Log into PeopleAdmin using your username and password.
Click on Begin New Action

Welcome to the Internal Hiring System

- [HR User's Guide](#)
- [Hiring Manager Manual Part 1](#): how to create an online position requisition.
- [Hiring Manager Manual Part 2](#): how to view applications and change status of candidates.

To perform actions, please choose from the links at left.
Under Submit Personnel Action Request Form, click Start New Action

## Begin New Action

<table>
<thead>
<tr>
<th>Action</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create New Position</td>
<td>Use this action to propose the creation of a new position that does not exist in the current budget. Once approved, HR will post the new position.</td>
</tr>
<tr>
<td>Hire into an Existing Position</td>
<td>Use this action to request a job posting for a current position.</td>
</tr>
<tr>
<td>Modify Position - Do not Post</td>
<td>Use this action to request a reclassification or a modification to the current position description.</td>
</tr>
<tr>
<td>Submit Personnel Action Request Form</td>
<td>Use this action to submit a Personnel Action Request Form for the current position description.</td>
</tr>
<tr>
<td>HR Use Only - Update Employee</td>
<td>HR Use Only: Use this action to update employee information or user access on an existing position.</td>
</tr>
<tr>
<td>HR Use Only - Inactivate Position</td>
<td>HR Use Only: Use this action to mark an existing position as inactive.</td>
</tr>
</tbody>
</table>
Once on the Submit Personnel Action Request Form, go to the Classification Title field. Click the drop-down box and select the desired Classification.
Under the title of your selected position, click Start Action

<table>
<thead>
<tr>
<th>Classification Title</th>
<th>Working Title</th>
<th>Classification Code</th>
<th>Employee Id</th>
<th>Employee Last Name</th>
<th>Last Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temporary Employee</td>
<td>Start Action</td>
<td></td>
<td></td>
<td></td>
<td>New Position Description Activated View History</td>
</tr>
<tr>
<td>Temporary Employee</td>
<td>Start Action</td>
<td></td>
<td></td>
<td></td>
<td>New Position Description Approved View History</td>
</tr>
<tr>
<td>Temporary Employee</td>
<td>Start Action</td>
<td></td>
<td></td>
<td></td>
<td>New Position Description Approved View History</td>
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<td>Start Action</td>
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<td></td>
<td></td>
<td>New Position Description Approved View History</td>
</tr>
</tbody>
</table>
Enter the employee’s name, ID number and position title in the appropriate fields.
Once completed, click Continue to Next Page
Add account information by selecting Add New Entry. This is your FOAP.
Add 6-digit Fund Number. Click Add Entry
Welcome Michael Hamlet. You are logged in.
Your Current Group: HR Administrators.
Monday, January 25, 2010

Submit Personnel Action Request Form

The entry has been added.

To add a new Entry, click the Add New Entry button below. To view more details about an existing entry, click the View link for the entry. To edit an existing entry, click the Edit link for that entry. To delete an existing entry, click the Delete link for that entry.

Add New Entry

existing Entries

2 Records

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>12345</td>
<td>100</td>
</tr>
<tr>
<td>View</td>
<td>Edit</td>
</tr>
<tr>
<td>123456</td>
<td>100</td>
</tr>
<tr>
<td>View</td>
<td>Edit</td>
</tr>
</tbody>
</table>

Add New Entry

<< return to previous

Continue to next page >>

Save and stay on this page
Add 3-digit Program Number. Click Add Entry
Click on Supplemental Documentation
Select Attach to attach a new document

![Employment Opportunities](image)

### Submit Personnel Action Request Form

<table>
<thead>
<tr>
<th>Employee Update</th>
<th>Accounts</th>
<th>Supplemental Documentation</th>
<th>Comments</th>
<th>HR Use Only</th>
<th>Action History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attach / Remove</td>
<td>Document Type</td>
<td>Attached Document</td>
<td>View Document</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>Job Analysis Questionnaire</td>
<td>Not Attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>Other Supporting Documentation</td>
<td>Not Attached</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Attach</td>
<td>Personnel Action Request Form</td>
<td>Not Attached</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

[<< RETURN TO PREVIOUS]

[CONTINUE TO NEXT PAGE]>

[SAVE AND STAY ON THIS PAGE]

[CANCEL] [PREVIEW ACTION]
Click Browse to locate the desired document

Upload a new document:
Browse below to select a document to associate.
File: Browse

Paste a new document:
Please either copy and paste document text or type from scratch into the box below to associate a document.
Text:

Return to Previous
CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE
CANCEL
PREVIEW ACTION
Click the drop-down box in the Look In field. Double click Upload New Document
Employment Opportunities

Return to Previous:

Please choose one of the following methods to associate a document.

Upload a new document:
Browse below to select a document to associate.

File: [Browse]
ATTACH

Paste a new document:
Please either copy and paste document text or type from scratch into the box below to associate a document.

Text:
ATTACH

Return to Previous:

<< RETURN TO PREVIOUS >>
SAVE AND STAY ON THIS PAGE
CONTINUE TO NEXT PAGE >>
Click View to see your document.
If there are other supporting documents, click Attach at Other Supporting Documentation
Click the Comments tab to view or to add comments.
Required information is denoted with an asterisk.

<table>
<thead>
<tr>
<th>Required Information</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>VP/Budget Comments</td>
<td>Type your comment here if you need to offer further explanation regarding the personnel action.</td>
</tr>
<tr>
<td>Human Resources Comments</td>
<td></td>
</tr>
<tr>
<td>Hiring Managers Comments</td>
<td></td>
</tr>
<tr>
<td>Comments</td>
<td></td>
</tr>
<tr>
<td>-------------------------------</td>
<td></td>
</tr>
<tr>
<td>Deans Comments:</td>
<td></td>
</tr>
<tr>
<td>Grants Comments:</td>
<td></td>
</tr>
<tr>
<td>Budget Comments:</td>
<td></td>
</tr>
<tr>
<td>Clinical Comments:</td>
<td></td>
</tr>
<tr>
<td>Title III Comments:</td>
<td></td>
</tr>
<tr>
<td>President Comments:</td>
<td></td>
</tr>
<tr>
<td>Dean Grad Studies Comments:</td>
<td></td>
</tr>
<tr>
<td>EDC Comments:</td>
<td></td>
</tr>
</tbody>
</table>

*Required information is denoted with an asterisk.*
Select the Action History tab to view the routing of your action. After viewing your routing queue, click Preview Action to move to the next approval level.
Put a green dot in the area where you would like to submit the action.
Click Confirm

Confirm Change Action Status

You are about to change this action to the following status:

Submit Action to Hiring Manager

GO BACK  CONFIRM

Search Actions

✓ The status of Action has successfully been changed to Action Submitted to Hiring Manager.

Search Actions

<table>
<thead>
<tr>
<th>Classification</th>
<th>Any</th>
<th>Applicant</th>
<th>Any</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td></td>
<td></td>
<td>Employee ID Numbers</td>
<td></td>
</tr>
<tr>
<td>Employee First Name</td>
<td></td>
<td></td>
<td>Employee Last Name</td>
<td></td>
</tr>
</tbody>
</table>

Check All  Case All

- Action Saved Not Submitted
- Action Submitted to Hiring Manager
- Action Submitted to Department
To view where your action is, click Check All, then Search

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**Search Actions**

<table>
<thead>
<tr>
<th>Classification</th>
<th>Temporary Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Number</td>
<td></td>
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</tr>
<tr>
<td>Employee Last Name</td>
<td></td>
</tr>
</tbody>
</table>

**Search Actions**

- Check All
- Gear All
- Action Saved Not Submitted
- Action Submitted to Hiring Manager
- Action Submitted to Department Head/Director
- Action Submitted to Dean
- Action Submitted to Dean Grad Studios
- Action Submitted to VP
- Action Submitted to Grants
- Action Submitted to Title III
- Action Returned to Hiring Manager
- Action Returned to Department Head / Director
- Action Submitted to Budget
- Action Submitted to President
- Action Submitted to EDC
- Action Submitted to HR Administrator
- Action Submitted to HR Director
- Action Cancelled (Final)
- Approved (Personal Action Request Form Submitted)
- Approved (Save Position Description)
- Approved for Posting (Save Position Description)
- Approved (Position Description Modified)
- Approved for Posting (Existing Position Description)
- Approved (User or Employee Changed)
- Position Description Inactivated

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**View Actions**

<table>
<thead>
<tr>
<th>Temporary Employee</th>
<th>Working Title</th>
<th>Status</th>
<th>Action Type</th>
<th>Action Number</th>
<th>Position Number</th>
<th>Employee Last Name</th>
<th>Date of Last Action</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action Submitted to Hiring Manager</td>
<td>Submit Personal Action Request Form</td>
<td>001404</td>
<td>01-29-2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Click Edit to make any changes
Click the tab that you need to make changes on
Click the Action History tab if you need to see who sent it to you in order to route the action back.