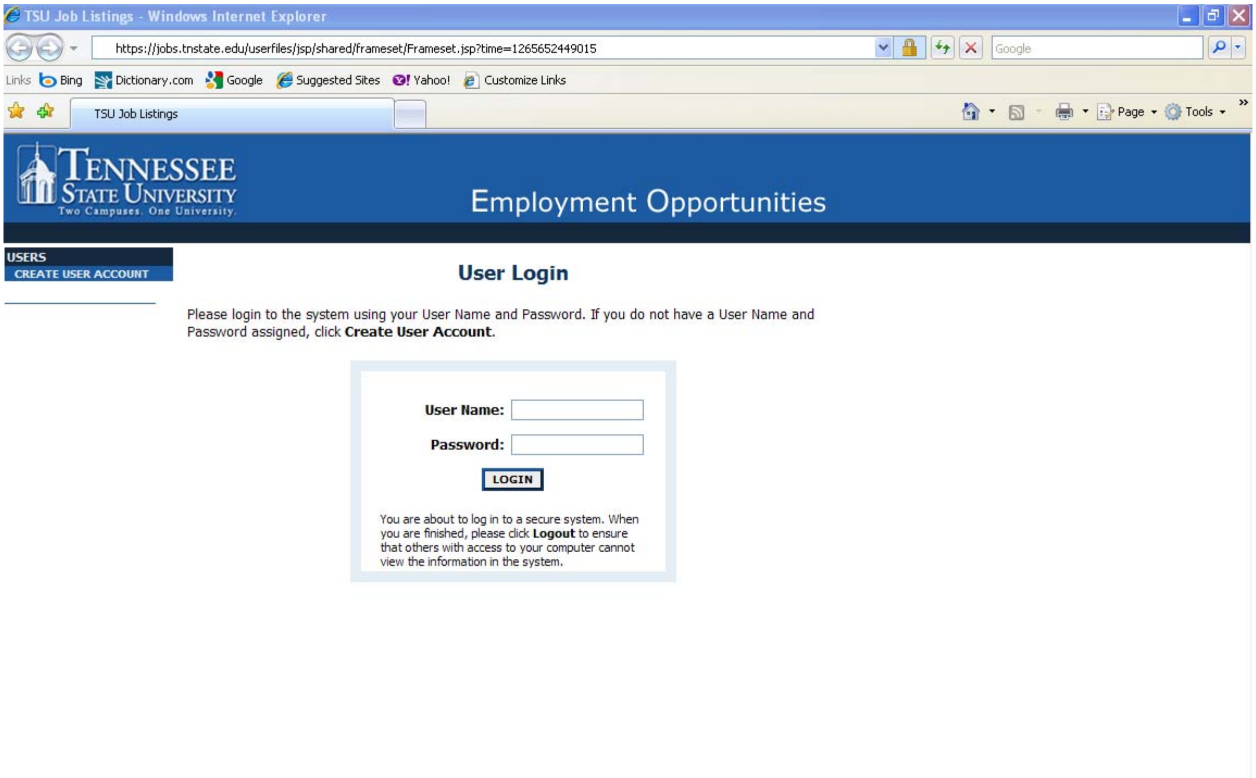
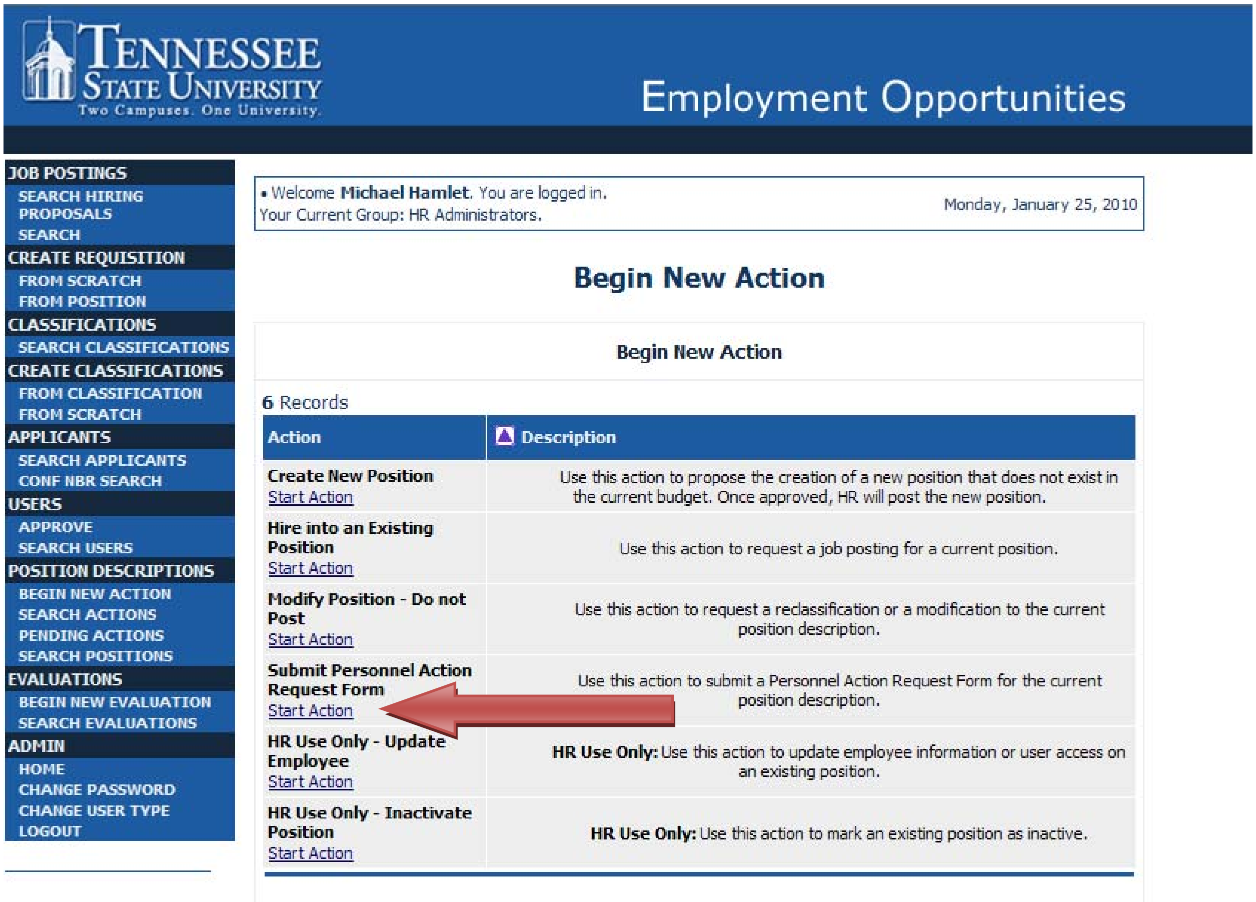
Log into PeopleAdmin using your username and password.



Click on Begin New Action

Under Submit Personnel Action Request Form, click Start New Action



TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH
CREATE REQUISITION
FROM SCRATCH
FROM POSITION
CLASSIFICATIONS
SEARCH CLASSIFICATIONS
CREATE CLASSIFICATIONS
FROM CLASSIFICATION
FROM SCRATCH
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
USERS
APPROVE
SEARCH USERS
POSITION DESCRIPTIONS
BEGIN NEW ACTION
SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
EVALUATIONS
BEGIN NEW EVALUATION
SEARCH EVALUATIONS
ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

• Welcome **Michael Hamlet**. You are logged in.
Your Current Group: HR Administrators.

Monday, January 25, 2010

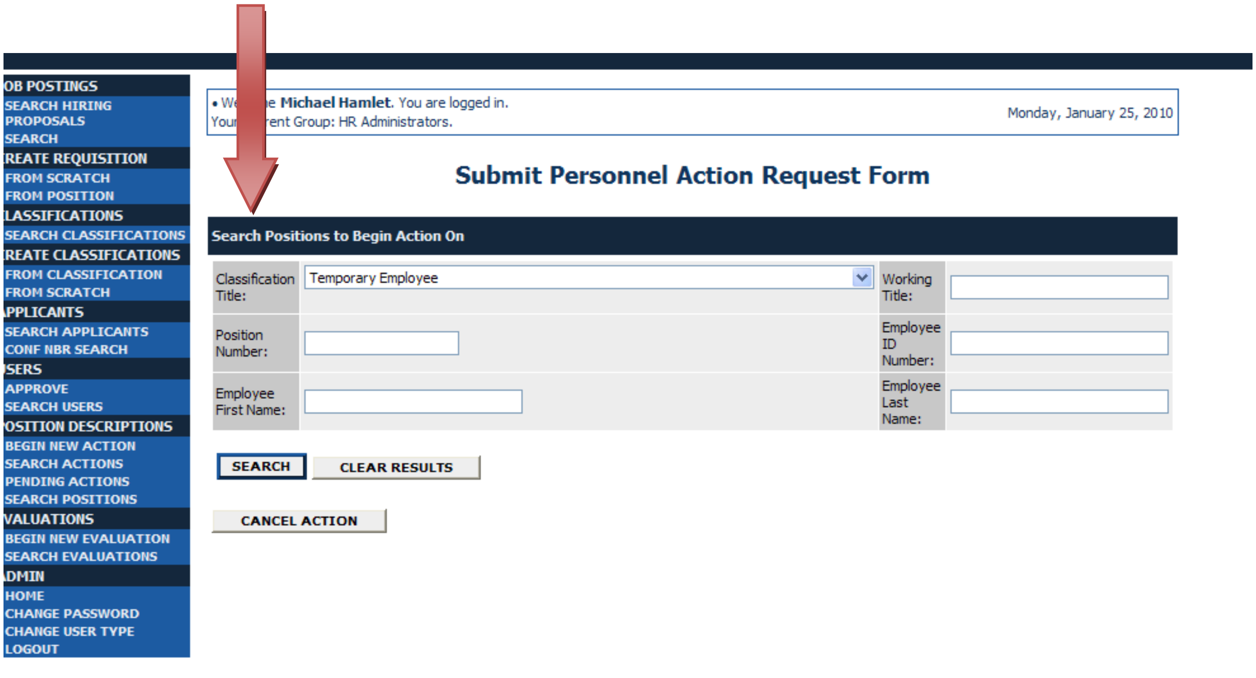
Begin New Action

Begin New Action

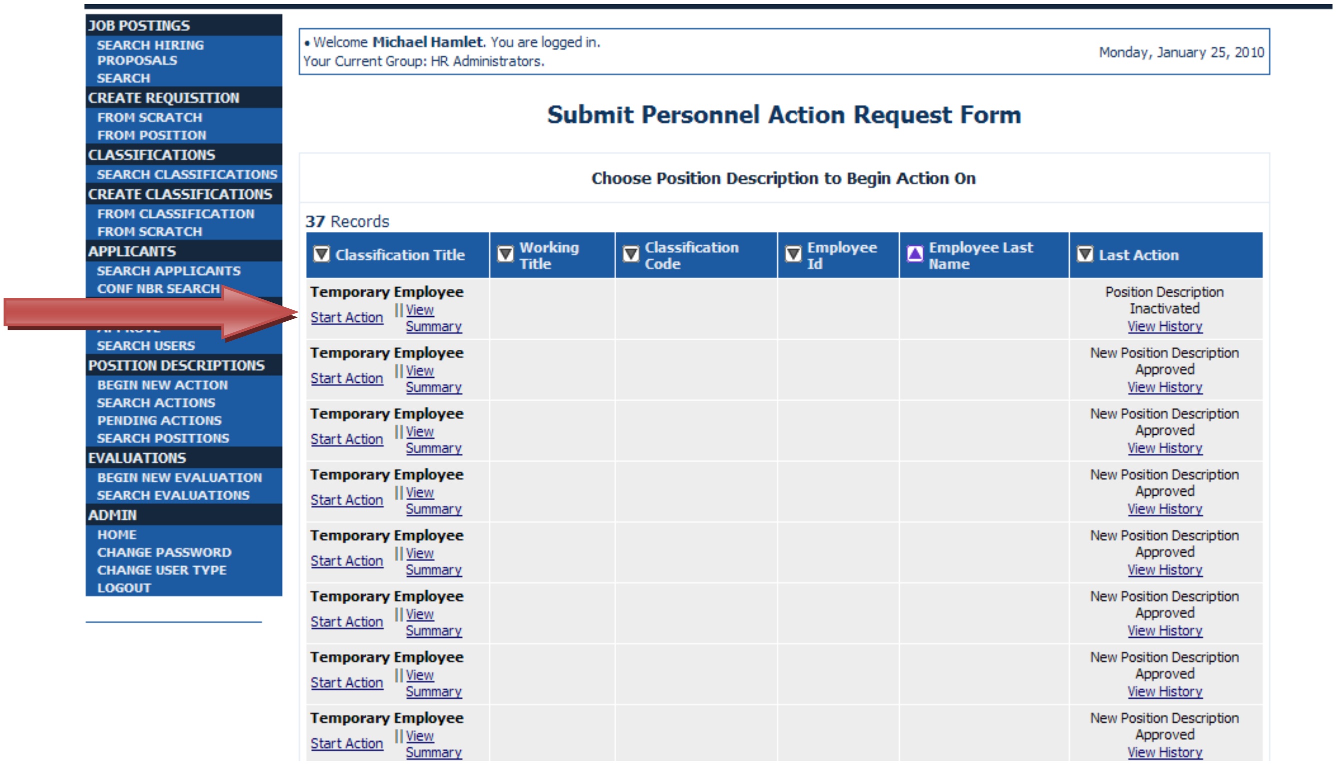
6 Records

Action	Description
Create New Position Start Action	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.
Hire into an Existing Position Start Action	Use this action to request a job posting for a current position.
Modify Position - Do not Post Start Action	Use this action to request a reclassification or a modification to the current position description.
Submit Personnel Action Request Form Start Action	Use this action to submit a Personnel Action Request Form for the current position description.
HR Use Only - Update Employee Start Action	**HR Use Only:** Use this action to update employee information or user access on an existing position.
HR Use Only - Inactivate Position Start Action	**HR Use Only:** Use this action to mark an existing position as inactive.

Once on the Submit Personnel Action Request Form, go to the Classification Title field. Click the drop-down box and select the desired Classification

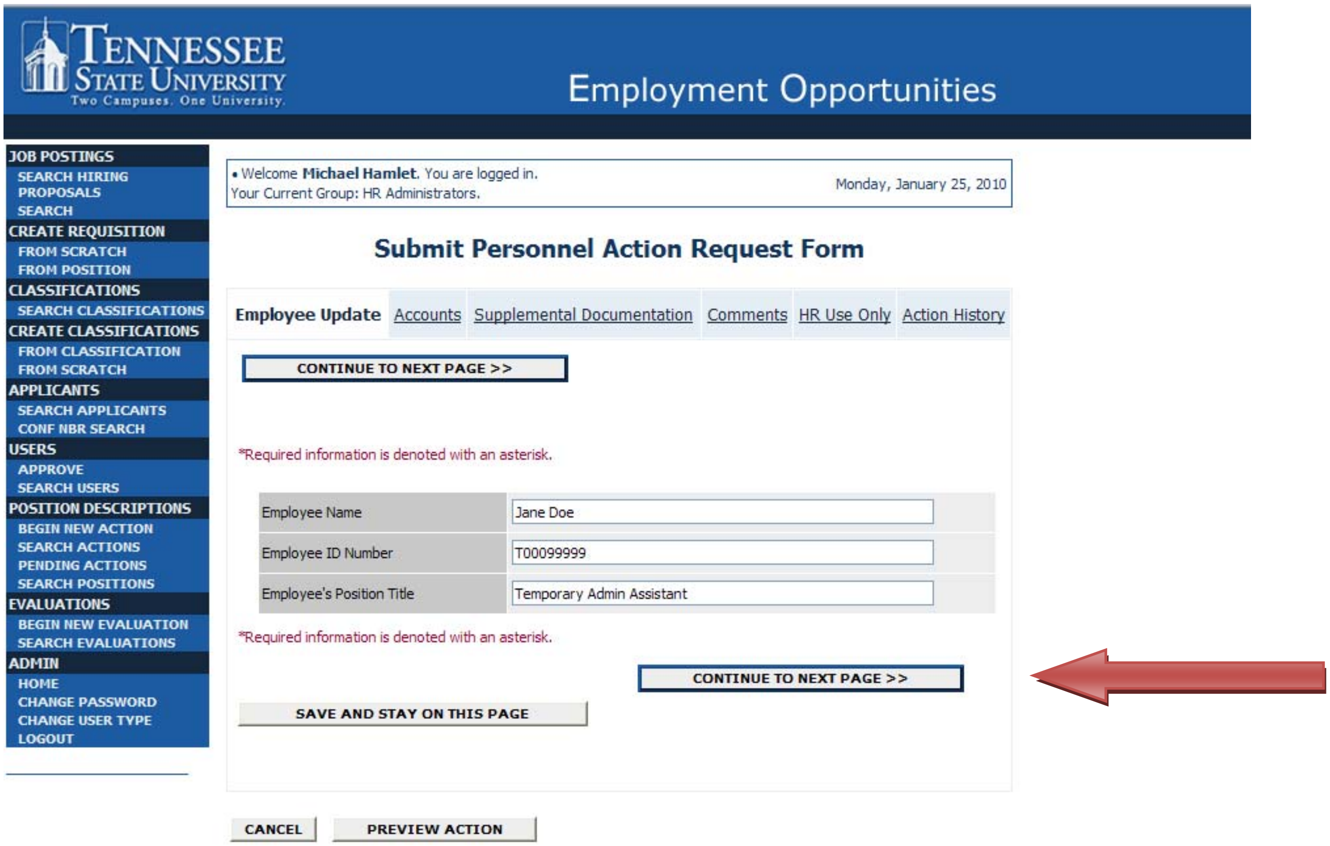


Under the title of your selected position, click Start Action



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

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Employment Opportunities

JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH

CREATE REQUISITION
- FROM SCRATCH
- FROM POSITION

CLASSIFICATIONS
- SEARCH CLASSIFICATIONS

CREATE CLASSIFICATIONS
- FROM CLASSIFICATION
- FROM SCRATCH

APPLICANTS
- SEARCH APPLICANTS
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USERS
- APPROVE
- SEARCH USERS

POSITION DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

EVALUATIONS
- BEGIN NEW EVALUATION
- SEARCH EVALUATIONS

ADMIN
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

• Welcome **Michael Hamlet**. You are logged in.
Your Current Group: HR Administrators.

Monday, January 25, 2010

Submit Personnel Action Request Form

Employee Update | **Accounts** | Supplemental Documentation | Comments | HR Use Only | Action History

✓ **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

1 Record

Account Number	Percentage
123456 View || Edit Delete	100

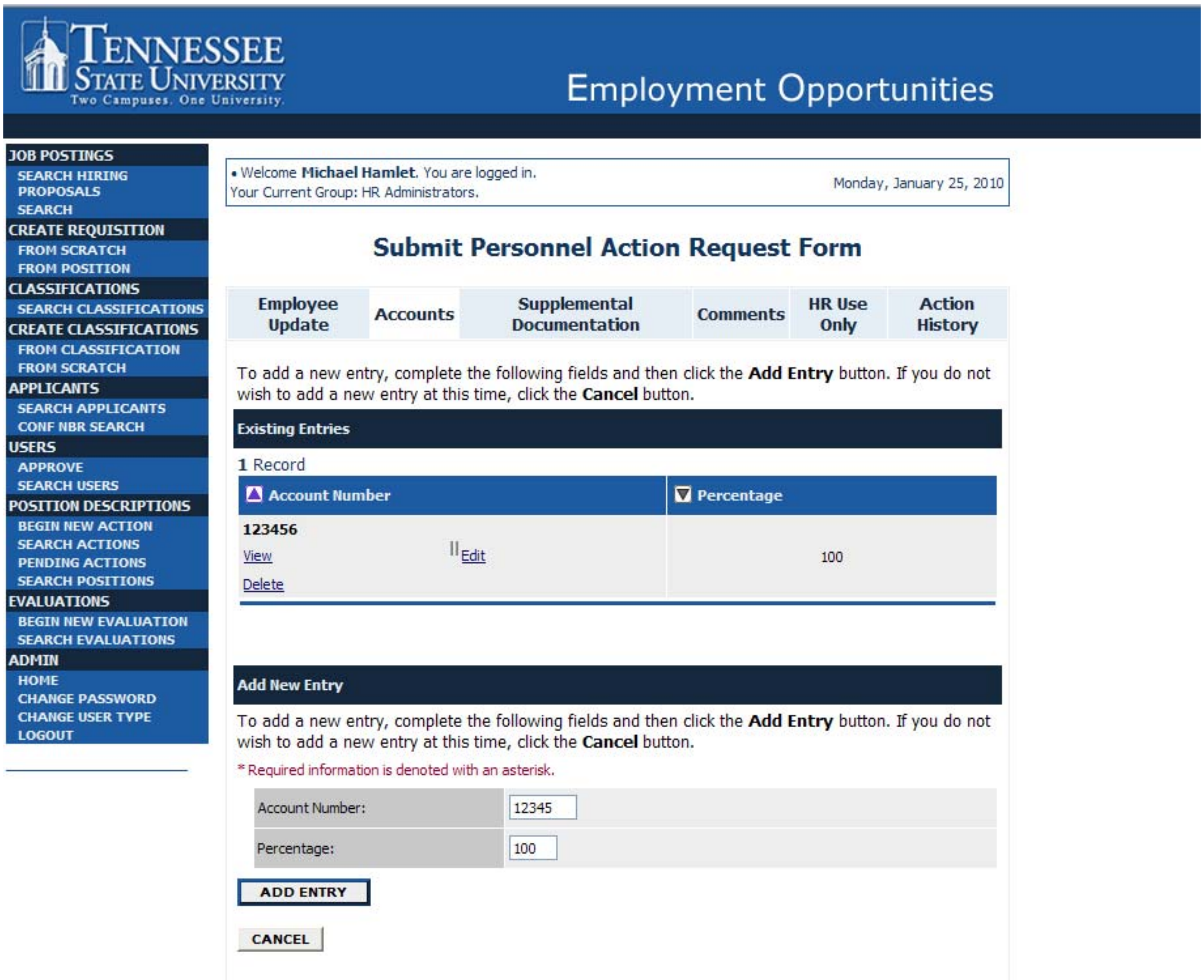
ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Add 5-digit Org Number. Click Add Entry



TENNESSEE STATE UNIVERSITY
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Employment Opportunities

JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH

CREATE REQUISITION
- FROM SCRATCH
- FROM POSITION

CLASSIFICATIONS
- SEARCH CLASSIFICATIONS

CREATE CLASSIFICATIONS
- FROM CLASSIFICATION
- FROM SCRATCH

APPLICANTS
- SEARCH APPLICANTS
- CONF NBR SEARCH

USERS
- APPROVE
- SEARCH USERS

POSITION DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

EVALUATIONS
- BEGIN NEW EVALUATION
- SEARCH EVALUATIONS

ADMIN
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

• Welcome **Michael Hamlet**. You are logged in.
Your Current Group: HR Administrators.

Monday, January 25, 2010

Submit Personnel Action Request Form

Employee Update | **Accounts** | Supplemental Documentation | Comments | HR Use Only | Action History

✓ **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

Account Number		Percentage
12345 View Delete	Edit	100
123456 View Delete	Edit	100

ADD NEW ENTRY

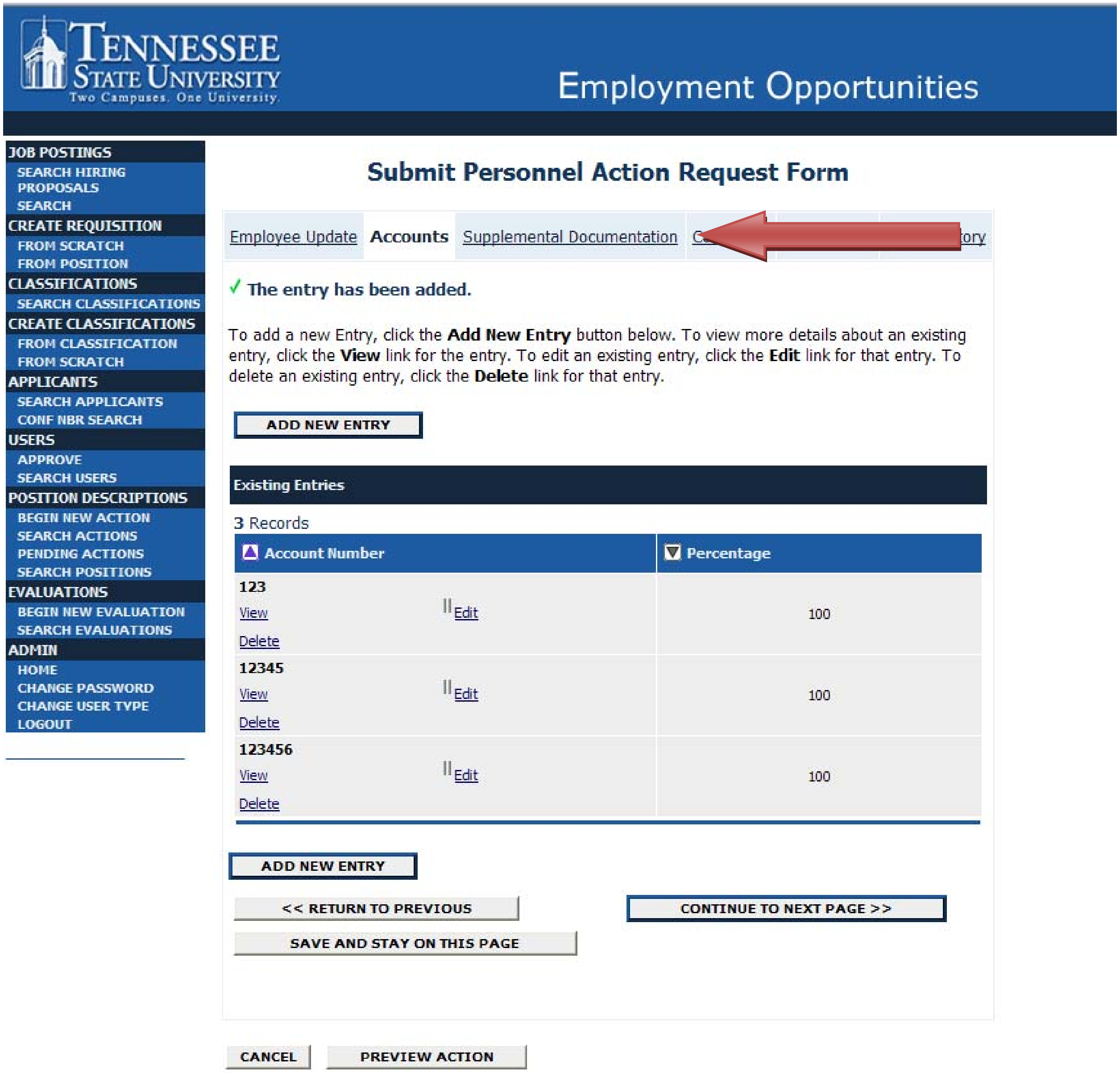
<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

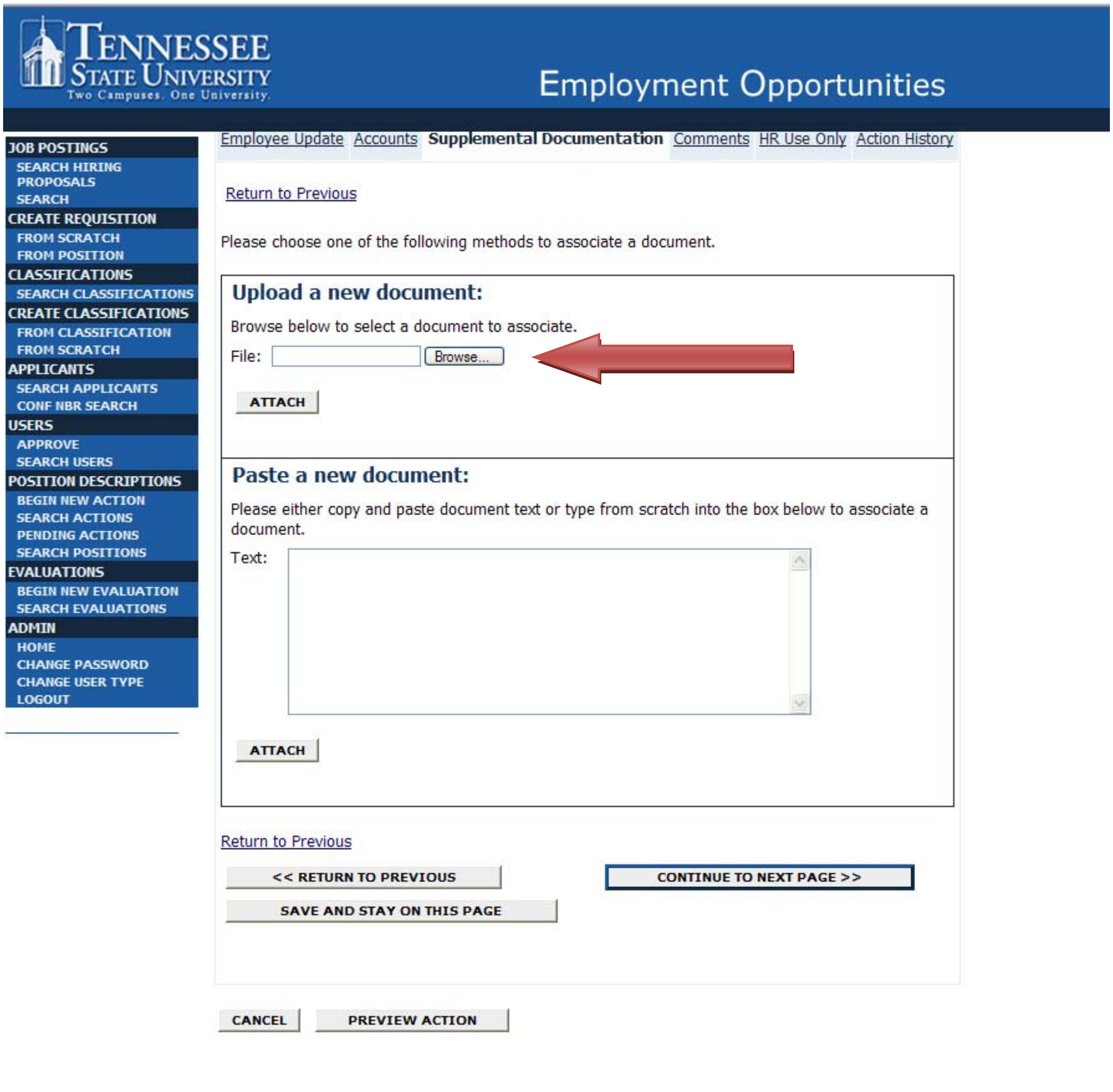
Add 3-digit Program Number. Click Add Entry

Click on Supplemental Documentation

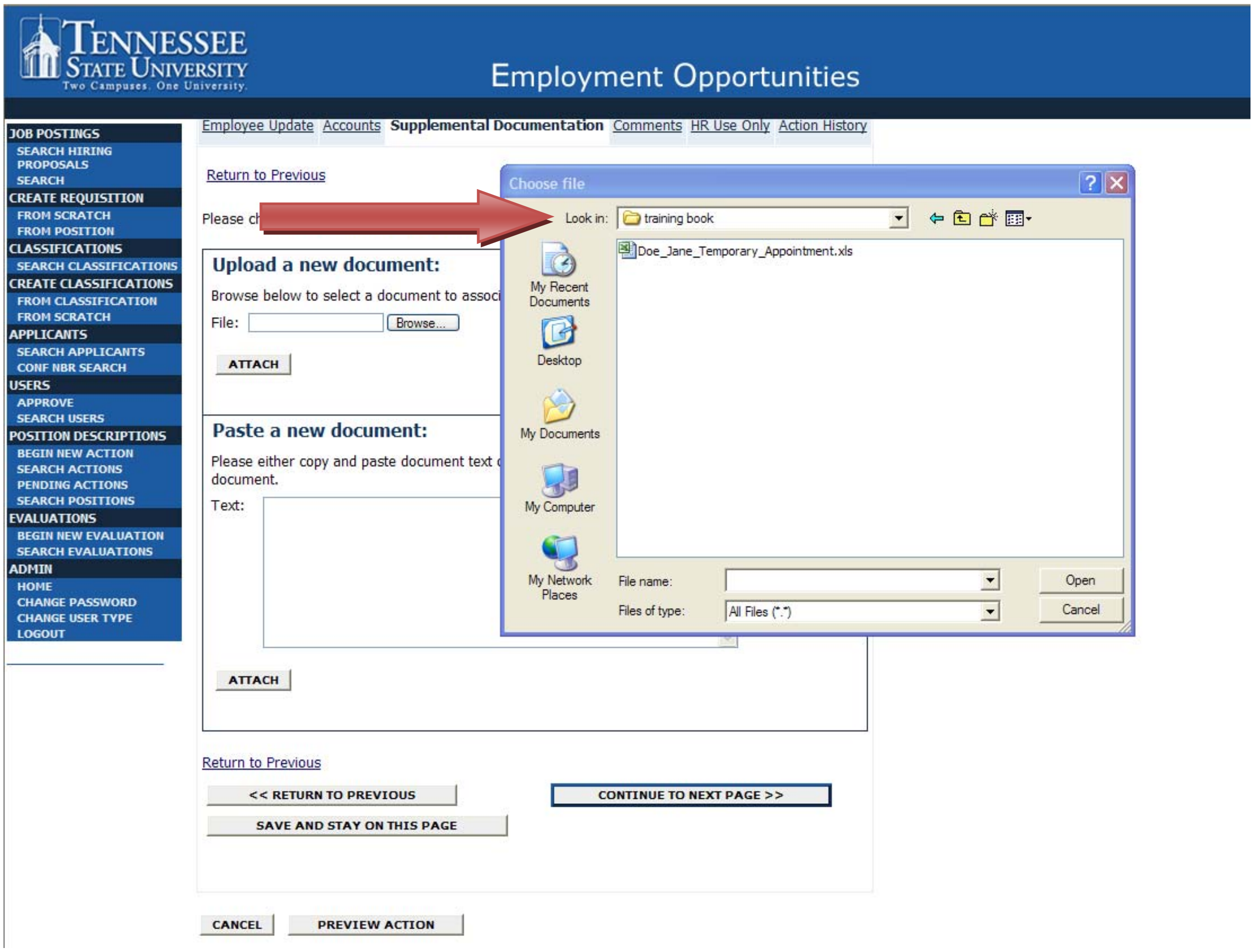


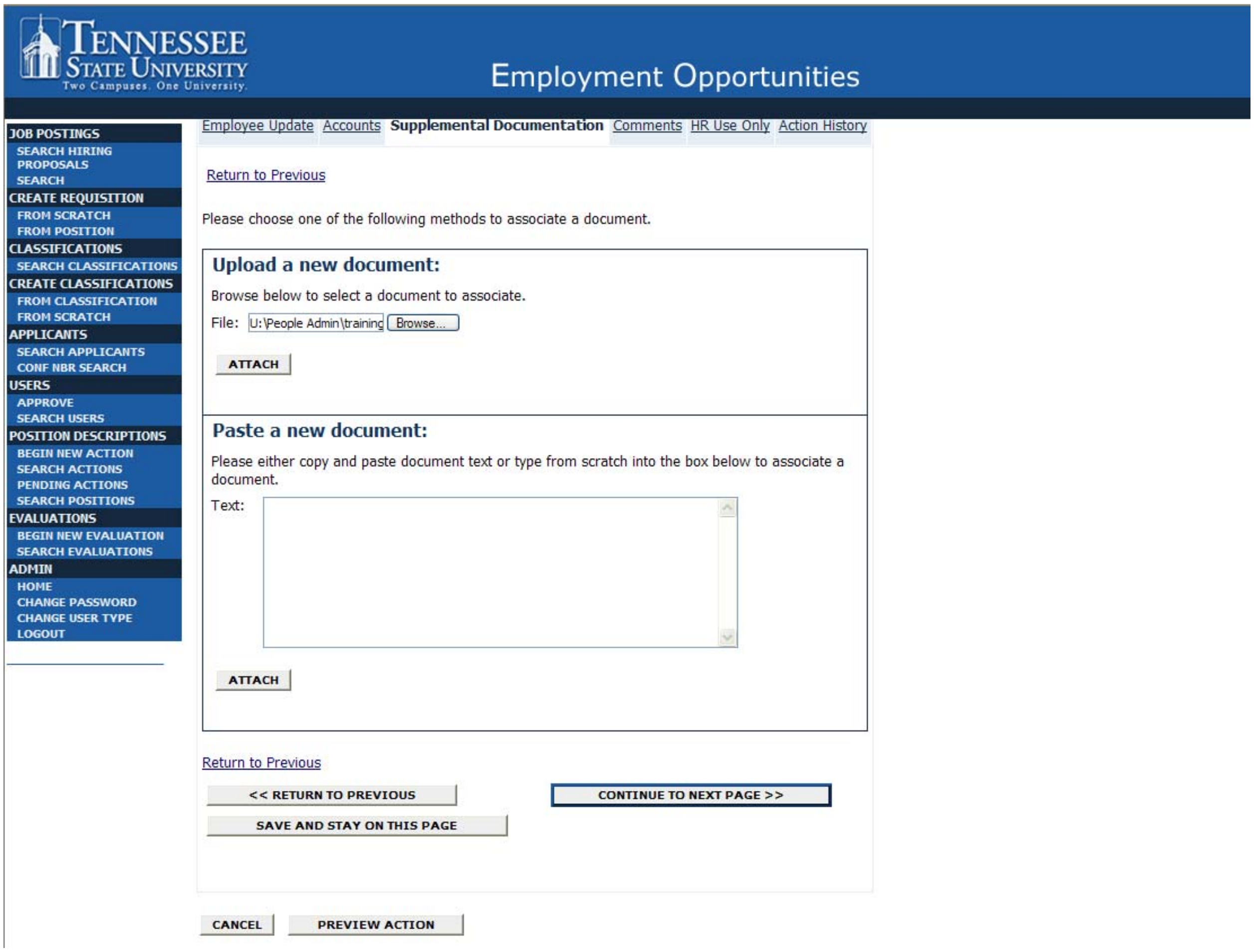
Select Attach to attach a new document

Click Browse to locate the desired document



Click the drop-down box in the Look In field. Double click Upload New Document




TENNESSEE STATE UNIVERSITY
Two Campuses. One University.
Employment Opportunities
JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH
CREATE REQUISITION
FROM SCRATCH
FROM POSITION
CLASSIFICATIONS
SEARCH CLASSIFICATIONS
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SEARCH USERS
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SEARCH ACTIONS
PENDING ACTIONS
SEARCH POSITIONS
EVALUATIONS
BEGIN NEW EVALUATION
SEARCH EVALUATIONS
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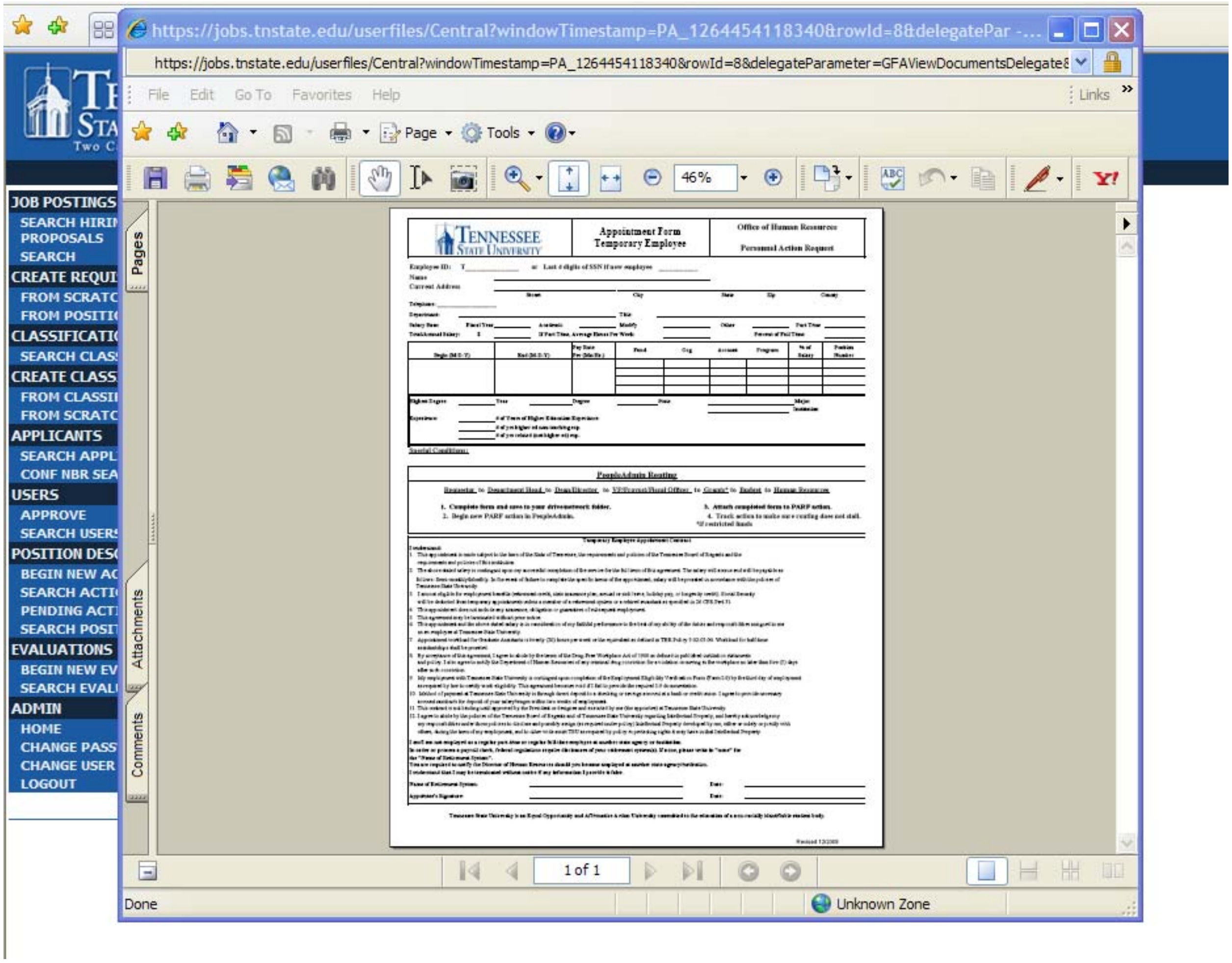
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT
Employee Update
Accounts
Supplemental Documentation
Comments
HR Use Only
Action History
Return to Previous
Please choose one of the following methods to associate a document.
Upload a new document:
Browse below to select a document to associate.
File: U:\People Admin\training
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
CONTINUE TO NEXT PAGE >>
SAVE AND STAY ON THIS PAGE
CANCEL
PREVIEW ACTION

Click Confirm

Click View to see your document


https://jobs.tnstate.edu/userfiles/Central?windowTimestamp=PA_1264454118340&rowId=8&delegatePar -...
https://jobs.tnstate.edu/userfiles/Central?windowTimestamp=PA_1264454118340&rowId=8&delegateParameter=GFAViewDocumentsDelegate
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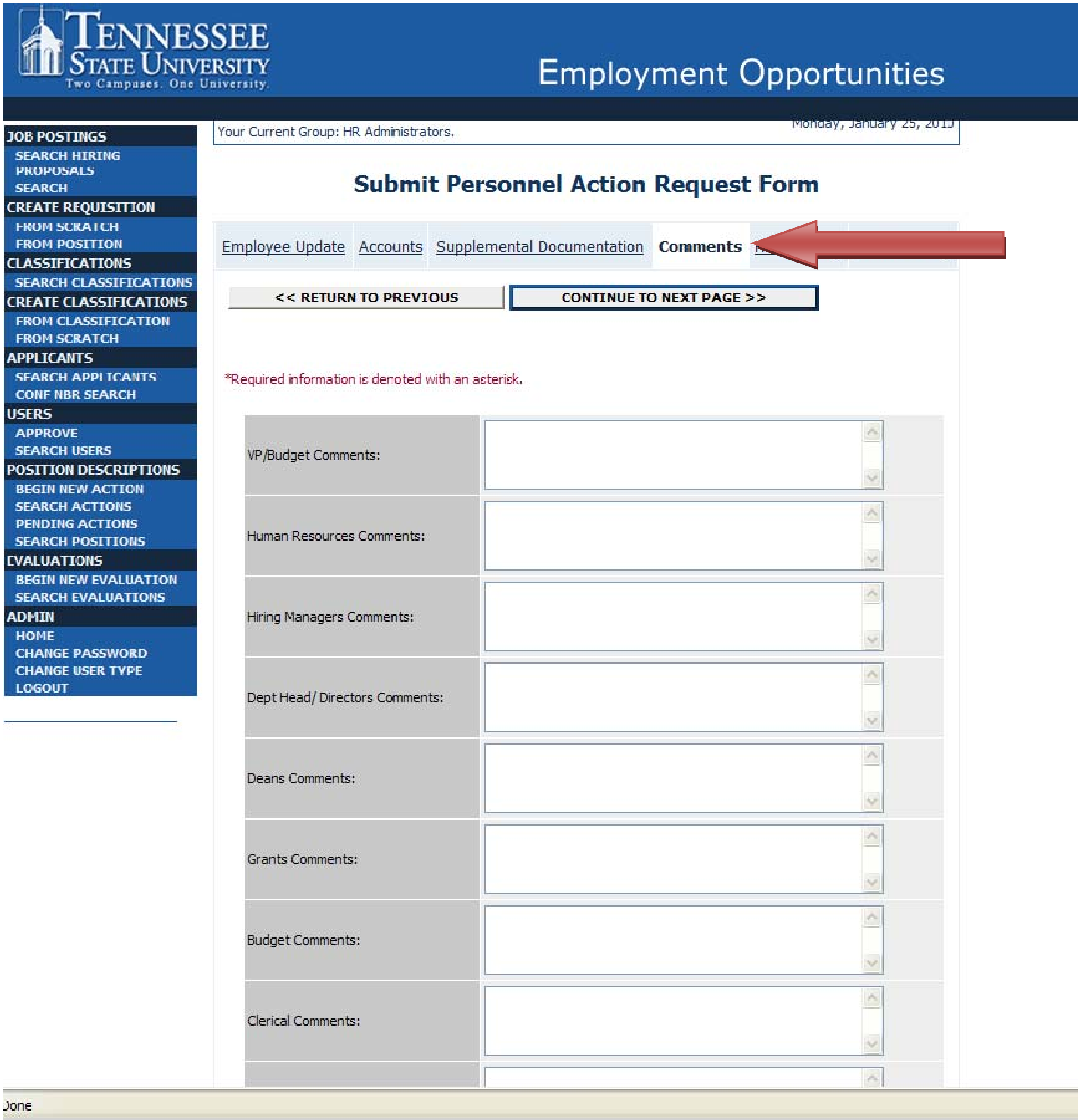
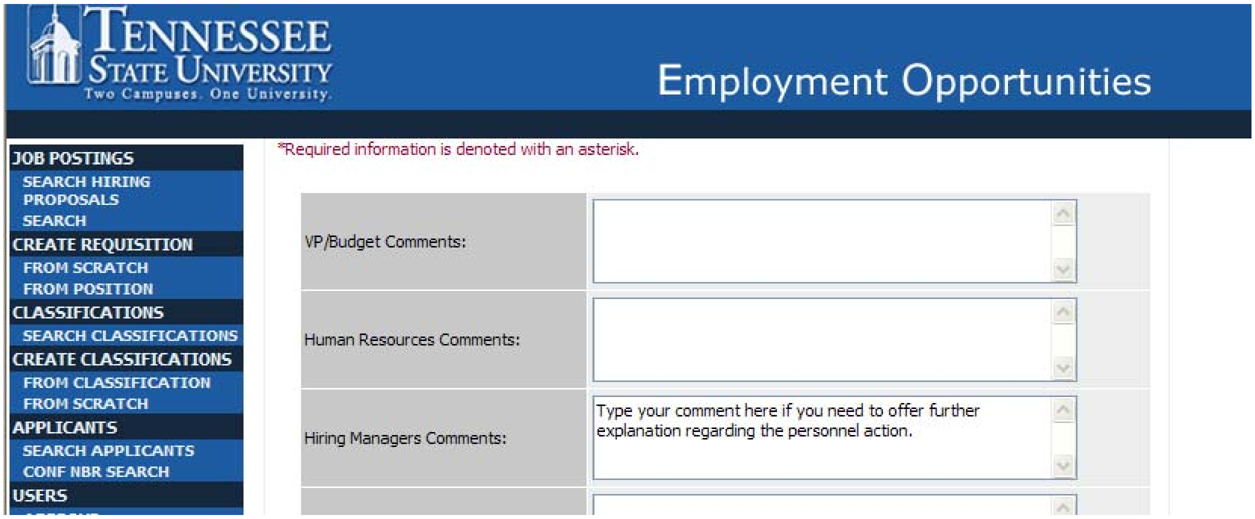
Comments
Tennessee State University
Appointment Form
Temporary Employee
Office of Human Resources
Personnel Action Request
PeopleAdmin Routing
1 of 1
Done
Unknown Zone

If there are other supporting documents, click Attach at Other Supporting Documentation

Click the Comments tab to view or to add comments




Tennessee State University
Two Campuses. One University.
Employment Opportunities
JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH
CREATE REQUISITION
FROM SCRATCH
FROM POSITION
CLASSIFICATIONS
SEARCH CLASSIFICATIONS
CREATE CLASSIFICATIONS
FROM CLASSIFICATION
FROM SCRATCH
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
USERS
*Required information is denoted with an asterisk.
VP/Budget Comments:
Human Resources Comments:
Hiring Managers Comments:
Type your comment here if you need to offer further explanation regarding the personnel action.

JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH

CREATE REQUISITION
- FROM SCRATCH
- FROM POSITION

CLASSIFICATIONS
- SEARCH CLASSIFICATIONS

CREATE CLASSIFICATIONS
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- FROM SCRATCH

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- SEARCH APPLICANTS
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USERS
- APPROVE
- SEARCH USERS

POSITION DESCRIPTIONS
- BEGIN NEW ACTION
- SEARCH ACTIONS
- PENDING ACTIONS
- SEARCH POSITIONS

EVALUATIONS
- BEGIN NEW EVALUATION
- SEARCH EVALUATIONS

ADMIN
- HOME
- CHANGE PASSWORD
- CHANGE USER TYPE
- LOGOUT

Dept Head/Directors Comments:	
Deans Comments:	
Grants Comments:	
Budget Comments:	
Clerical Comments:	
Title III Comments:	
President Comments:	
Dean Grad Studies Comments:	
EDC Comments:	

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL | PREVIEW ACTION

JOB POSTINGS
- SEARCH HIRING PROPOSALS
- SEARCH

CREATE REQUISITION
- FROM SCRATCH
- FROM POSITION

CLASSIFICATIONS
- SEARCH CLASSIFICATIONS

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- APPROVE
- SEARCH USERS

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- PENDING ACTIONS
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- SEARCH EVALUATIONS

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- HOME
- CHANGE PASSWORD
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• Welcome **Michael Hamlet**. You are logged in.
Your Current Group: HR Administrators.

Monday, January 25, 2010

Submit Personnel Action Request Form

Employee Update | Accounts | Supplemental Documentation | Comments | **HR Use Only** | Action History

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Internal HR Notes:	

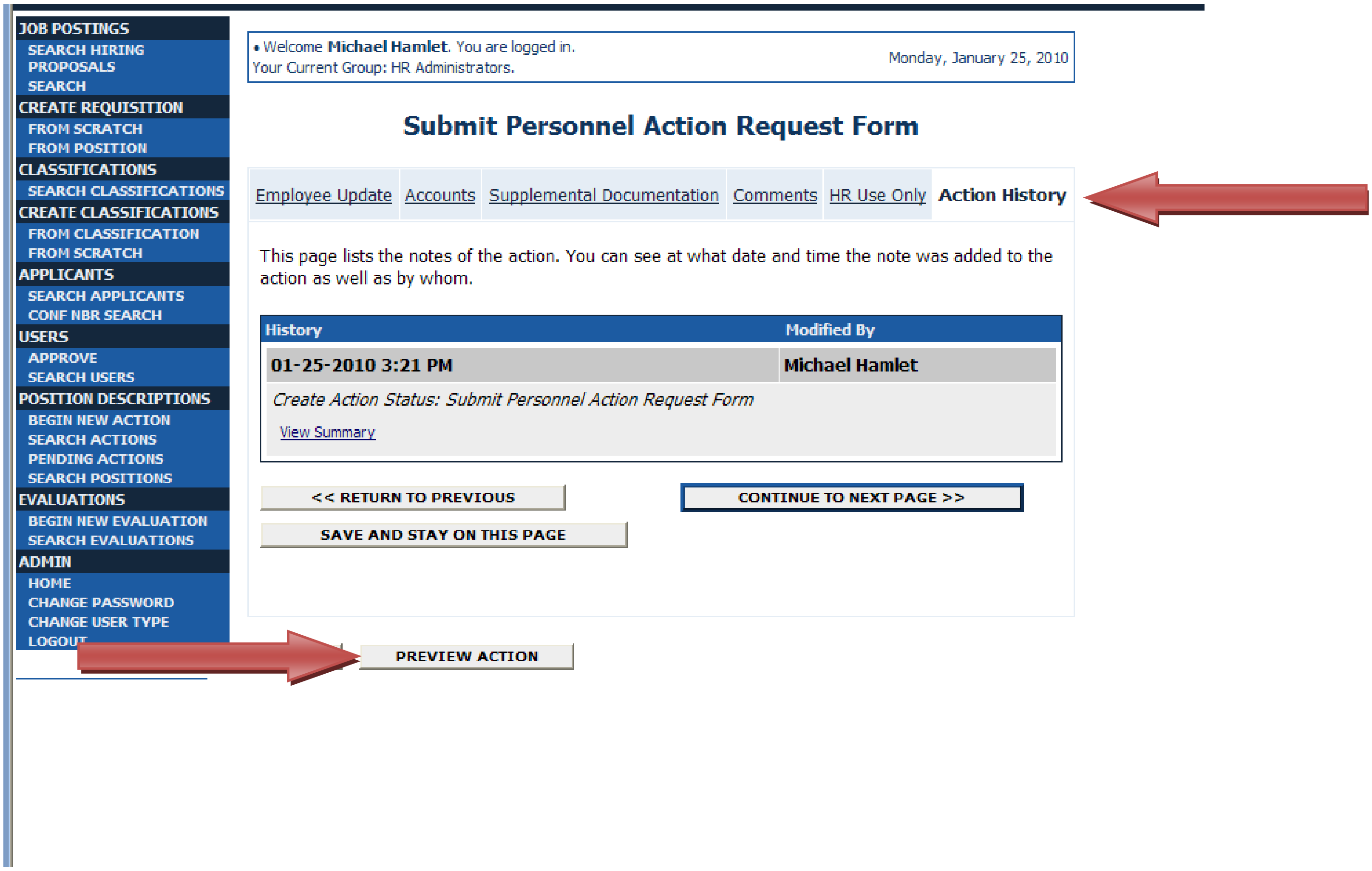
*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

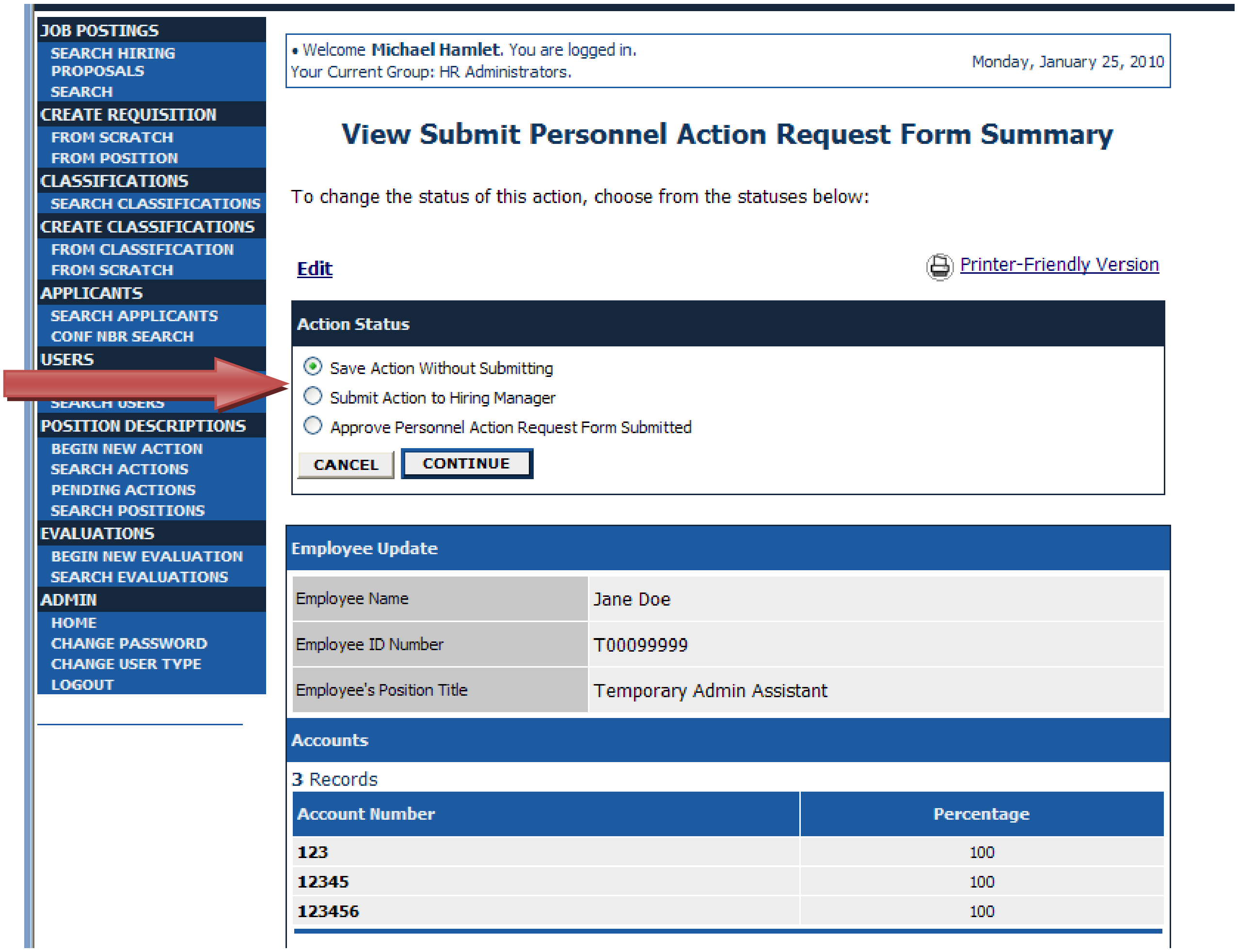
SAVE AND STAY ON THIS PAGE

CANCEL | PREVIEW ACTION

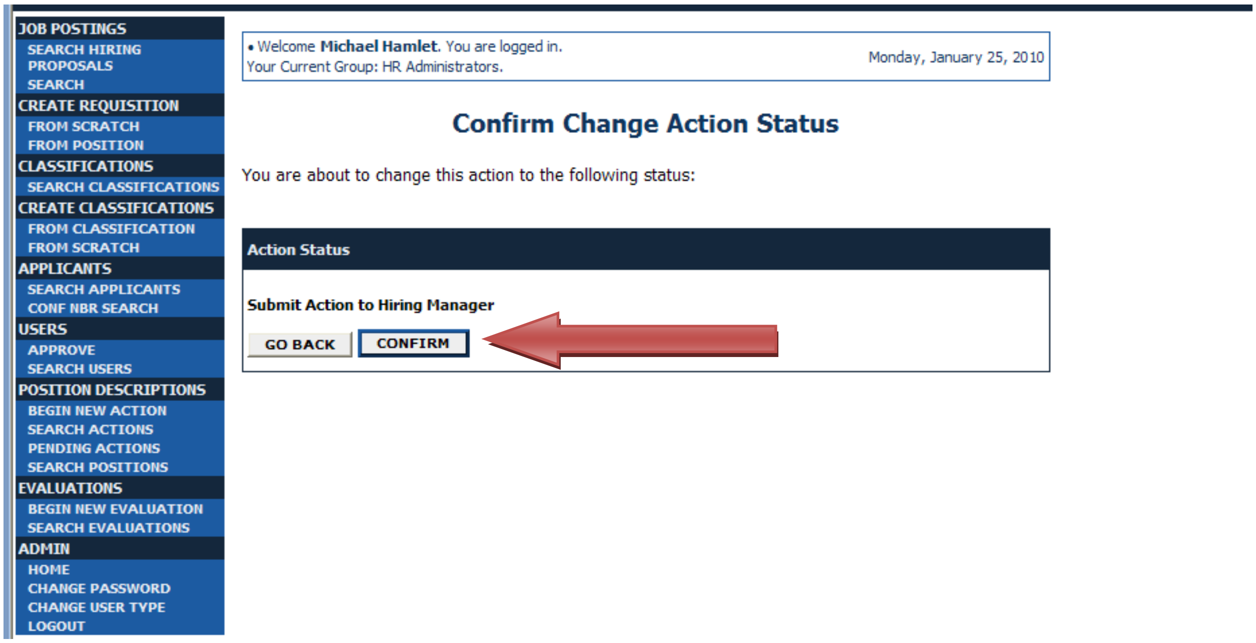
Select the Action History tab to view the routing of your action. After viewing your routing queue, click Preview Action to move to the next approval level.

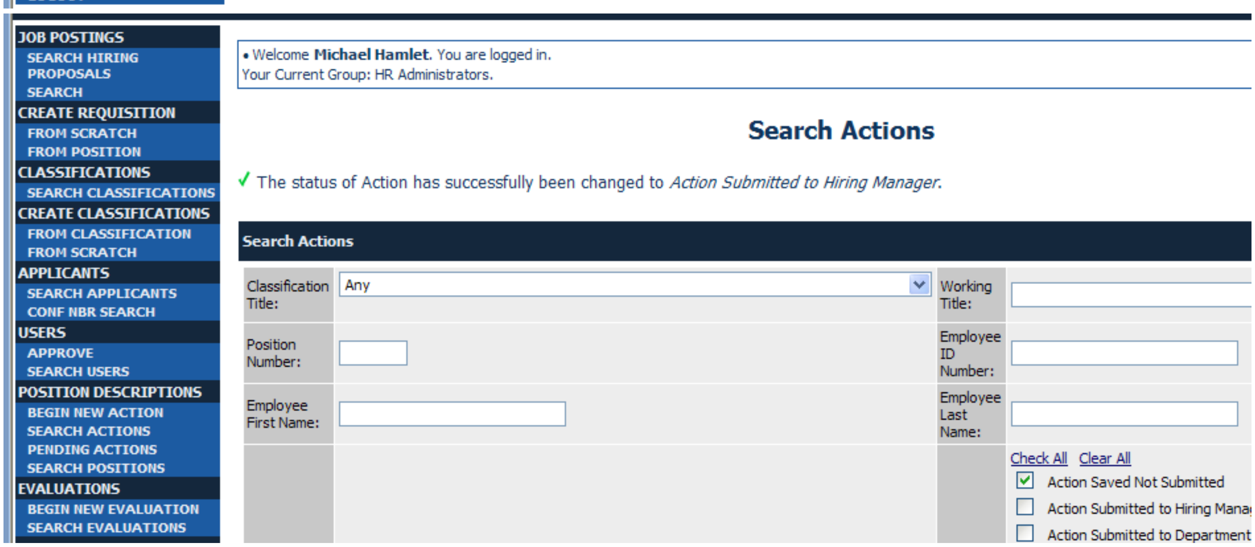


Put a green dot in the area where you would like to submit the action

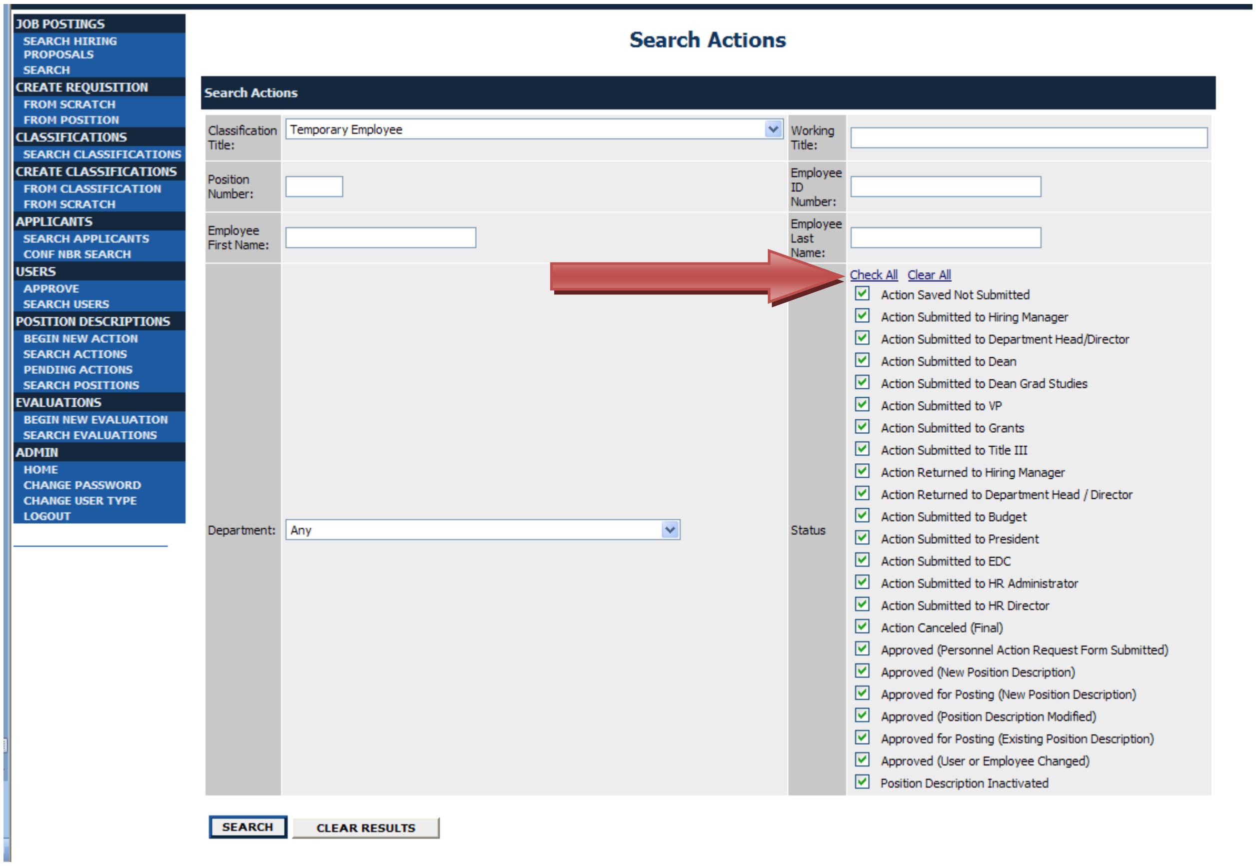


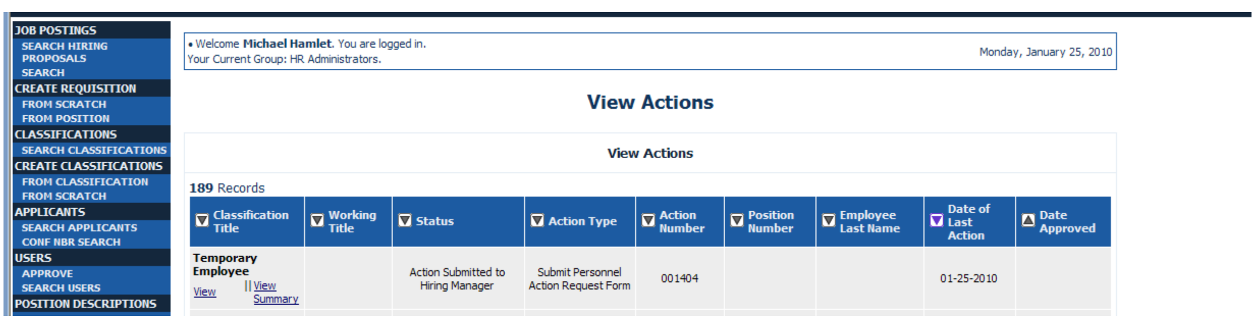
Click Confirm





To view where your action is, click Check All, then Search





View Submit Personnel Action Request Form Summary - Windows Internet Explorer

https://training220.peopleadmin.com/userfiles/jsp/shared/generalFunctionArea/PrintableTabbedObject.jsp?time=1264455867064

View Submit Personnel Action Request Form Summary

Employee Update

Employee Name	Jane Doe
Employee ID Number	T0009999
Employee's Position Title	Temporary Admin Assistant

Accounts

3 Records

Account Number	Percentage
123	100
12345	100
123456	100

Comments

VP/Budget Comments:	
Human Resources Comments:	
Hiring Managers Comments:	
Dept Head/ Directors Comments:	
Deans Comments:	
Grants Comments:	
Budget Comments:	
Clerical Comments:	
Title III Comments:	
President Comments:	

JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH
CREATE REQUISITION
FROM SCRATCH
FROM POSITION
CLASSIFICATIONS
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FROM CLASSIFICATION
FROM SCRATCH
APPLICANTS
SEARCH APPLICANTS
CONF NBR SEARCH
USERS
APPROVE
SEARCH USERS
POSITION DESCRIPTIONS
BEGIN NEW ACTION

• Welcome **Michael Hamlet**. You are logged in.
Your Current Group: HR Administrators.

Monday, January 25,

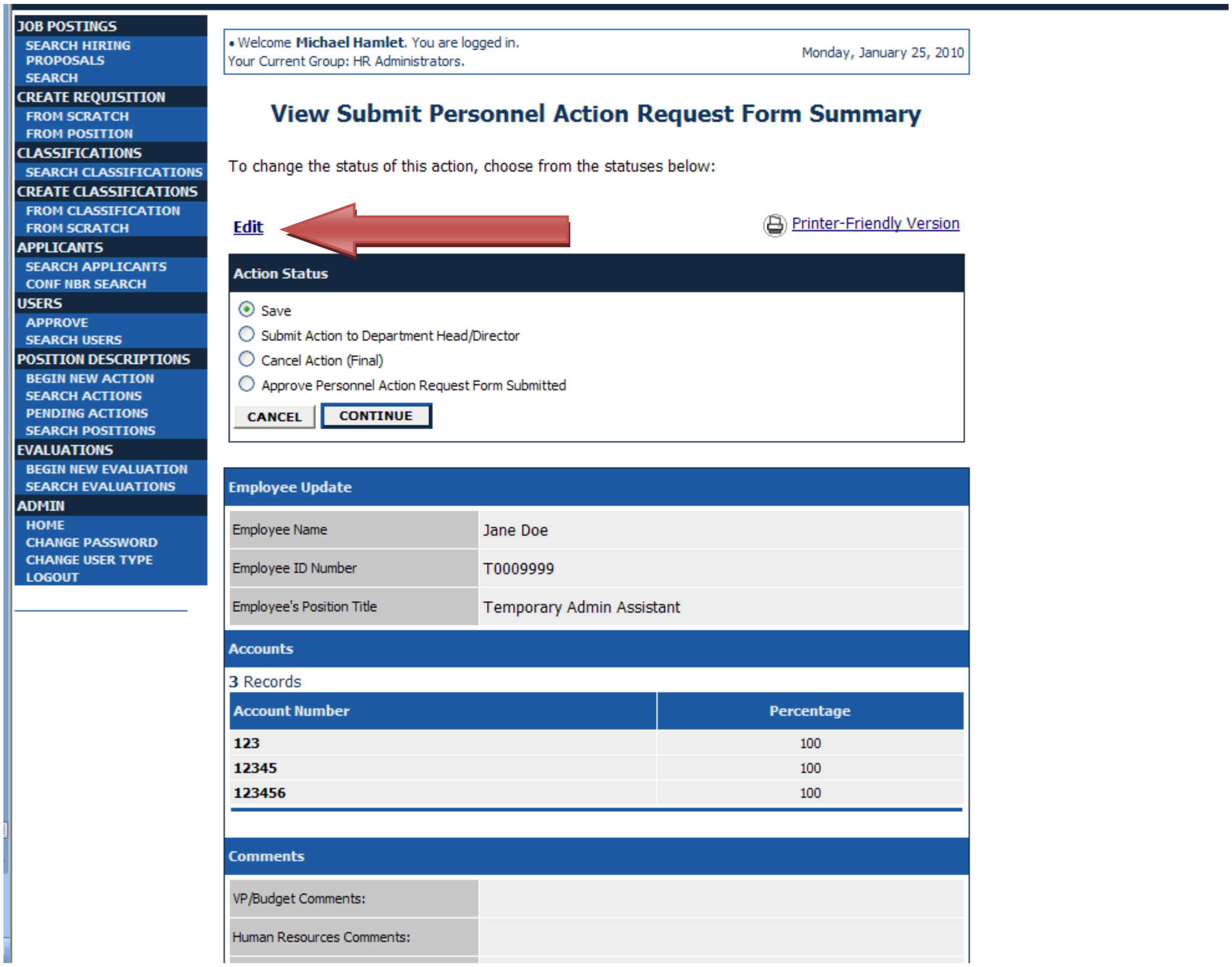
View Actions

View Actions

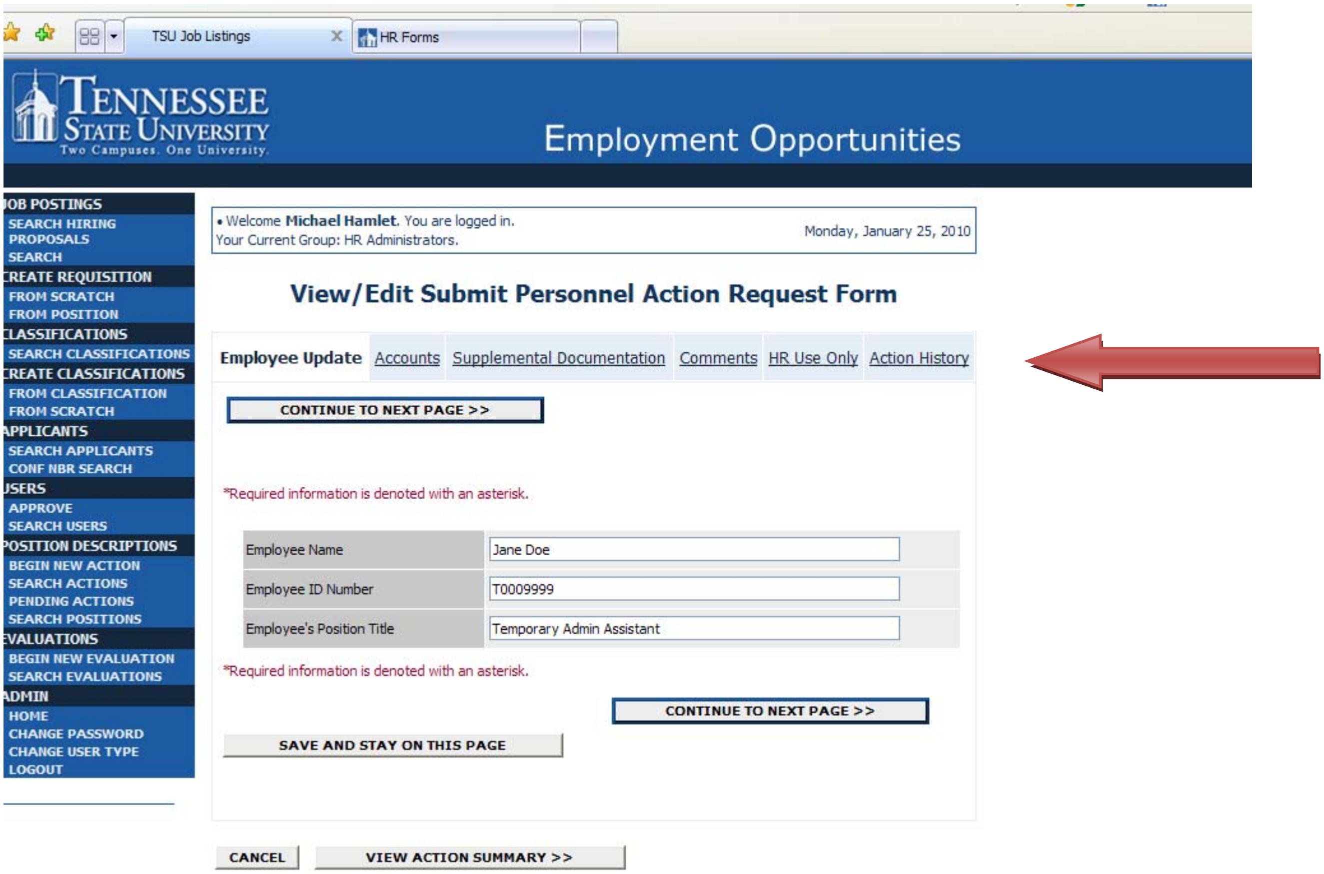
189 Records

Classification Title	Working Title	Status	Action Type	Action Number	Position Number	Employee Last Name	Date of Last Action	Date Approv
Temporary Employee View || View Summary		Action Submitted to Hiring Manager	Submit Personnel Action Request Form	001404			01-25-2010	
Temporary Employee View || View		Action Submitted to VP	Submit Personnel Action Request Form	000866			01-15-2010	

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.