

PeopleAdmin Tips & Tricks

The “My Profile” tab allows users to change the default module and user group that appear when logging into the system.

Users can customize searches in the system based on their preferences.

The “Watch List”, located on the PeopleAdmin home page, allows users to keep track of various postings /actions.

Applicant Tracking

Unless it is a temporary or student posting, you will always create a posting from position description.

The only user group that can move applicants in the workflow is applicant reviewer. This user group cannot initiate posting forms or hiring proposals.

Documentation that reference checks were completed can be attached to the hiring proposal documents tab on the hiring proposal.

Position Management

If there is an open action or a hiring proposal in process, a user cannot modify the position in the PM module.

Performance Management

If you have more than one employee that will be assigned the same performance plan goals and weighting, you can copy one employee’s performance plan to the other employees’ performance plans under your review.

The Employee Portal will only show plans/reviews that currently require an action from you. You can access all of your reviews by clicking “My Employees’ Reviews” on the left-hand side.

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Performance Management

A “co-reviewer” can be assigned to assist you in completing your employee’s performance plan. A co-reviewer will have full access to a performance plan assigned to your employee. This is helpful with multiple supervisors or for a mid-year change in supervisor.

HR Information Systems

When an employee transfers from one position to another, if the employee has secondary or supplemental positions they will need to be ended. If they are to continue receiving the supplemental pay the old position needs to be ended and one established under the new position number to remain in compliance with 1P1P.

Hiring proposals take 24 hours from the time their status is moved to “Hire Approved” until established in Banner. There is a separate hiring proposal deadline calendar for the SM payroll, the cutoff date is not the same as the EPAF deadline. Those calendars are available on the HRIS website.

Know your dates! It is easier to correct a date on a hiring proposal in comparison to removing a record from Banner and restarting the process.

Don’t forget payroll! Nearly every piece of data entered into a hiring proposal has an impact on the payroll process. Spending a little extra time upfront double checking for accuracy will help ensure your transactions are processed quickly.

Know the fields. Each piece of data you enter goes into a “field.” If you don’t know what a field means, what it does, or what should be entered in, ask!

Don’t procrastinate. Deadlines exist for a reason, and the closer you get to one, the higher the likelihood becomes that your transaction may not make it to completion in time. Please don’t sit on your transactions!