



**PeopleAdmin  
Introduction & Home Page  
Navigation**

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**Training Guide**  
**Introduction & Home Page Navigation**

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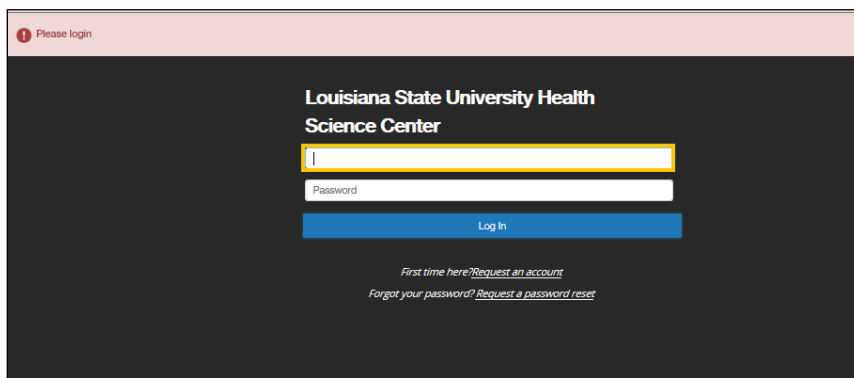
## PeopleAdmin

### Logging in to PeopleAdmin

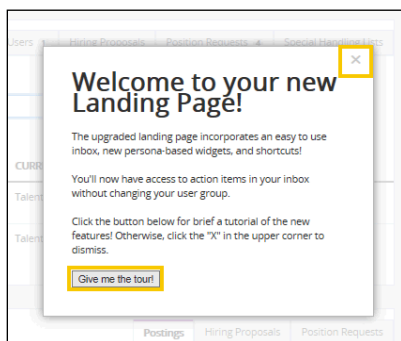
#### Access and Login to PeopleAdmin

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 will log in with your current network login information.



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**.



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### Introduction and Home Page

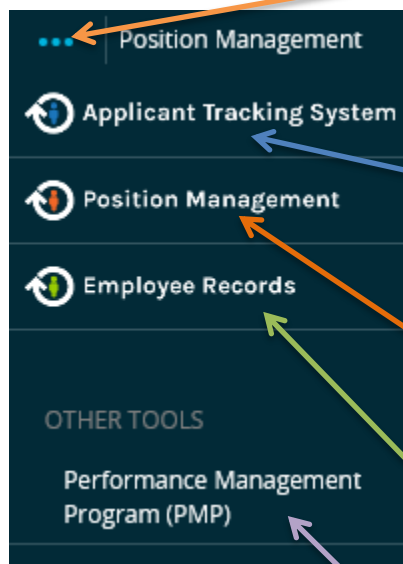
Once you have logged into PeopleAdmin, the Home Page will display an Inbox, a Watch List, some usage data, and useful links.

The screenshot shows the Applicant Tracking System interface for LSU Health New Orleans. The user is Sara Schexnayder, an Employee. The page features several key sections:

- Inbox:** A search bar with a "Filters" button. Below it, a message states "There are no results to be displayed." Tabs for "Postings", "Hiring Proposals", "Position Requests", and "Special Handling Lists" are visible.
- Watch List:** A search bar with an "Unwatch Postings" button. Below it, a message states "there are no results to be displayed." Tabs for "Postings", "Hiring Proposals", and "Position Requests" are visible.
- 0 Filled Postings Last 30 days:** A large "0" indicating no filled postings. A legend below shows categories: Unclassified (blue), Classified (purple), and Faculty (teal).
- Applicants Per Day Last Week:** A line graph with a y-axis from 0 to 1.0 and an x-axis for days of the week (Sun, Mon, Tue, Wed, Thu, Fri, Sat). The graph shows zero data points.
- Inbox Items:** A box showing "0" items.
- Open Postings:** A box showing "0" items.
- My Links:** A section containing a link to the "Applicant Portal".

### PeopleAdmin Modules

PeopleAdmin, is the system which LSUHSC-NO will use for Performance Management, Position Management, and Applicant Tracking System. Other modules, such as Employee Records will 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 or view job postings, review applications, and/or initiate and approve a hiring proposal. Unclassified 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. All request for unclassified hiring must start with a review and approval of the position description.

Employee Records – Coming Soon! This module is under development 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:

- Hiring - Blue
- Positions - Orange

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### 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 screenshot shows the Applicant Tracking System interface for SU Health New Orleans. The user is Sara Schexnayder, logged in as 'Initiator'. The navigation ribbon includes 'Home', 'Postings', 'Hiring Proposals', and 'Shortcuts'. The 'Home' section is active, displaying an 'Inbox' and a 'Watch List'. The 'Inbox' table has one item: 'IT ANALYST 2' in 'Talent Acquisition' state for 1 day. The 'Watch List' table has two items: 'NURSE PRACTITIONER' and 'IT ANALYST 2'. The right sidebar shows '0 Filled Postings Last 30 days' and a bar chart for 'Applicants Per Day Last Week' with a peak on Thursday.

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.

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

The **Open Postings** box shows the total number of open postings.

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.

**Applicants Per Day Last Week**

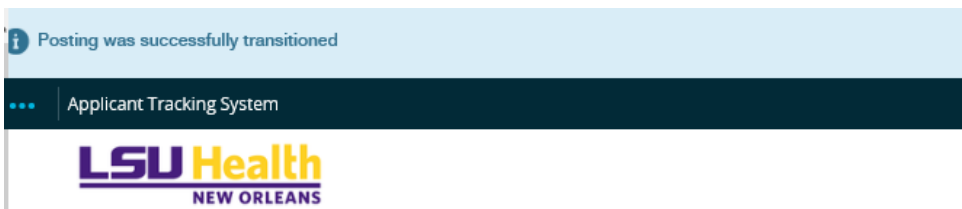
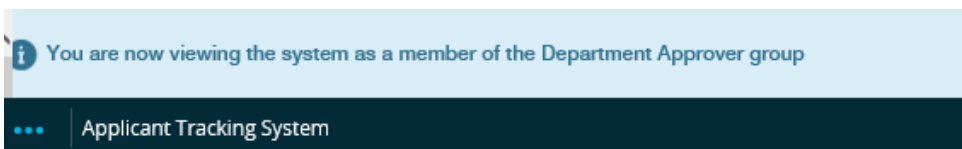
Day	Applicants
Sun	0
Mon	0
Tue	0
Wed	1
Thu	1
Fri	17
Sat	0

**Inbox Items:** 7  
**Open Postings:** 12

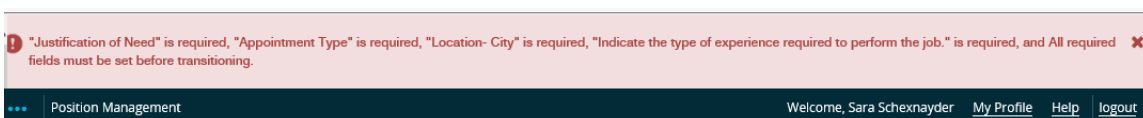
**My Links:** Applicant Portal

## 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.



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## 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 offers.

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

**Department Head** - This group approves hiring proposals.

**Department Approver** – This may be a designee of the Dean or Vice Chancellor, 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 hiring proposals.

**Search Committee Member** - This group can see applicants for positions they are assigned to.

**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. Initial group assignments have been based upon position titles. If additional role access is required, please contact HR Talent Acquisition.*