PeopleAdmin
Introduction & Home Page
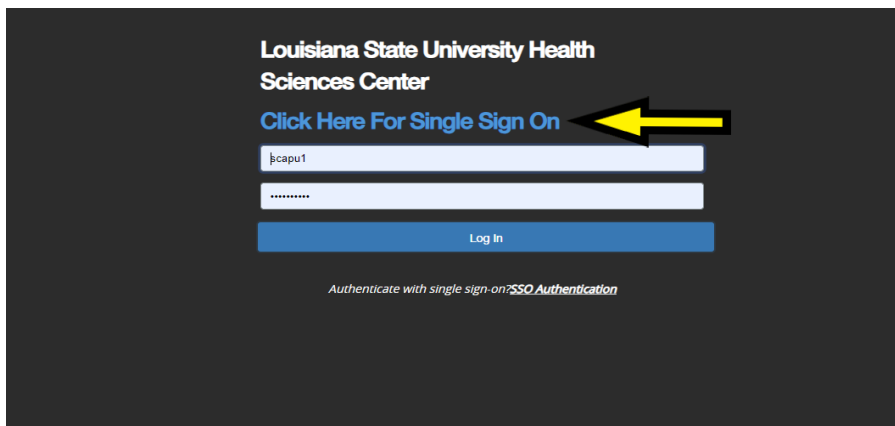# Navigation

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PeopleAdmin

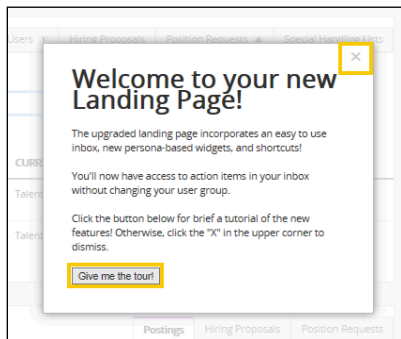## Logging in to PeopleAdmin

Access and Login to PeopleAdmin

In this topic you will learn how to **Login to PeopleAdmin** and navigate the **Home Page**.

1. Website address: **lsuhsc.peopleadmin.com/hr**
2. You click on Single Sign On link to gain access.

3. On your initial login, the system will ask you if you would like to take a tour. If you want to take the tour, click the **Give me the tour!** button. Otherwise, click the **'X'** to exit the tour and continue into PeopleAdmin. The system defaults you onto the module **Home Page.** The menu and other options available to you correspond with your permissions, which will also determine the system defaults for the module **Home Page**.
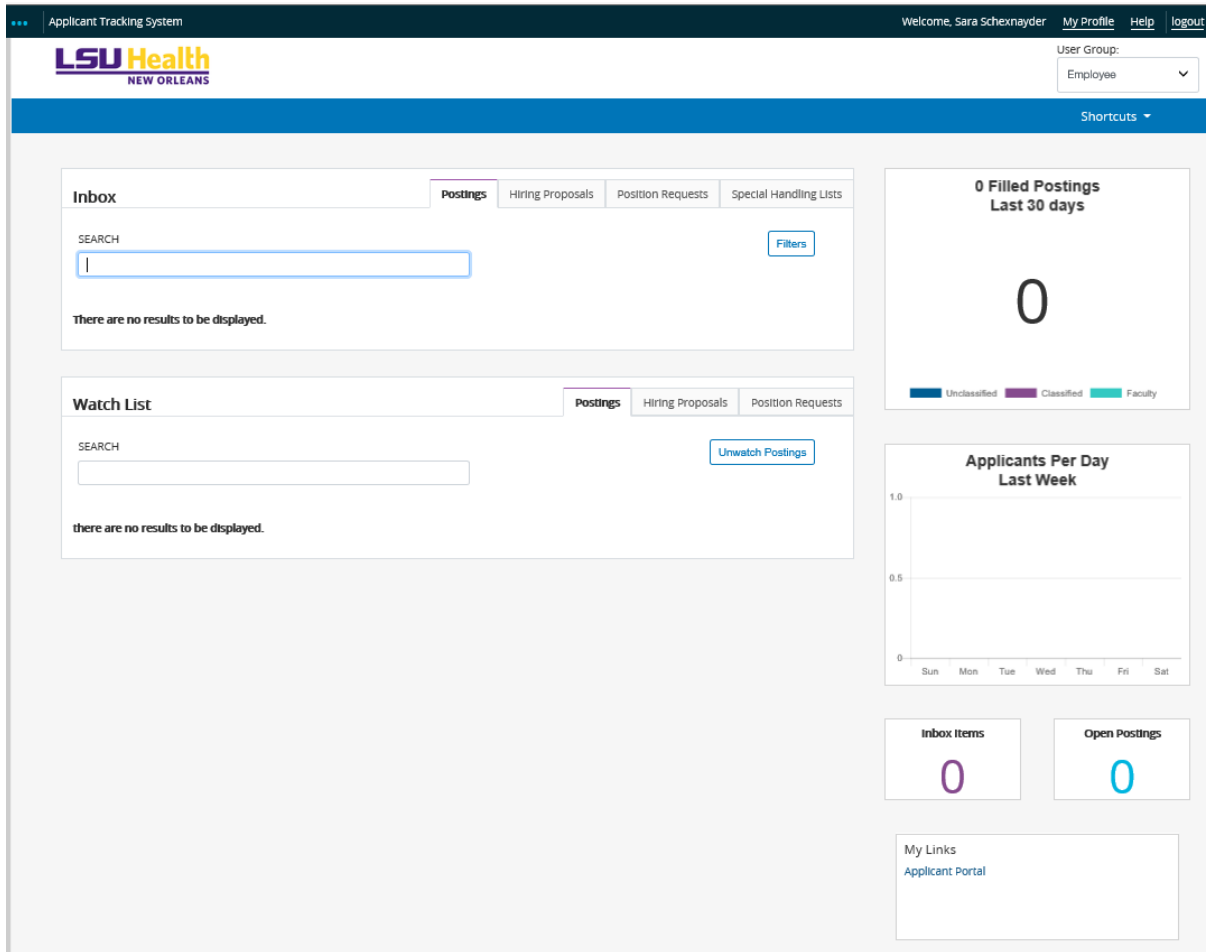
Introduction and Home Page

Once you have logged into PeopleAdmin, the Home Page will display an Inbox, a Watch List, some usage data, and useful links.

PeopleAdmin Modules

PeopleAdmin, is the system which LSUHSC-NO will use for Position Management, Applicant Tracking System, and Classified Performance Management. Other modules, such as Employee Records may be added in the future.
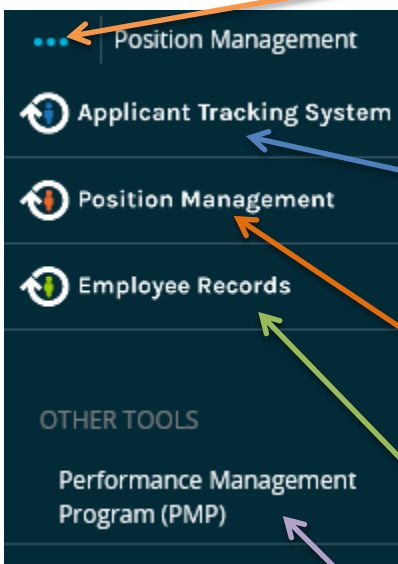
The **Main Menu** is designated by three blue dots (in the upper left corner of the screen). You will click on the blue dots to access the modules for which you have user permission.

Applicant Tracking System - allows you to initiate Faculty position & posting requests or view job postings, review applications, and/or initiate and approve hiring proposals. Unclassified and Administrative Faculty positions must be approved through Position first.

Position Management - allows you to create, view, and/or update position descriptions and initiate a request to fill a position and create posting request for Unclassified and Administrative Faculty positions. All request for Unclassified and Administrative Faculty hiring must start with a review and approval of the position description.

Employee Records – This module may be used in the future for the Onboarding process.

The **Performance Management Program (PMP)** will direct you to the PMP site.

Press the **[Escape]** key to exit these options and return to the main PeopleAdmin screen.

The **Ribbon Color** will differ depending on the module you are using:
- Applicant Tracking - Blue
- Position Management - Orange

Home Page

The **User Group** menu and the **Home** and **Shortcuts** links remain in the same position on all module ribbons. However, the links between will change depending on the module. In this example, the links for the **Hiring** module displays.

> The **Home** link is available on all pages and will return you to your Home Page; where your Inbox and Watch List display.

> The **Shortcuts** link displays shortcuts that are determined by your user permissions.

> The **User Group** menu allows you to choose a user type based on the access that you have and the function that you will need to perform. User groups will be discussed on page 6.

> The **Inbox** notification area displays any items that you need to act upon. Your user permission will determine what actions are available in your **Inbox.**
>
> The **Watch List** area will display items that you have flagged to follow, such as a job posting.

The **Inbox Items** box shows the total number of unresolved action items.

The **Open Postings** box shows the total number of open postings you are responsible for..

The **My Links** is a quick access to sites and materials you will find helpful. Links will include the Applicant Portal, training guides, and funding templates will be available here.

Status Messages

As you change roles or transition actions to the next level, you will notice a blue band at the top of the screen confirms the change.

A pink band in the same location indicates there is a problem which needs your attention before the position or posting can move forward.

User Group Definitions

The **User Group** defines what functions an individual can perform on their organization. The scope of access is based on the organization within a users role.

Applicant Reviewer - This group can view postings, review applicants, and disposition candidates.

Budget – This group approves position descriptions and salary offers.

Chancellor - This group includes his designees, which approve position descriptions prior to posting and hiring offers.

Department Approver – This is typically the business manager or Director for the group, which can approve position descriptions for posting, postings, and hiring offers. This group can also create or modify position descriptions and start hiring proposals.

Employee – This group can only see items related to their employee status and their reports.

Initiator - This group can create or modify position descriptions, create postings, and start hiring proposals.

School/Division Approver - This group is the Dean or Vice Chancellor level, which approves position descriptions and hiring proposals.

Human Resource roles in Talent Acquisition, **Compensation, Operations, and Director** have organizational access to perform their functions.

NOTE: All employees have the Employee user group. Individuals may be assigned additional User Groups depending on their role within the processes for position descriptions and hiring actions. If additional role access is required, please contact HRIS@lsuhsc.edu.