People Admin Tools

Beginning a New Action: Hiring a New Employee
Once logged into PeopleAdmin, click on “Begin New Action.”
Click either “Create New Position,” or “Hire into Existing Position.”
If you are Hiring into Existing position, enter the employee’s last name only into the last name field. If you are creating a new position, click the drop down arrow under Classification Title and find the title of the position.
After entering employee last name, click “Search.”
After person and title are found, click on start action.
Click on the Position details tab, and add all pertinent information.
Move to the Requisition Form tab and enter all pertinent information.
Move to the Accounts tab and add entry for FOAP. You will click “add new entry” once for fund number, “add new entry” again for Org number, and “add new entry” a third time for program number.
Move to the Search Committee tab and add new entry for each person that will serve on your committee.

*If you will have no committee, you may move past this tab.
Enter direct contact information for all 1600 and faculty level positions. If you need assistance with your direct contacts, contact the EDC office at 963-7435.

Once you have added your direct contacts you may add comments if necessary. After finishing direct contacts, if you have no comments to add, click on preview action, and move the position requisition to the next level.
Questions/ Comments