TENNESSEE
STATE UNIVERSITY

People Admin Training Session
(Personnel Action Approval & Tracking System)

Human Resources has scheduled a training session on "*Using People Admin*" for Monday, October 29, 2012. The training will be held in Room 315 of the Library from 10:00 a.m. until noon.

Who Should Attend:

- **New hires with responsibility for entering or approving personnel actions**

- **Infrequent users who need to retrain on the system**

- **Users with questions**

To register for this session, please contact Human Resources at 963-1551 or via email at rseay@tnstate.edu.