

Log into PeopleAdmin using your username and password.

The screenshot shows a Windows Internet Explorer browser window. The address bar contains the URL: `https://jobs.tnstate.edu/userfiles/jsp/shared/frameset/frameset.jsp?time=1265652449015`. The browser's link bar includes icons for Bing, Dictionary.com, Google, Suggested Sites, Yahoo!, and Customize Links. The page title is "TSU Job Listings".

The main content area features the Tennessee State University logo on the left and the text "Employment Opportunities" on the right. Below this is a navigation bar with "USERS" and "CREATE USER ACCOUNT" links. The central heading is "User Login".

Below the heading, a message reads: "Please login to the system using your User Name and Password. If you do not have a User Name and Password assigned, click **Create User Account**."

The login form is enclosed in a light blue border and contains the following fields and buttons:

- User Name:**
- Password:**
- LOGIN** button

Below the form, a security warning states: "You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system."

Click on Begin New Action



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Employment Opportunities

• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
Your Current Group: HR Administrators.

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.

Job Postings to be Approved

• Job Postings in the entire University :	1
• Users to be approved:	15

To perform actions, please choose from the links at left.

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 IIBR SEARCH
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SEARCH USERS
POSITION DESCRIPTIONS
BEGIN NEW ACTION
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PENDING ACTIONS
SEARCH POSITIONS
EVALUATIONS
BEGIN NEW EVALUATION
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ADMIN
HOME
CHANGE PASSWORD
CHANGE USER TYPE
LOGOUT

Under Submit Personnel Action Request Form, click Start New Action



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Monday, January 25, 2010


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.

- JOB POSTINGS**
- SEARCH HIRING PROPOSALS
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- FROM SCRATCH
- APPLICANTS**
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- USERS**
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- BEGIN NEW ACTION
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- EVALUATIONS**
- BEGIN NEW EVALUATION
- SEARCH EVALUATIONS
- ADMIN**
- HOME
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- CHANGE USER TYPE
- LOGOUT

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



OB 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	<p>• Welcome Michael Hamlet. You are logged in. Your current Group: HR Administrators.</p> <p style="text-align: right;">Monday, January 25, 2010</p> <h3 style="text-align: center;">Submit Personnel Action Request Form</h3> <p>Search Positions to Begin Action On</p> <table border="1"><tr><td>Classification Title:</td><td>Temporary Employee</td><td>Working Title:</td><td></td></tr><tr><td>Position Number:</td><td></td><td>Employee ID Number:</td><td></td></tr><tr><td>Employee First Name:</td><td></td><td>Employee Last Name:</td><td></td></tr></table> <p>SEARCH CLEAR RESULTS</p> <p>CANCEL ACTION</p>	Classification Title:	Temporary Employee	Working Title:		Position Number:		Employee ID Number:		Employee First Name:		Employee Last Name:	
Classification Title:	Temporary Employee	Working Title:											
Position Number:		Employee ID Number:											
Employee First Name:		Employee Last Name:											

Under the title of your selected position, click Start Action

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

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. Monday, January 25, 2010

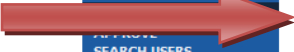
Your Current Group: HR Administrators.

Submit Personnel Action Request Form

Choose Position Description to Begin Action On

37 Records

Classification Title	Working Title	Classification Code	Employee Id	Employee Last Name	Last Action
Temporary Employee Start Action View Summary					Position Description Inactivated View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History
Temporary Employee Start Action View Summary					New Position Description Approved View History



Enter the employee's name, ID number and position title in the appropriate fields.

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JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH

CREATE REQUISITION
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SEARCH CLASSIFICATIONS
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• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
Your Current Group: HR Administrators.

Submit Personnel Action Request Form

Employee Update [Accounts](#) [Supplemental Documentation](#) [Comments](#) [HR Use Only](#) [Action History](#)

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee Name	<input type="text"/>
Employee ID Number	<input type="text"/>
Employee's Position Title	<input type="text"/>

*Required information is denoted with an asterisk.

SAVE AND STAY ON THIS PAGE

CONTINUE TO NEXT PAGE >>

CANCEL **PREVIEW ACTION**

Once completed, click Continue to Next Page

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JOB POSTINGS
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Employee Update [Accounts](#) [Supplemental Documentation](#) [Comments](#) [HR Use Only](#) [Action History](#)

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee Name	Jane Doe
Employee ID Number	T00099999
Employee's Position Title	Temporary Admin Assistant

*Required information is denoted with an asterisk.

SAVE AND STAY ON THIS PAGE

CONTINUE TO NEXT PAGE >>



CANCEL **PREVIEW ACTION**

Add account information by selecting Add New Entry. This is your FOAP.



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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](#)

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.

Existing Entries

No Records Found

ADD NEW ENTRY

[<< RETURN TO PREVIOUS](#) [CONTINUE TO NEXT PAGE >>](#)

[SAVE AND STAY ON THIS PAGE](#)

[CANCEL](#) [PREVIEW ACTION](#)

JOB POSTINGS
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Add 6-digit Fund Number. Click Add Entry



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Submit Personnel Action Request Form

Employee Update	Accounts	Supplemental Documentation	Comments	HR Use Only	Action History
-----------------	----------	----------------------------	----------	-------------	----------------

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries

No Records Found

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Account Number:	<input type="text" value="123456"/>
Percentage:	<input type="text" value="100"/>

ADD ENTRY

CANCEL

JOB POSTINGS
SEARCH HIRING PROPOSALS
SEARCH

CREATE REQUISITION
FROM SCRATCH
FROM POSITION

CLASSIFICATIONS
SEARCH CLASSIFICATIONS
CREATE CLASSIFICATIONS
FROM CLASSIFICATION
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• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
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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



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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
-----------------	----------	----------------------------	----------	-------------	----------------

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries

1 Record

Account Number	Percentage
123456 View Edit Delete	100

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

Account Number:	<input type="text" value="12345"/>
Percentage:	<input type="text" value="100"/>

- 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
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- BEGIN NEW ACTION SEARCH ACTIONS PENDING ACTIONS SEARCH POSITIONS
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• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
Your Current Group: HR Administrators.

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	Edit	100
Delete		
123456 View	Edit	100
Delete		

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Add 3-digit Program Number. Click Add Entry



Employment Opportunities

- JOB POSTINGS
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 - FROM CLASSIFICATION
 - FROM SCRATCH
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 - SEARCH APPLICANTS
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 - CHANGE PASSWORD
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 - LOGOUT

Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
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Submit Personnel Action Request Form

Employee Update	Accounts	Supplemental Documentation	Comments	HR Use Only	Action History
-----------------	----------	----------------------------	----------	-------------	----------------

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

Existing Entries

2 Records

<input type="checkbox"/> Account Number	<input checked="" type="checkbox"/> Percentage
12345 View Edit Delete	100
123456 View Edit Delete	100

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

*Required information is denoted with an asterisk.

Account Number:	<input type="text" value="123"/>
Percentage:	<input type="text" value="100"/>

ADD ENTRY

CANCEL

Click on Supplemental Documentation



Employment Opportunities

- JOB POSTINGS
 - SEARCH HIRING PROPOSALS SEARCH
- CREATE REQUISITION
 - FROM SCRATCH
 - FROM POSITION
- CLASSIFICATIONS
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Submit Personnel Action Request Form

[Employee Update](#) **Accounts** [Supplemental Documentation](#) [History](#)

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ADD NEW ENTRY

Existing Entries

3 Records

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

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION

Select Attach to attach a new document



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Submit Personnel Action Request Form


[Employee Update](#) [Accounts](#) **Supplemental Documentation** [Comments](#) [HR Use Only](#) [Action History](#)

3 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Job Analysis Questionnaire	Not Attached	
Attach	Other Supporting Documentation	Not Attached	
Attach	Personnel Action Request Form	Not Attached	

- JOB POSTINGS**
 - SEARCH HIRING PROPOSALS SEARCH
- CREATE REQUISITION**
 - FROM SCRATCH
 - FROM POSITION
- CLASSIFICATIONS**
 - SEARCH CLASSIFICATIONS
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 - FROM SCRATCH
- APPLICANTS**
 - SEARCH APPLICANTS
 - CONF #IBR SEARCH
- USERS**
 - APPROVE
- POSITION DESIGN**
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- EVALUATIONS**
 - BEGIN NEW EVALUATION
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Click Browse to locate the desired document



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[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: 

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](#)

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

The screenshot displays the Tennessee State University Employment Opportunities portal. The header includes the university logo and the text "Employment Opportunities". A navigation menu on the left lists various actions such as "JOB POSTINGS", "CREATE REQUISITION", and "APPLICANTS". The main content area is titled "Supplemental Documentation" and contains sections for "Upload a new document:", "Paste a new document:", and "ATTACH". A "Choose file" dialog box is open, showing a file named "Doe_Jane_Temporary_Appointment.xls" in the "training book" folder. A red arrow points from the "Look In" field of the dialog box to the "Upload a new document:" section. At the bottom of the page, there are buttons for "RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "PREVIEW ACTION".

- JOB POSTINGS**
 - SEARCH HIRING PROPOSALS
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 - FROM POSITION
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 - SEARCH CLASSIFICATIONS
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[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\

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](#)

Click Confirm



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Submit Personnel Action Request Form

[Employee Update](#) [Accounts](#) **Supplemental Documentation** [Comments](#) [HR Use Only](#) [Action History](#)

Click the **Confirm** button below to attach the document.



Click View to see your document



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3 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Job Analysis Questionnaire	Not Attached	
Attach	Other Supporting Documentation	Not Attached	
Remove	Personnel Action Request Form	Attached	View

[<< RETURN TO PREVIOUS](#) [CONTINUE TO NEXT PAGE >>](#)

[SAVE AND STAY ON THIS PAGE](#)

[CANCEL](#) [PREVIEW ACTION](#)



Browser window showing a PDF document titled "Appointment Form Temporary Employee" from the Tennessee State University Office of Human Resources. The document includes fields for Employee ID, Name, Current Address, Department, Salary Rate, and a table for Temporary Assignments. It also contains a "Special Conditions" section and a "Temporary Employee Appointment Notice" section with numbered terms and conditions. The browser interface includes a navigation bar, a toolbar, and a sidebar with menu items like "JOB POSTINGS" and "SEARCH HIRING".

- JOB POSTINGS
- SEARCH HIRING
- PROPOSALS
- SEARCH
- CREATE REQUI
- FROM SCRATC
- FROM POSITI
- CLASSIFICATIO
- SEARCH CLASS
- CREATE CLASS
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- APPLICANTS
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- ADMIN
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- CHANGE USER
- LOGOUT

Pages
Attachments
Comments

TENNESSEE STATE UNIVERSITY Appointment Form Temporary Employee Office of Human Resources
Personnel Action Request

Employee ID: _____ at _____ Last 4 digits of SSN if new employee _____
Name _____
Current Address _____
Department _____
Salary Rate _____
Temporary Assignments Table:
Employee Signature _____
Date of Signature _____

Special Conditions:

Employee Acknowledges Receipt:

1. Complete Name and save to your Appointment Folder.
2. Single name PDF for the Appointment.
3. Attach completed form to PDF for review.
4. Track within 48 hours of creating form and staff.
5. If needed, consult with HR.

Temporary Employee Appointment Notice:

1. This agreement is subject to the laws of the State of Tennessee, the representations and policies of the Tennessee Board of Regents and the requirements and policies of the institution.
2. The employee shall be subject to the complete and exclusive jurisdiction of the laws of the State of Tennessee. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
3. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
4. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
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10. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
11. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
12. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
13. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
14. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
15. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
16. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
17. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
18. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
19. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.
20. The employee shall be subject to the laws of the State of Tennessee and shall be subject to the laws of the State of Tennessee.

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

TSU Job Listings HR Forms

TENNESSEE STATE UNIVERSITY
Two Campuses. One University.

Employment Opportunities

• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
Your Current Group: HR Administrators.

Submit Personnel Action Request Form

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

3 Records


Attach / Remove	Document Type	Attached Document	View Document
Attach	Job Analysis Questionnaire	Not Attached	
Attach	Other Supporting Documentation	Not Attached	
Remove	Personnel Action Request Form	Attached	View

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW ACTION

Click the Comments tab to view or to add comments

**TENNESSEE**
STATE UNIVERSITY
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Employment Opportunities

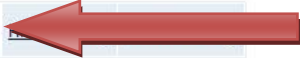
Your Current Group: HR Administrators.

Monday, January 25, 2010

- 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

Submit Personnel Action Request Form

[Employee Update](#) [Accounts](#) [Supplemental Documentation](#) **[Comments](#)**



<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

VP/Budget Comments:	<input type="text"/>
Human Resources Comments:	<input type="text"/>
Hiring Managers Comments:	<input type="text"/>
Dept Head/ Directors Comments:	<input type="text"/>
Deans Comments:	<input type="text"/>
Grants Comments:	<input type="text"/>
Budget Comments:	<input type="text"/>
Clerical Comments:	<input type="text"/>

Done

- 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:	<input type="text"/>
Human Resources Comments:	<input type="text"/>
Hiring Managers Comments:	Type your comment here if you need to offer further explanation regarding the personnel action.
	<input type="text"/>

- 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

Dep't Head/ Director's Comments:	<input type="text"/>
Deans Comments:	<input type="text"/>
Grants Comments:	<input type="text"/>
Budget Comments:	<input type="text"/>
Clerical Comments:	<input type="text"/>
Title III Comments:	<input type="text"/>
President Comments:	<input type="text"/>
Dean Grad Studies Comments:	<input type="text"/>
EDC Comments:	<input type="text"/>

*Required information is denoted with an asterisk.

- JOB POSTINGS**
- SEARCH HIRING
- PROPOSALS
- SEARCH
- CREATE REQUISITION**
- FROM SCRATCH
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- CLASSIFICATIONS**
- SEARCH CLASSIFICATIONS
- CREATE CLASSIFICATIONS**
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- USERS**
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- POSITION DESCRIPTIONS**
- BEGIN NEW ACTION
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- 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](#)

<< 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.

• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
Your Current Group: HR Administrators.

Submit Personnel Action Request Form

[Employee Update](#) [Accounts](#) [Supplemental Documentation](#) [Comments](#) [HR Use Only](#) **Action History**

This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

History	Modified By
01-25-2010 3:21 PM	Michael Hamlet
<i>Create Action Status: Submit Personnel Action Request Form</i>	
View Summary	




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

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
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

View Submit Personnel Action Request Form Summary

To change the status of this action, choose from the statuses below:

[Edit](#)  [Printer-Friendly Version](#)

Action Status

Save Action Without Submitting
 Submit Action to Hiring Manager
 Approve Personnel Action Request Form Submitted

Employee Update

Employee Name	Jane Doe
Employee ID Number	T00099999
Employee's Position Title	Temporary Admin Assistant

Accounts

3 Records

Account Number	Percentage
123	100
12345	100
123456	100

Click Confirm

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

Confirm Change Action Status

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

Action Status

Submit Action to Hiring Manager

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

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

Search Actions

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

Search Actions

Classification Title:	Any <input type="button" value="v"/>	Working Title:	<input type="text"/>
Position Number:	<input type="text"/>	Employee ID Number:	<input type="text"/>
Employee First Name:	<input type="text"/>	Employee Last Name:	<input type="text"/>
		Check All Clear All	
		<input checked="" type="checkbox"/> Action Saved Not Submitted <input type="checkbox"/> Action Submitted to Hiring Manager <input type="checkbox"/> Action Submitted to Department	

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

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

Search Actions

Search Actions

Classification Title:

Position Number:

Employee First Name:

Department:

Working Title:

Employee ID Number:

Employee Last Name:

Status:

[Check All](#) [Clear 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 Studies
- 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 Canceled (Final)
- Approved (Personnel Action Request Form Submitted)
- Approved (New Position Description)
- Approved for Posting (New Position Description)
- Approved (Position Description Modified)
- Approved for Posting (Existing Position Description)
- Approved (User or Employee Changed)
- Position Description Inactivated

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

• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010

Your Current Group: HR Administrators.

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 Approved
Temporary Employee View View Summary		Action Submitted to Hiring Manager	Submit Personnel Action Request Form	001404			01-25-2010	

View Submit Personnel Action Request Form Summary - Windows Internet Explorer

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

File Edit View Favorites Tools Help

Links

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:	

Monday, ...

Date of Last Action
01-25-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010
01-15-2010

Internet 100%

Temporary Employee	Action Submitted to VP	Submit Personnel Action Request Form	000866	01-15-2010
---------------------------	------------------------	--------------------------------------	--------	------------

• 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 Approved
Temporary Employee		Action Submitted to Hiring Manager	Submit Personnel Action Request Form	001404			01-25-2010	
Temporary Employee			Submit Personnel					


- JOB POSTINGS
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- SEARCH CLASSIFICATIONS
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- FROM CLASSIFICATION
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- SEARCH APPLICANTS
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- USERS
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- SEARCH USERS
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- BEGIN NEW ACTION
- SEARCH ACTIONS

Click Edit to make any changes

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Your Current Group: HR Administrators.

View Submit Personnel Action Request Form Summary

To change the status of this action, choose from the statuses below:

[Edit](#)  [Printer-Friendly Version](#)

Action Status

Save
 Submit Action to Department Head/Director
 Cancel Action (Final)
 Approve Personnel Action Request Form Submitted

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:	

Click the tab that you need to make changes on

TSU Job Listings HR Forms

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Your Current Group: HR Administrators.

View/Edit Submit Personnel Action Request Form

Employee Update Accounts Supplemental Documentation Comments HR Use Only Action History

CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

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

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL VIEW ACTION SUMMARY >>

Click the Action History tab if you need to see who sent it to you in order to route the action back.

• Welcome **Michael Hamlet**. You are logged in. Monday, January 25, 2010
Your Current Group: HR Administrators.

View/Edit Submit Personnel Action Request Form

[Employee Update](#) [Accounts](#) [Supplemental Documentation](#) [Comments](#) [HR Use Only](#) **Action History**

This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

History	Modified By
12-01-2009 3:41 PM <i>Action Saved Not Submitted</i> View Summary	Jean Brandon
12-01-2009 3:42 PM <i>Action Submitted to Department Head/Director</i> View Summary	Jean Brandon
12-02-2009 2:01 PM <i>Action Submitted to Dean</i> View Summary	Jean Brandon
12-21-2009 2:26 PM <i>Action Submitted to VP</i> View Summary	Kathy Martin
12-23-2009 12:36 PM <i>Action Submitted to Grants</i> View Summary	Patricia Crook
01-08-2010 2:30 PM <i>Action Submitted to Budget</i> View Summary	Veronica Jones
01-11-2010 3:34 PM <i>Save</i>	michael covington