

**PEOPLE ADMIN**  
**Records/PARF**  
**END USER GUIDE**

**7.0 Edition**

**Office of Human Resources**

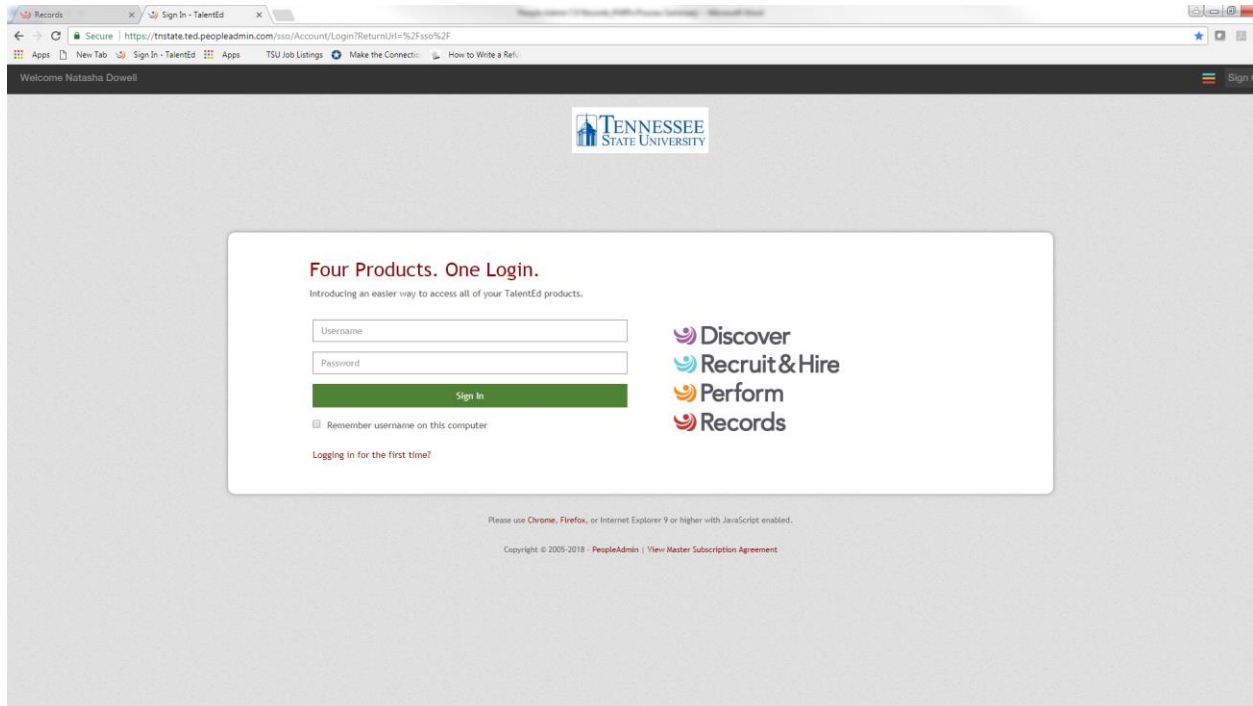
8/1/2018



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# How to log into the People Admin Records system



Click the People Admin Records link:

<https://tnstate.ted.peopleadmin.com/sso/Account/Login?ReturnUrl=%2Fsso%2F>

- Your username and password are the same as your TSU computer login.

# My Task Tab

MY TASKS

Needs Attention Completed

You have 9 tasks.

ALL TASKS Bulk Actions: [dropdown] GO

TASK	RELATED STAFF	CHECKLIST	DUE DATE	
I-9	Ron Swanson	New Hire		VIEW
Dental Plan	Ron Swanson	New Hire		VIEW
Authorization Agreement for Automatic Deposits	Ron Swanson	New Hire		VIEW
Computer/Internet Usage Agreement	Ron Swanson	New Hire		VIEW

When you first log into Records, you will be taken to the **My Tasks** page. The **My Tasks** screen is where you can view all tasks you have been assigned through Records.

There are two tabs on this screen:

- The **Needs Attention** tab will indicate which tasks still require action on your part. To take action, click **View** to open the form. You may be asked to fill out a new form or Sign or Approve a form that has been submitted to you.

- The **Completed tab** is for your reference. Keep in mind that tasks may not show up on your Completed tab immediately if they require a review or signature by other staff in your organization.

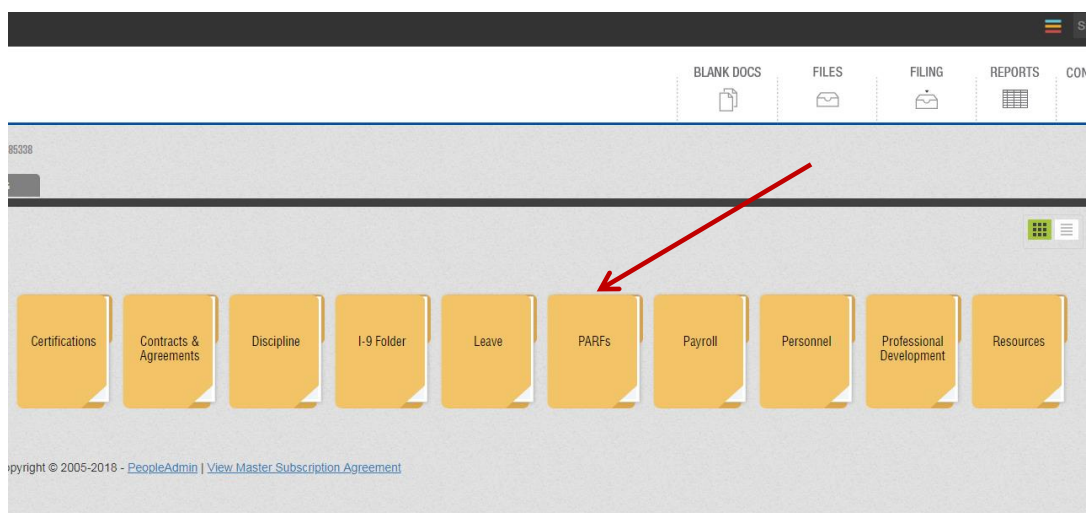
Use the search field to quickly locate a task in your task list.

## How to check the status of a PARF

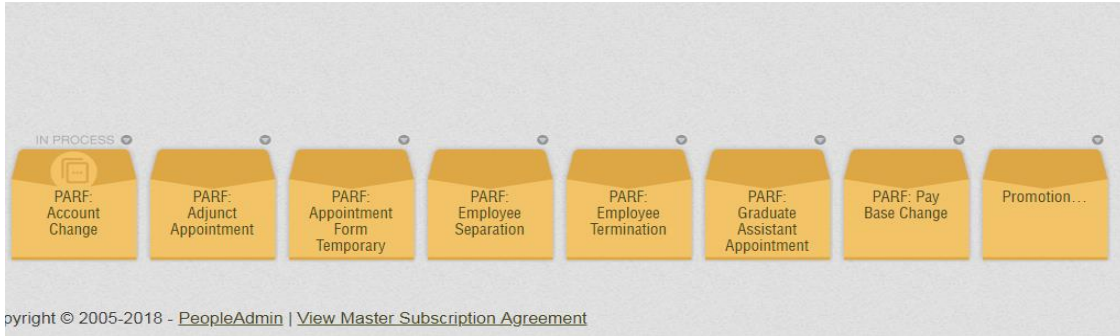
Authorized Users will have access to view staff within his/her respective department.

To check the status of a PARF:

1. Click “My Task”.
2. To the left is the Staff List. Use the search field to find a particular employee within your department/division.
3. Click on the employee’s name to open up his/her file. Be sure to select the **PARF** folder to view all PARFs.



4. After selecting the PARF folder, sleeves for each PARF will display.



5. Choose the appropriate PARF sleeve/folder.

6. After the correct PARF loads, scroll to the bottom of the page.  
Click **“To View/Hide the Workflow”**

**ATTACHMENTS**

Emergency Hire (1 semester faculty only)

Supporting Documentation

Supporting Documentation

Please Click to View/Hide the Workflow ←

Current User  
Natasha Dowell

Date  
6/11/2018

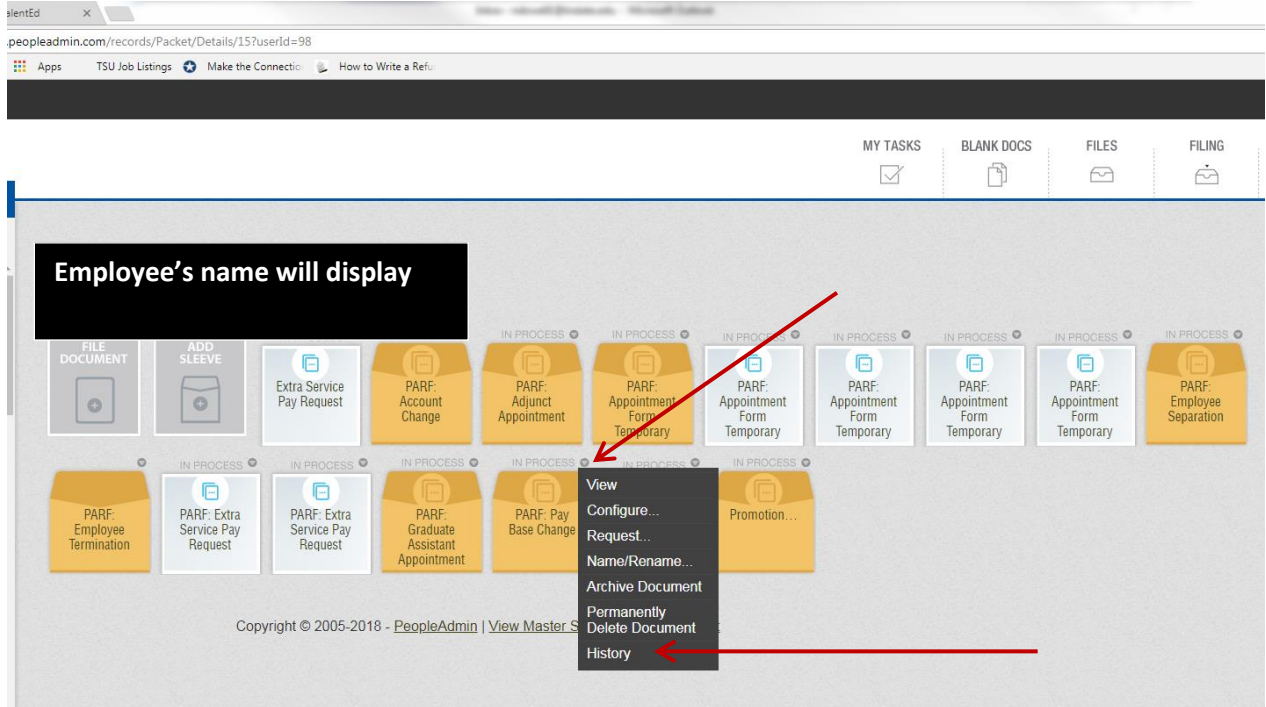
7. After clicking “To View/Hide the Workflow”, track the progress by reviewing the workflow steps:

**Workflow Steps**

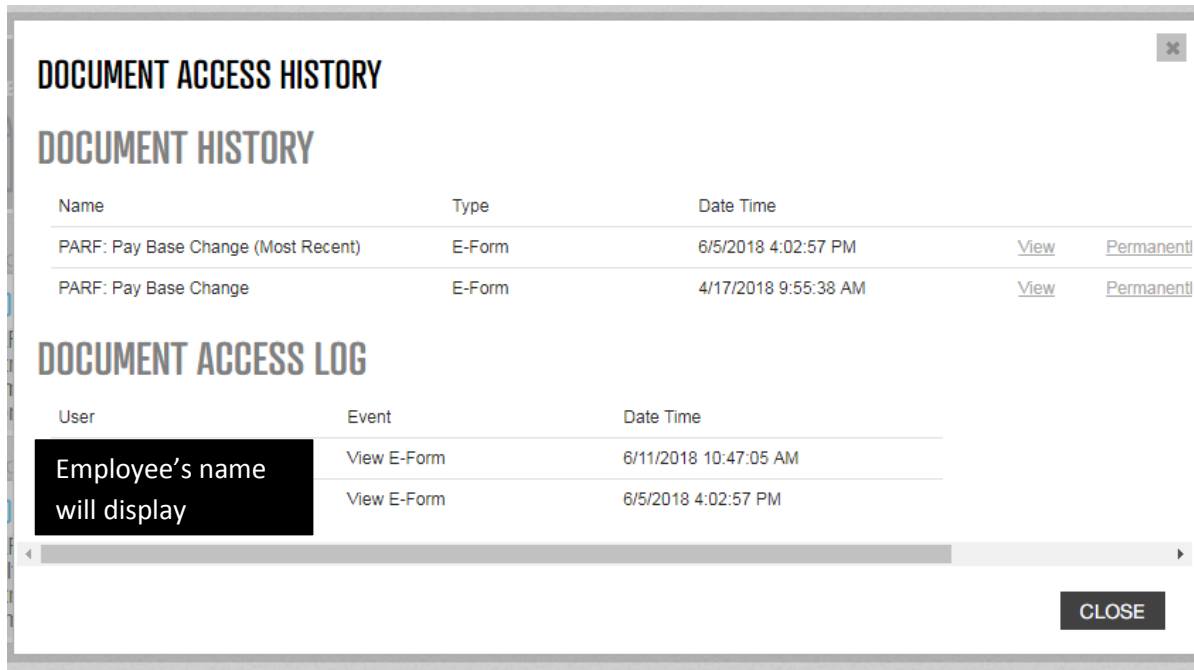
Forthcoming	1	TBD
Forthcoming	2	TBD
Forthcoming	3	TBD
Forthcoming	4	TBD
Forthcoming	5	TBD
Forthcoming	6	TBD
Forthcoming	7	TBD
Forthcoming	8	Approval by Group: Budgeting
Forthcoming	9	TBD
Forthcoming	10	Approval by Group: Human Resources Director
Forthcoming	11	TBD
Forthcoming	12	Approval by Group: Human Resources Administrator

CLOSE PRINT PRINT AS PDF SAVE DRAFT SAVE FINAL

- To check the history, on the selected sleeve, place the cursor on the triangle located on the top right corner. From the drop down menu, select "History".



This will allow you to view the history and access log:



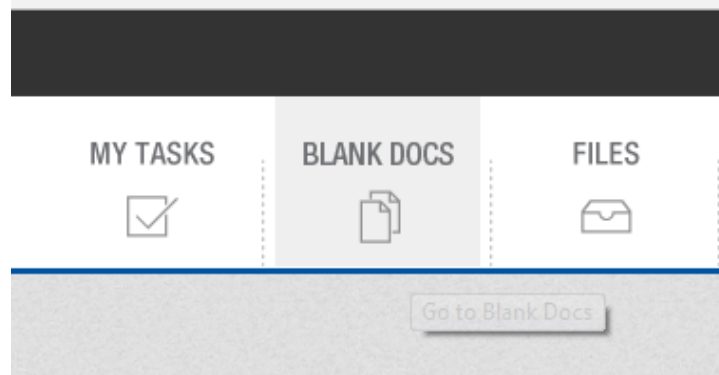
**NOTE:**

- A. You can only check the status of those within your department.**
- B. If a PARF has been completed, you will see a piece of paper active in the sleeve.**
- C. If a PARF is currently being worked on you will see “In Process” above the sleeve.**
- D. If a PARF has not been started, the sleeve will be blank. It is completely normal to have blank sleeve(s) in a Folder.**

# Blank Docs Tab

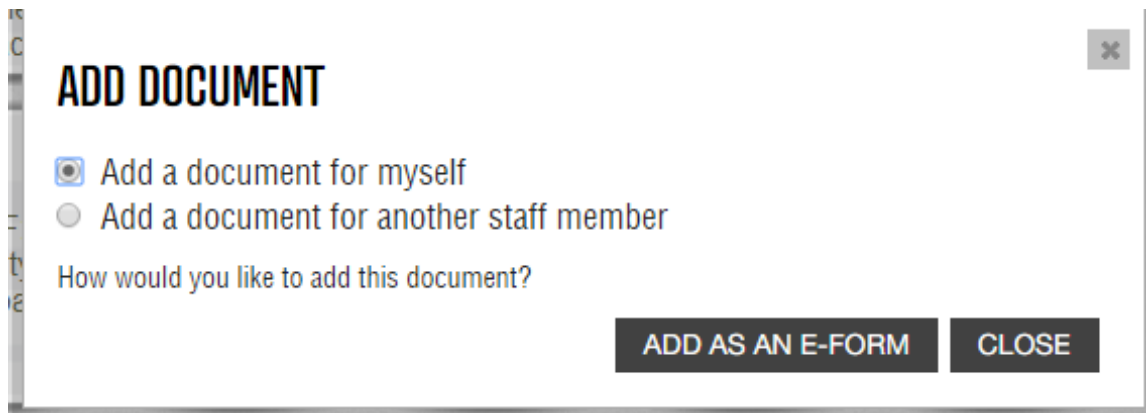
## Creating a PARF

1. Click “Blank Docs”



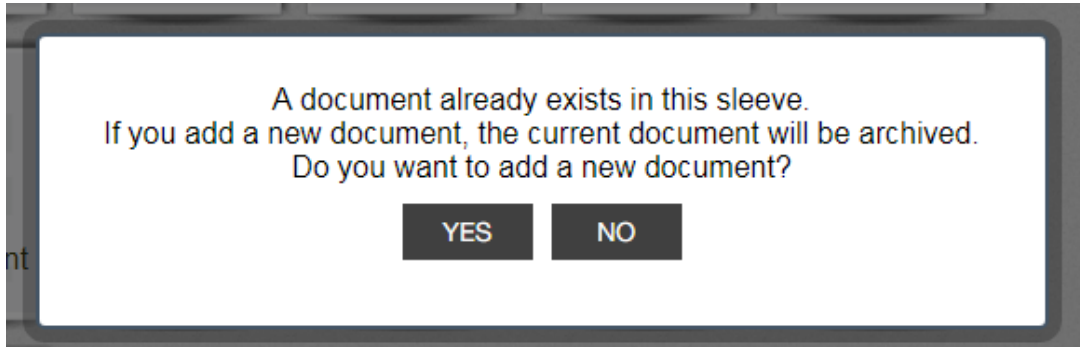
2. Select the appropriate PARF

3. After the PARF is selected, “Add Document” will display



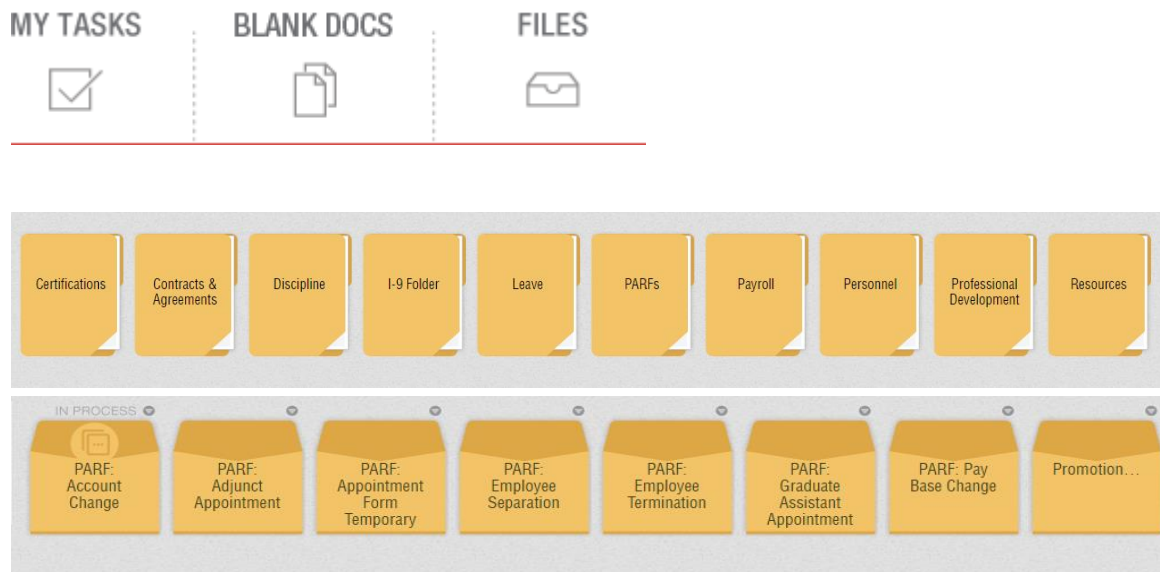
- a. To create a PARF for **yourself**, select “Add a document for myself.” Next, click “Add as an E-Form.”
- b. To create a PARF for **another employee/staff member**, select “Add a document for another staff member.” Next, select the appropriate person, and then click “Add as an E-Form.”

- c. To create a new PARF for a **newly appointed employee**, select “Add a document for another staff member.” Next, select “TSU New Hire PARF”, and then click “Add as an E-Form.”
- d. When the below pop up displays, click “yes”



4. Complete the applicable information within the PARF. Click “Save Final” to advance the action forward.
5. How to check the status of a PARF- Please refer to the **My Tasks** section.

# Files Tab



Documents in Records are sorted into folders based on the type of document.

The first image shows a sample folder structure you might see when you click on the Files button. This allows “like” documents to be grouped together, personnel documents to be grouped together, so on and so forth. Once allocated to a folder, you can see how each document is sorted into its unique individual sleeve.

The second image shows what a sample PARF Folder might include.

The triangle icon displays various options to select.

## **NOTE:**

**Do not permanently delete, archive, or rename documents.**