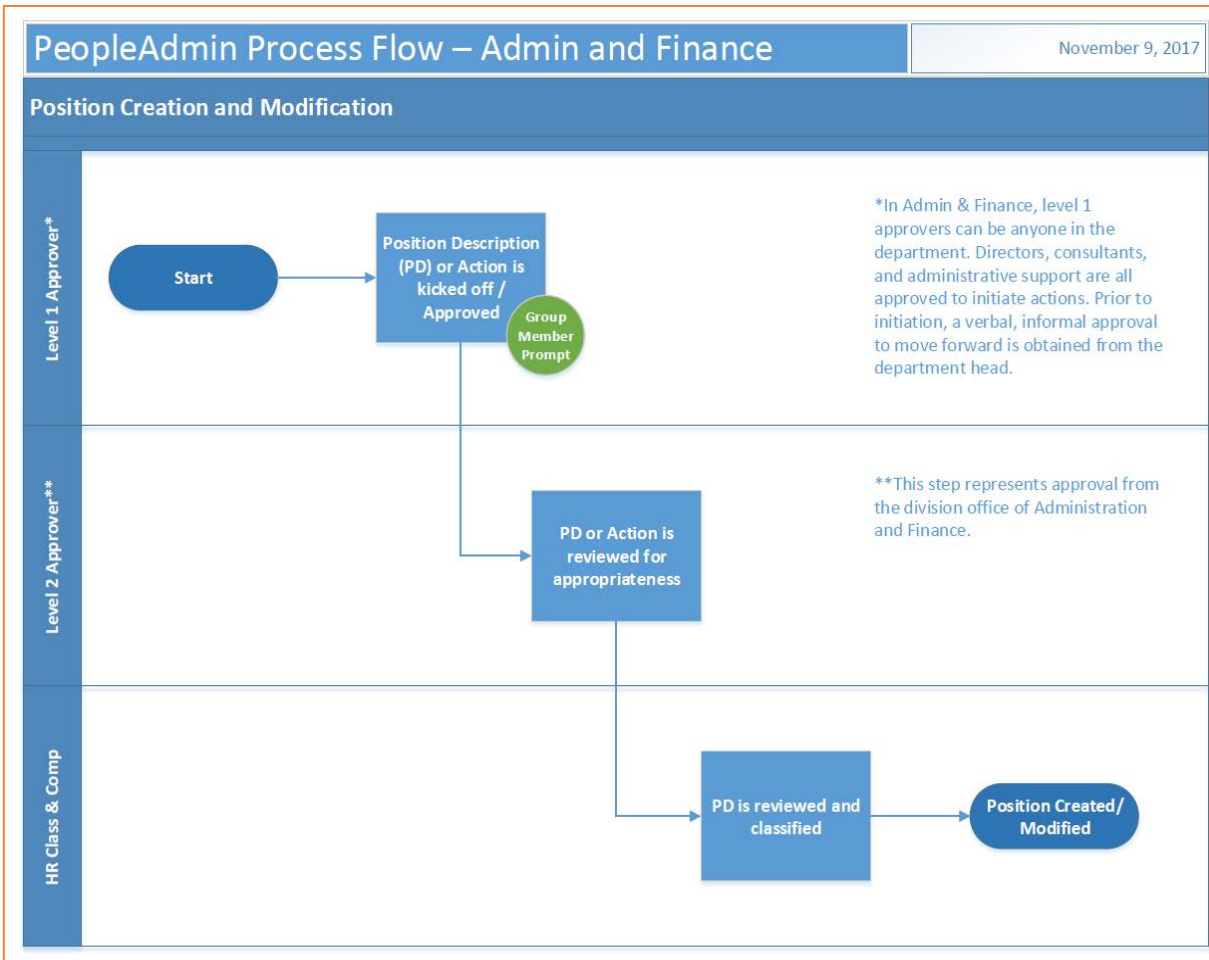
- Daily export of new hires from PeopleAdmin sent to Banner
- Triggered by a hiring proposal reaching it's final status (Hire Approved, Student Hire Approved, etc.)
- Replaces the new hire EPAF; no double data entry



Integrations: Position Description

- Critical Data Points from Banner
 - Job Location Org – determines where position is assigned
 - Reports To – Used to build reporting structure in PD, PM, other systems
 - Mandatory Flag – Mandatory status during a weather event
 - Status – Whether a position is active or cancelled (abolished)
- Everything else feeds from PeopleAdmin to Banner
- Position actions will create EPAFs (reclassifications, etc.); data quality is critical!
- If you don't know what something is, ask for help!

Don't Forget the Flow Charts!



How Do I Request Help?



Dan Blumberg

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[Service Catalog](#) / [Other Campus Services](#) / [Human Resources](#) / [PeopleAdmin - Position Management](#)

PeopleAdmin - Position Management

PeopleAdmin is ECU's talent management system. Users who require assistance with position management activities, such as creation or reclassification, should complete this form.

Request Service

Share

Add to Favorites

- Team Dynamix ticket specific to Position Management
- Help with position creation, position actions, and general position inquiries
- Do not request security adjustments here; separate ticket for that
- Call HR @ 328-9847



Questions?