



PeopleAdmin Quick Reference Guide

Approving Transactions

Postings, Position Descriptions & Hiring Proposals

Approvers (excluding Department and College/Division HR Contacts) may include the following roles:

- Department Head
- Academic Budget Analyst
- Academic Affairs
- Budget
- Dean
- Assistant Vice President (AVP)
- Vice Chancellor
- Vice President (VP)
- Chancellor

To approve a transaction that has been routed to you through workflow, the following steps provide a generic guide that will apply to each position type.

1. You have received an email notifying you that a posting, position description (PD), or hiring proposal is at the status of your role (i.e. Dean, Assistant Vice President). This means you have an action pending your approval. The email may include previous user comments providing you direction or other information about this request.

Note: You may also save the PeopleAdmin website as a bookmark to your favorites and log in at any time to check statuses or updates of current/past actions.

The following hiring proposal is at the status of: Vice President

First Name Last Name: Helen Everson

Internal Title: Benefits Manager

Department: Benefits

Hiring Proposal Number: STA00159HP17

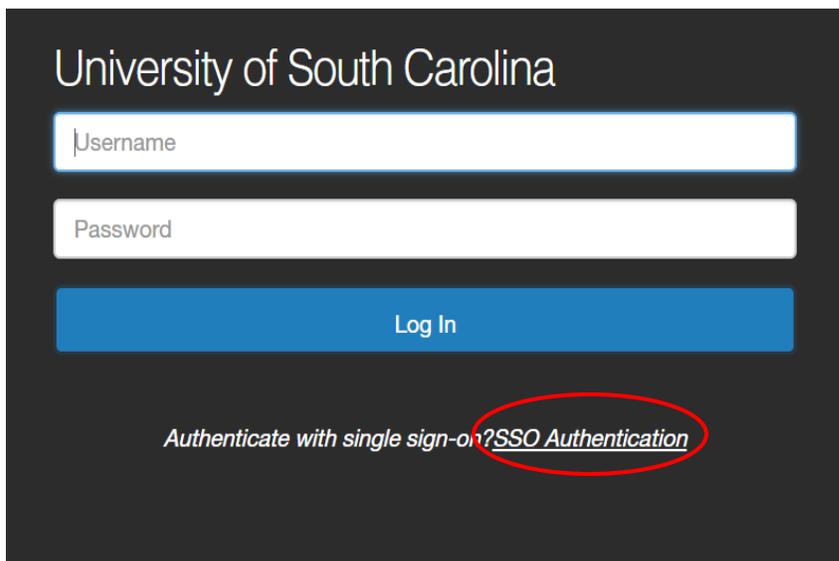
Previous User Comments:

If you would like to review this information, please login to the USC Jobs system at <https://uscjobs.sc.edu/hr>

With Kind Regards,

USC Division of Human Resources

2. Click the link provided in the email (USC Jobs system at <https://uscjobs.sc.edu/hr>) and log in by clicking Single Sign On (SSO) Authentication.



University of South Carolina

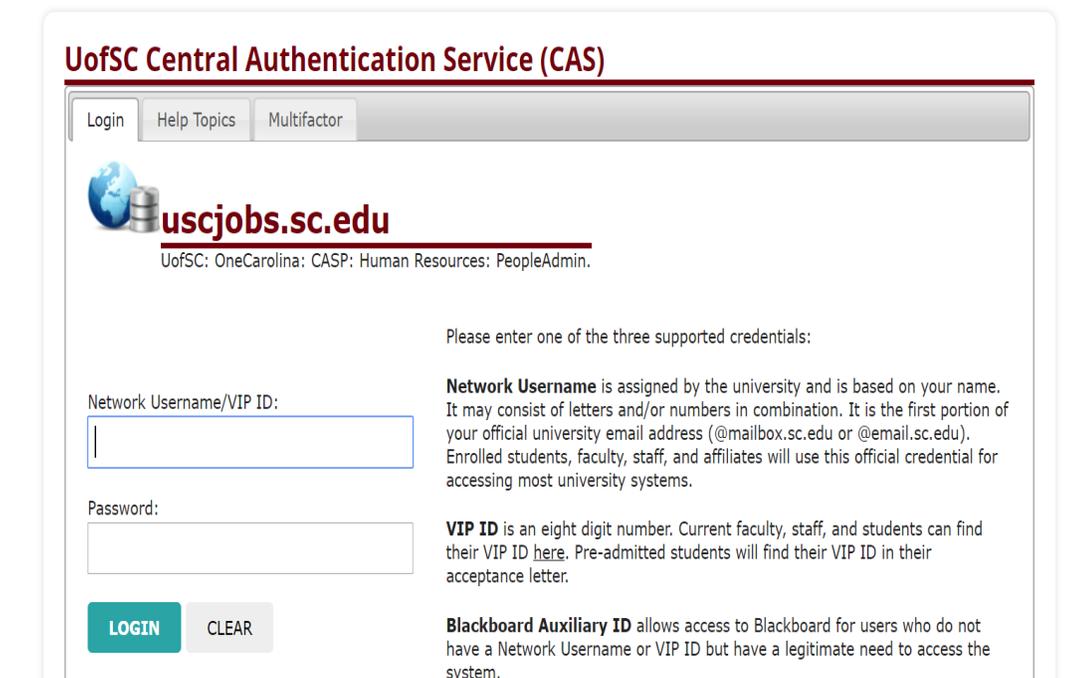
Username

Password

Log In

Authenticate with single sign-on? **SSO Authentication**

3. To log in, use your USC network ID and password (the same as you do for your university email.)



UofSC Central Authentication Service (CAS)

Login Help Topics Multifactor

 **uscjobs.sc.edu**
UofSC: OneCarolina: CASP: Human Resources: PeopleAdmin.

Please enter one of the three supported credentials:

Network Username/VIP ID:

Network Username is assigned by the university and is based on your name. It may consist of letters and/or numbers in combination. It is the first portion of your official university email address (@mailbox.sc.edu or @email.sc.edu). Enrolled students, faculty, staff, and affiliates will use this official credential for accessing most university systems.

Password:

VIP ID is an eight digit number. Current faculty, staff, and students can find their VIP ID [here](#). Pre-admitted students will find their VIP ID in their acceptance letter.

Blackboard Auxiliary ID allows access to Blackboard for users who do not have a Network Username or VIP ID but have a legitimate need to access the system.

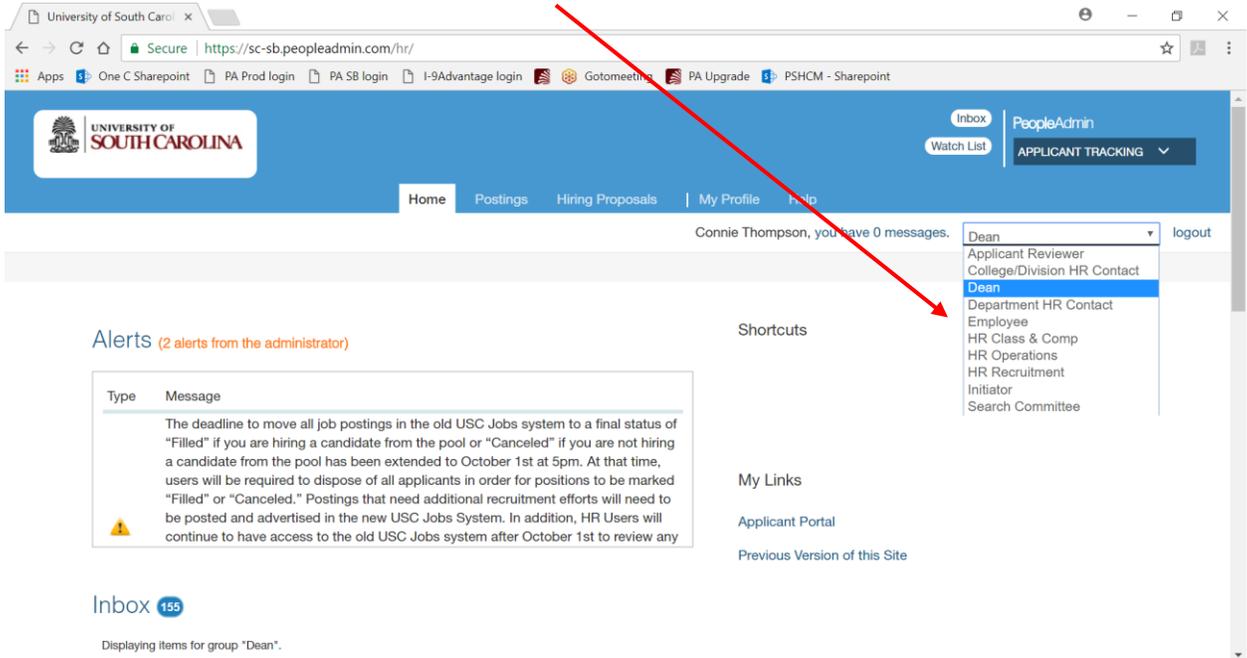
LOGIN CLEAR

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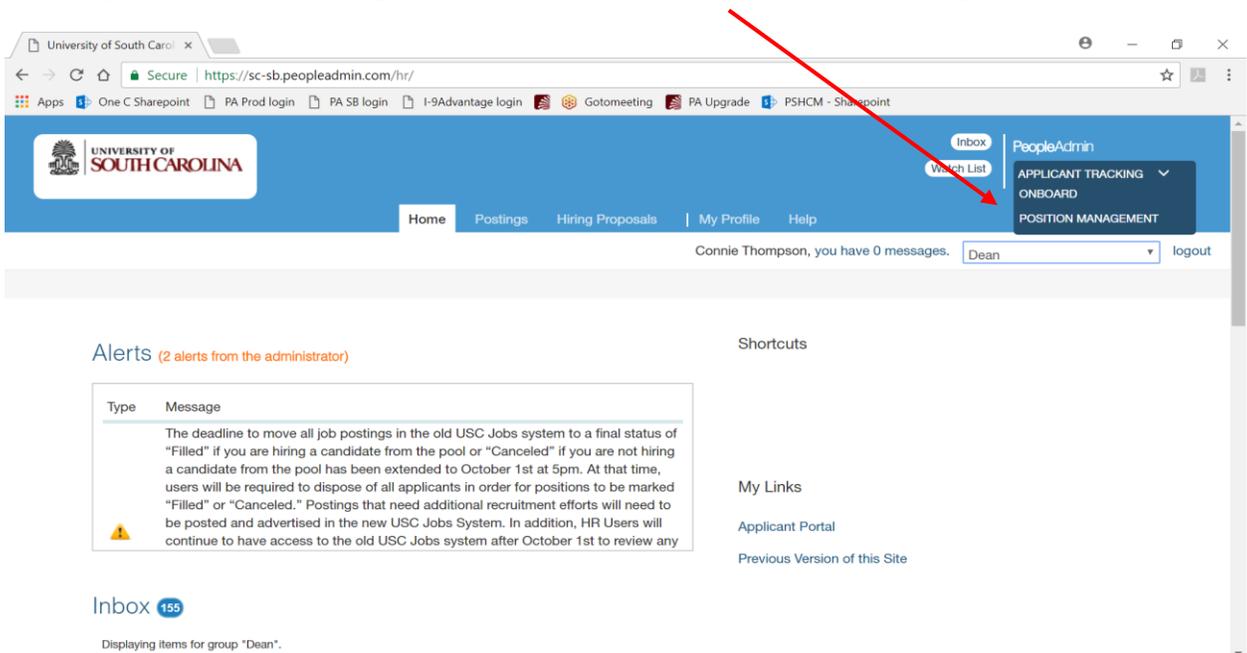
Postings, Position Descriptions & Hiring Proposals

4. Once you are logged in, the roles you are assigned will be available to you in the dropdown and you will select the appropriate approver role (i.e. Dean).



The screenshot shows the PeopleAdmin web application interface. At the top right, there is a user profile section for 'Connie Thompson, you have 0 messages.' Below this is a dropdown menu showing a list of roles: Dean, Applicant Reviewer, College/Division HR Contact, **Dean** (highlighted), Department HR Contact, Employee, HR Class & Comp, HR Operations, HR Recruitment, Initiator, and Search Committee. A red arrow points from the text in step 4 to the 'Dean' option in the dropdown menu.

5. You will then select the module of the system in which you need to approve a transaction. If you are approving a posting or a hiring proposal, select Applicant Tracking. If you are approving a position description, select Position Management.



The screenshot shows the same PeopleAdmin interface as above. The user dropdown menu is now closed, and the top right navigation area shows 'APPLICANT TRACKING' and 'POSITION MANAGEMENT' as selectable options. A red arrow points from the text in step 5 to these two options.

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6. Click on the appropriate tab for Posting or Hiring Proposal (or Position Description if you are in Position Management), based on what you are approving, and then select the position type applicable to the pending request. The tabs across the screen provide access into the forms as follows:

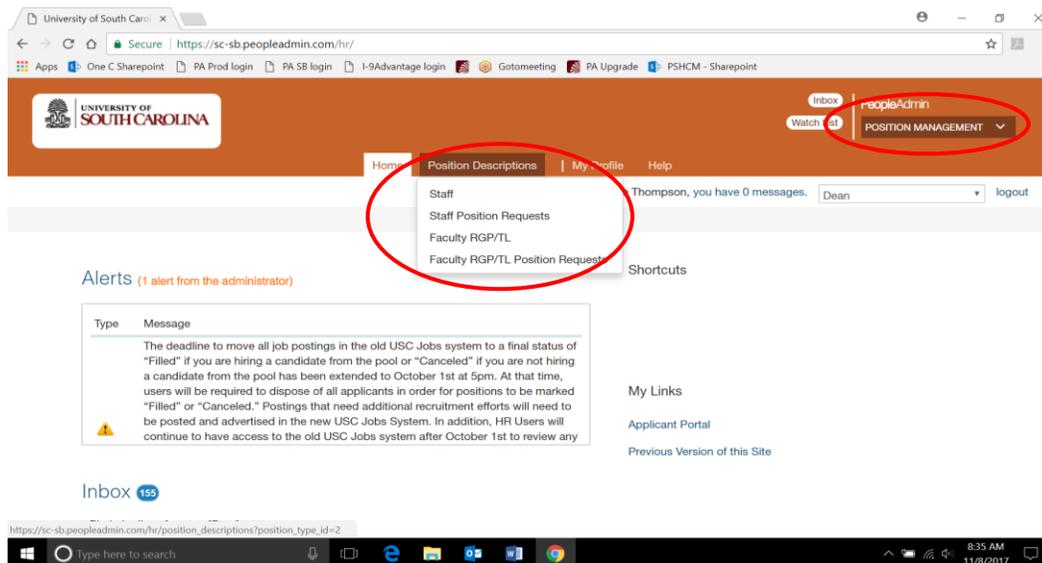
- **Position Management (Position Description)** – The form used to create or modify the duties and responsibilities of a job and other necessary attributes of the position.
- **Applicant Tracking (Posting)** – The form that describes the vacant job and is used to advertise the position the department is seeking to fill.
- **Applicant Tracking (Hiring Proposal)** – The form used to process the hiring of an employee. This includes promotions, demotions and reassignments.

Once you are in the appropriate module and form, you will then need to refer to the email notification regarding the request to determine the position type.

➤ Hiring Proposal Number: STA00159HP17

The forms are numbered as follows:

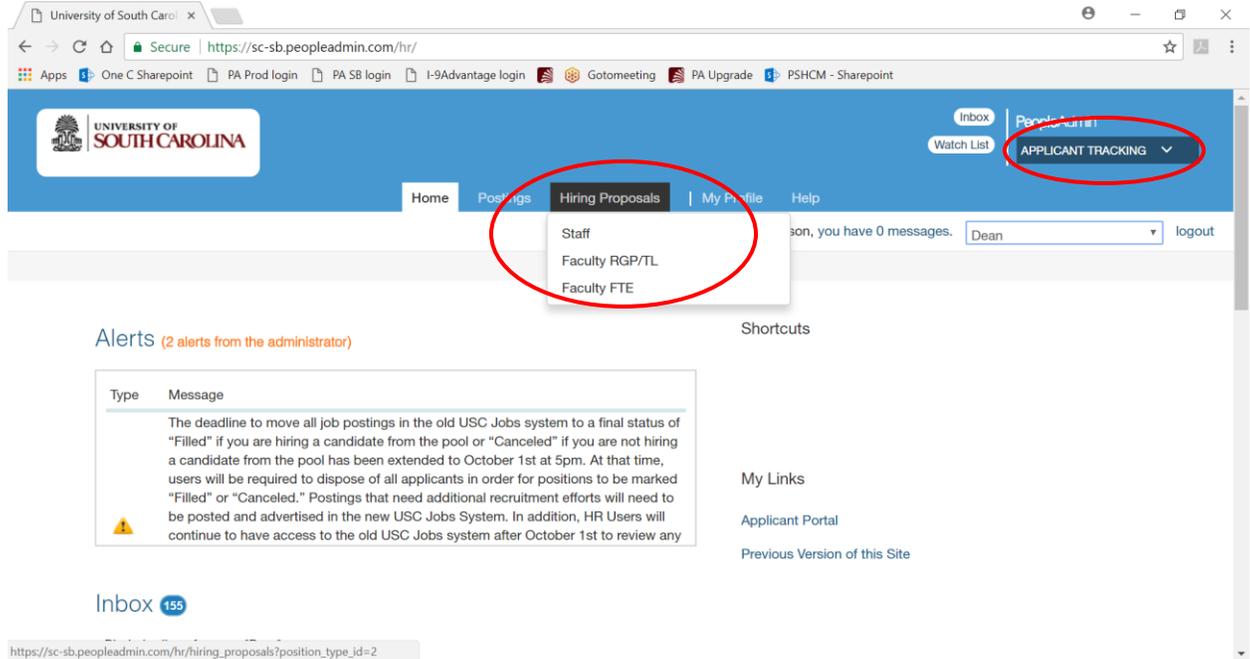
- STA** = Staff (includes FTE, research grant and time-limited)
- FAC** = Faculty FTE
- RTF** = Research grant/time-limited faculty
- TMP** = Adjunct faculty/temporary staff
- PD** = Position description
- PO** = Posting
- HP** = Hiring proposal



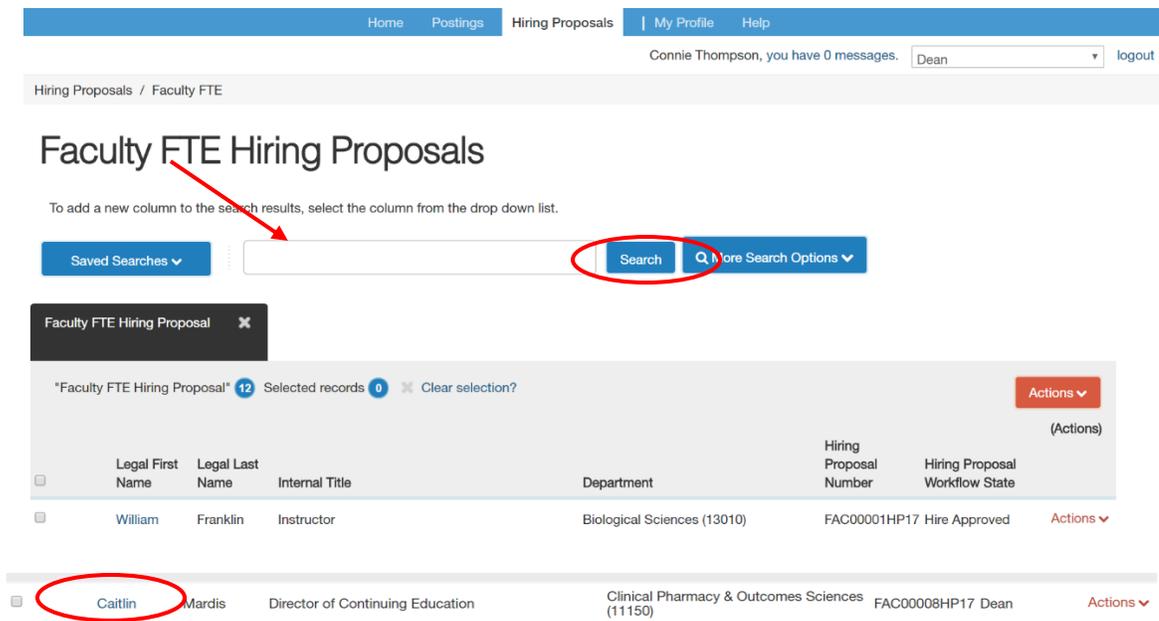
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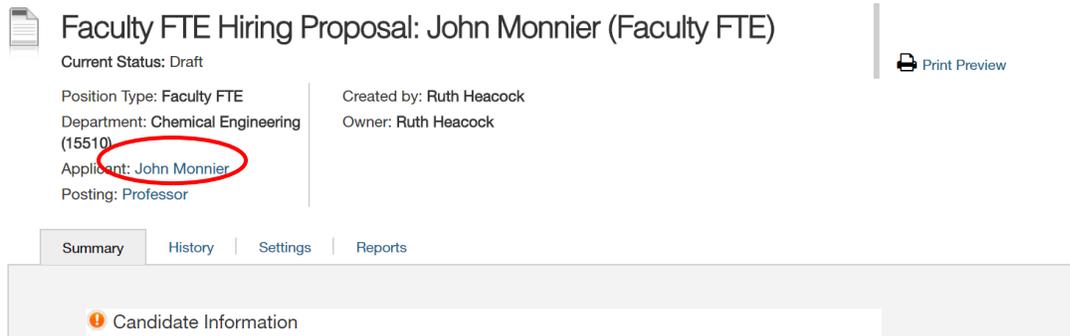


- The next screen will list the requests you have pending or have already approved in this module. Click on the name of the person which you received the email about (if showing in the list), or search for that person by typing the name in the search box and click Search. Once found in the search, click on the employee's name to open the request.



8. Once in the appropriate transaction, you can review several important items:

- **The applicant's application** – Click the applicant's name in **BLUE** and the submitted application will be viewable.



Faculty FTE Hiring Proposal: John Monnier (Faculty FTE)

Current Status: Draft Print Preview

Position Type: Faculty FTE	Created by: Ruth Heacock
Department: Chemical Engineering (15510)	Owner: Ruth Heacock
Applicant: John Monnier	
Posting: Professor	

Summary | History | Settings | Reports

Candidate Information

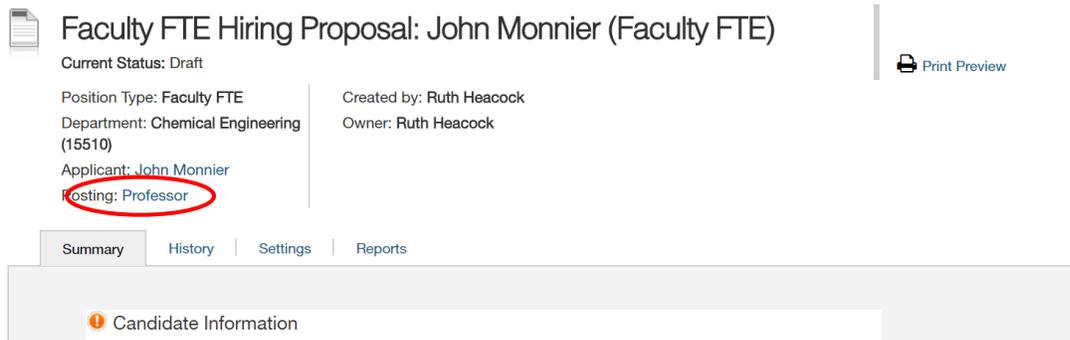
- If you scroll to the bottom of the application, you can **view all the documents that were attached to the application** (i.e. resume, CV, letters of recommendation) in one location by locating PDF Documents and then clicking Generate by Combined Document. A completed application with all attachments will be viewable. Use the back button to return to the previous page.



PDF Documents

Document Type	Actions
Application	View
Combined Document	Generate

- **The job posting** – Click on the posting name in **BLUE** and the job posting will be viewable. Use the back button to return to the previous page.



Faculty FTE Hiring Proposal: John Monnier (Faculty FTE)

Current Status: Draft Print Preview

Position Type: Faculty FTE	Created by: Ruth Heacock
Department: Chemical Engineering (15510)	Owner: Ruth Heacock
Applicant: John Monnier	
Posting: Professor	

Summary | History | Settings | Reports

Candidate Information

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- After reviewing the information under the summary tab, you may also wish to view the **history of the transaction** where you can see the steps in the approval process that have been documented and the emails that have been sent regarding this request. *You may also wish to edit the request by clicking on the Edit button and making any necessary changes to the transaction prior to approving.*



Faculty FTE Hiring Proposal: Claudia Grillo (Faculty FTE) [Edit](#) Take Action On Hiring Proposal

Current Status: Academic Budget Analyst Print Preview

Position Type: Faculty FTE
Department: School of Medicine Pharmacology, Physiology and Neuroscience (18080)
Applicant: Claudia Grillo
Posting: Research Associate Professor

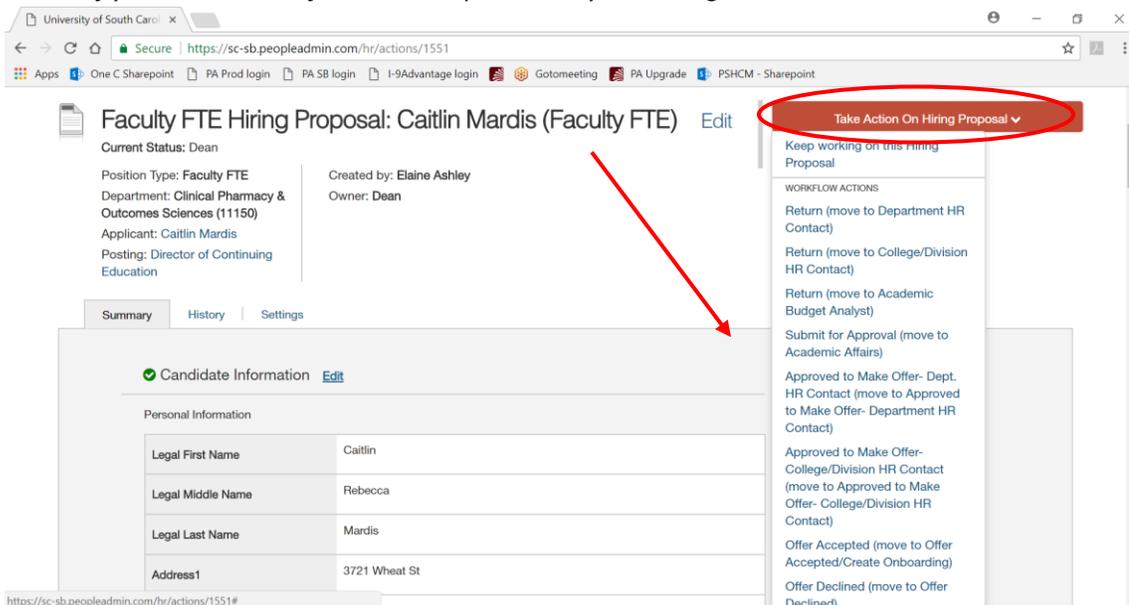
Created by: Jacqueline Guinyard
Owner: Academic Budget Analyst

Summary **History** Settings Reports

Performed "Submit for Approval" Deborah Pearson (College/Division HR Contact)
September 22, 2017 at 09:47 AM
Position Request status changed to "Academic Budget Analyst". It has been in this state for 46 full days.

Email Sent September 22, 2017 at 08:49 AM

- Once you have reviewed all necessary components of the request and are ready to take action, click on the Take Action on Hiring Proposal (or Position Description/ Posting as appropriate) button to show a dropdown of potential next steps in the workflow. You must follow the steps outlined for you in your internal business process or you may follow the directions provided to you in the Previous User Comments section of the email. *If you are unsure of the next step, contact your College/Division HR Contact.*



Faculty FTE Hiring Proposal: Caitlin Mardis (Faculty FTE) [Edit](#) Take Action On Hiring Proposal

Current Status: Dean

Position Type: Faculty FTE
Department: Clinical Pharmacy & Outcomes Sciences (11150)
Applicant: Caitlin Mardis
Posting: Director of Continuing Education

Created by: Elaine Ashley
Owner: Dean

Summary **History** Settings

Candidate Information [Edit](#)

Personal Information

Legal First Name	Caitlin
Legal Middle Name	Rebecca
Legal Last Name	Mardis
Address1	3721 Wheat St

Take Action On Hiring Proposal

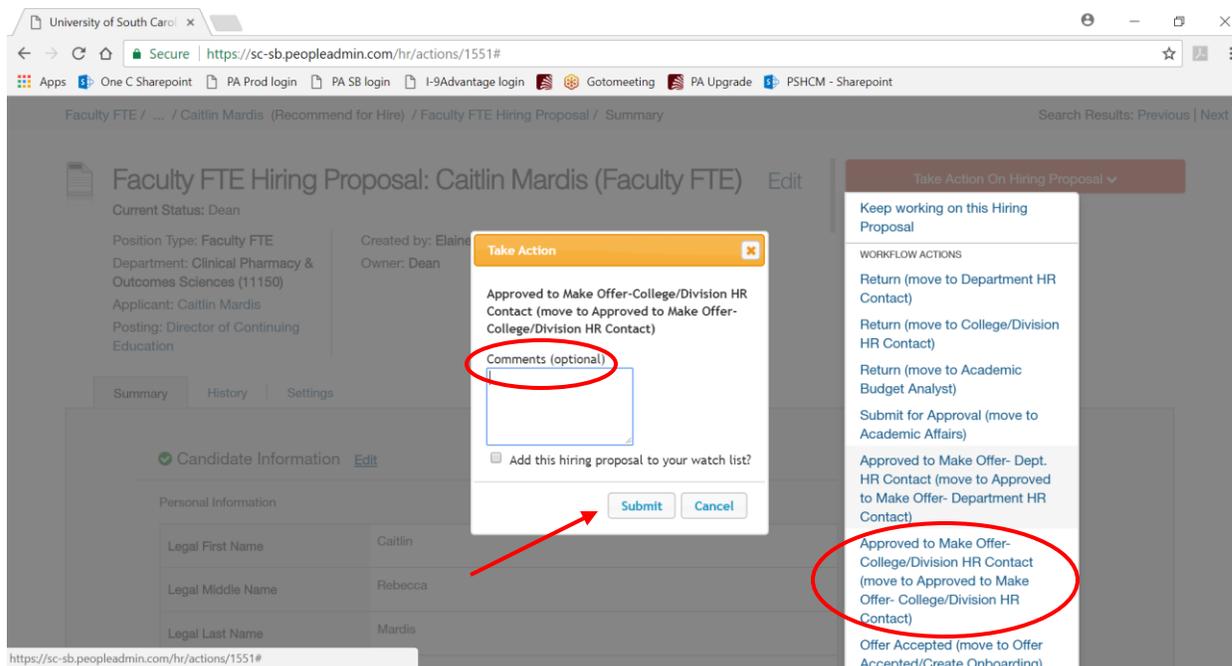
- Keep Working on this Hiring Proposal
- Return (move to Department HR Contact)
- Return (move to College/Division HR Contact)
- Return (move to Academic Budget Analyst)
- Submit for Approval (move to Academic Affairs)
- Approved to Make Offer- Dept. HR Contact (move to Approved to Make Offer- Department HR Contact)
- Approved to Make Offer- College/Division HR Contact (move to Approved to Make Offer- College/Division HR Contact)
- Offer Accepted (move to Offer Accepted/Create Onboarding)
- Offer Declined (move to Offer Declined)

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10. For this example, the Dean selected Approved to Make Offer – College/Division HR Contact (move to Approved to Make Offer – College/Division HR Contact). You may enter comments on this Take Action screen or simply click Submit to send the request to the next step in the workflow.



11. You have successfully approved the request and moved it on in the workflow. You will receive an email once the request has been finalized.
12. If you choose to follow the progress of this request through the workflow, you may check back into PeopleAdmin periodically and review the status changes until final approval from the Division of Human Resources.