Understanding Your Profile Information Job Aid

**Purpose:** PeopleAdmin 7.6 (PA7.6) configures a user profile for each employee at the University. Use this guide to better understand what information is available and how you can personalize PA7.6.

**Access Your Profile**
To access your profile, follow the steps below:

1. Log into PA7.6 with your Loyola Username and Password via luc.edu/careers
2. Select **My Profile** - near the top of the website.

This page will show the **Current Status** of your user account, **Supervisor**, and **gGoups** in which you are assigned.

**View Organizational Information and Scope:**
In the summary tab of your profile, you will see your First/Last name, email address, University ID number, and Organizational Unit Ids which is set to Loyola University Chicago.
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Manage Email Preferences
Each user gains access to PA7.6 with all email notifications turned on. However, you have the option to turn *off email notifications. To update your email preferences, follow the steps below:

1. Select My Profile in PA7.6
2. Select the Manage Emails tab
3. Select the Opt Out box for any Site Trigger Events for which you would not like to receive email notifications
4. Select Update System Email Options to complete

*By turning off email notifications, you are responsible for regularly checking the system for outstanding actions in your Inbox and going into the Postings to query for applicants who are being moved in workflow.

View Position Descriptions (PD)
There are two ways to view your Position Description (PD). The first is to log into PA7.6 and target Employee. Next, under the Position Management Module you can see the associated PD you are currently seated in. The second way is to view your PD through following the steps below:

1. Select My Profile in PA7.6.
2. Select the Position Descriptions tab.
3. Select the listed PD to view more information.

Note: If this is not available, you are not seated in a PD. Please contact your supervisor, HR Liaison or the Classification and Compensation Office if you feel you should be in a PD.
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Group Assignments

Group Assignments are very important to PA for approval workflows and routing. 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>
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</thead>
<tbody>
<tr>
<td>Employee</td>
<td>Able to view his/her Position Description (PD) and initiate a modification (reclassification or update) action on their PD.</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Used to assign a person to view/edit a position description, typically the direct supervisor of the position.</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>Users will approve position descriptions (new, updates/modifications, reclassifications), approve postings, review applicants, approve interview selections and approve hiring proposals.</td>
</tr>
<tr>
<td>HR Compensation</td>
<td></td>
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<tr>
<td>Division 2nd Review</td>
<td></td>
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<tr>
<td>Executive</td>
<td></td>
</tr>
<tr>
<td>SPA / FPO</td>
<td><strong>Sponsored Program Accounting</strong> = Responsible for grant-funded positions <strong>Financial Planning Office</strong> = Responsible for operating funded positions</td>
</tr>
</tbody>
</table>

Request New or Change User Group Assignment

To request a user group assignment (such as access to a different department or if your responsibilities have changed), follow the steps below:

1. Contact your HR Manager for approval to request new or to change access. If necessary, feel free to email careers@luc.edu.
2. Your HR Manager will follow-up with you regarding your request to add and/or delete user groups.

When the request is reviewed and approved by UHR, you will receive a system generated email and when you log in your user drop down menu displays the new user group.