PeopleAdmin 7.6: Interface and Functionality

This document is designed to provide a basic overview of Loyola University Chicago’s employment applicant system, PeopleAdmin 7.6 (PA7.6), including the interface, module selection, user groups, inbox, and more. In addition, a list of PeopleAdmin 7.6 resources and training details are available.

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Access PeopleAdmin 7.6 (PA 7.6)
There are two methods of logging into the PA7.6 System website for a Hiring Managers or Guest:

- Open a web browser (e.g. Safari, Firefox, or Chrome).
- Visit https://www.careers.luc.edu/hr (Hiring Managers only)
- You may use your Loyola User Name and Password to access the system.

For guest users, follow this method:

- Open a web browser (e.g. Safari, Firefox, or Chrome).
- Navigate to https://www.careers.luc.edu/
- Select “Search Jobs” located in the left pane.
- Select Log In (if you are new to the site, you will need to select Create Application)
Understanding the Home Page

This section will describe the various aspects of the home page, such as the module selection, alerts and information, shortcuts and my links, and understanding user groups.

Module Selection

PeopleAdmin is organized by position descriptions, postings and performance. There are four modules available within PeopleAdmin 7:

<table>
<thead>
<tr>
<th>User Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant Tracking</td>
<td>This module is used to create a posting, review and rate applicants, and request and route a hiring proposal. After logging into PeopleAdmin 7.6, you will be taken to the Applicant Tracking module.</td>
</tr>
<tr>
<td>Position Management</td>
<td>The Position Management module is a tool for managing position descriptions, initiating reclassifications, managing supervisors, and viewing classifications for positions.</td>
</tr>
</tbody>
</table>

Alerts and Information

The alerts area appears at the top of the PA7.6 page. It will be used to notify users of important messages, such as a system maintenance schedule or important upcoming deadlines. An alert will show on the system homepage, as necessary.
**Shortcuts and My Links**

This section provides useful links provided by the system administrator to training materials and a shortcut to the Applicant Portal.

**The Inbox**

The Inbox is located in the upper right of PA7.6. It is a notification area to display any items that you or those in your user group need to take action upon. The document will not continue in the workflow until you take an action (approve or return). There are three tabs: Postings, Hiring Proposal, and Position Requests. In the screenshot to the right, there is one position request requiring action by the Owner Initiator.

**The Watch List**

The Watch List is located in the upper right of PA7.6. It reflects the current state and owner of the requests that you have flagged to monitor after completing an action (eg. Route to Executive for Approval).
To remove items from your Watch List, after logging into the system, complete the following steps:

1. Select Watch List (on the upper right hand corner)
2. Hover over Actions and select Stop Watching Posting
   a. The item will be removed from your watch list.

*Note: The Inbox and the Watch List can be accessed on your home page or on the upper right corner of the system.*

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**Understanding the User Drop Down Menu**

To perform actions, you must have the appropriate user group targeted or toggled. After toggling groups, click the button to reload the current page.

Use the table below to guide you through the various roles and responsibilities of each user group.

<table>
<thead>
<tr>
<th>User Group</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hiring Manager</td>
<td>Typically the direct supervisor of the employee. Initiators view/edit a position description and create a posting once the position description is approved.</td>
</tr>
<tr>
<td>Department HEAD</td>
<td>The Director will receive position requests from the Hiring Manager for approval. Position requests will be routed to the next level for additional approval.</td>
</tr>
<tr>
<td>Division 1st Review</td>
<td>Dean or Vice President receives a request for additional review and approval.</td>
</tr>
<tr>
<td>HR Compensation</td>
<td>HR Compensation staff will review the position details/salary to ensure the salary is appropriate and the budget is available to support the position. A Lawson number is assigned.</td>
</tr>
<tr>
<td>Division 2nd Review</td>
<td>Dean of Vice President reviews and approves position request for next level review/approval.</td>
</tr>
<tr>
<td>Executive</td>
<td>SR VP / Provost receives, reviews, and approves position requests. The request is sent to SPA and/or FPO for approval.</td>
</tr>
<tr>
<td>SPA / FPO</td>
<td>Sponsored Program Accounting = Responsible for grant-funded positions Financial Planning Office = Responsible for operating funded positions</td>
</tr>
<tr>
<td>HR (VP)</td>
<td>HR (VP) receives the position request and disapproves or approves the posting. Approved postings are ready to be placed on Loyola’s careers website.</td>
</tr>
</tbody>
</table>

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If you need access to additional user groups, please follow these steps:

- Select **My Profile**
- Hover over "**Take Action on User**" and select **Request Group Change**
- **Select "Request Group Change." Select the desired new group.**
- Select the **Scope** (i.e. department) you would like this group to be tied to.
- Select **Request Group Assignment**

The **User Groups** page will now reflect that you have requested a user group. The request will be routed to Human Resources. You will be notified once your request is completed.

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**Resources for PeopleAdmin 7.6**

The table below lists and describes other available resources for accessing and learning about PeopleAdmin:

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>PeopleAdmin 7.6 Website</td>
<td><a href="http://luc.edu/hr/careers/">http://luc.edu/hr/careers/</a></td>
</tr>
<tr>
<td>Human Resources</td>
<td><a href="http://luc.edu/hr/">http://luc.edu/hr/</a> or <a href="mailto:careers@luc.edu">careers@luc.edu</a></td>
</tr>
<tr>
<td>Faculty Administration</td>
<td><a href="http://www.luc.edu/academicaffairs/resources/officeoffacultyadministration/">http://www.luc.edu/academicaffairs/resources/officeoffacultyadministration/</a></td>
</tr>
<tr>
<td>Office of the Provost</td>
<td><a href="http://www.luc.edu/academicaffairs/index.shtml">http://www.luc.edu/academicaffairs/index.shtml</a></td>
</tr>
<tr>
<td>Compensation Information</td>
<td><a href="http://www.luc.edu/hr/compensation.shtml">http://www.luc.edu/hr/compensation.shtml</a></td>
</tr>
</tbody>
</table>