PEOPLEADMIN EMPLOYEE RECORDS MODULE

The Employee Records Module User Guide will assist individuals in successfully navigating through the system platform and completing required tasks.

PEOPLEADMIN EMPLOYEE RECORDS MODULE

The Employee Records Module will serve to:

- Facilitate the onboarding process
- Finalize and store new hire paperwork
- Expedite workflow processes
- Provide a platform to support departmental onboarding processes

PEOPLEADMIN EMPLOYEE RECORDS MODULE

Introduction to Employee Records Module

One of the primary functions of the University's Onboarding Center and Temporary Employment Services is to assist new employees through the onboarding process. Once a candidate has been selected and their hiring proposal has been finalized, a new employee will be assigned to an Onboarding Specialist or a Temporary Employment Services Specialist (based on position type). The respective specialist will be responsible for facilitating actions that are needed by the employee to complete basic University new hire processes.

There are no actions that are needed by the employee's supervisor, departmental admin, or human resources liaison to ***initiate*** the onboarding process within the Employee Records Module. However, there may subsequent tasks you may be responsible for. Throughout this User Guide, it will be noted as to what user type will be responsible for various tasks and functions within the system.

Impacted Users:

New Employee

Supervisor

Department Admin

Human Resources Liaison

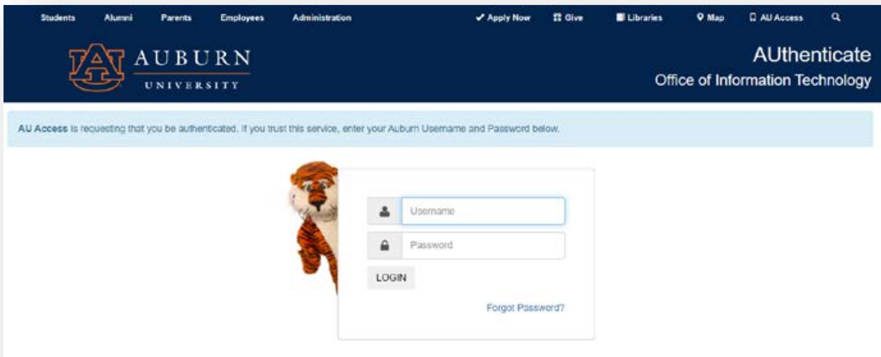
University Human Resources

Audit & Compliance

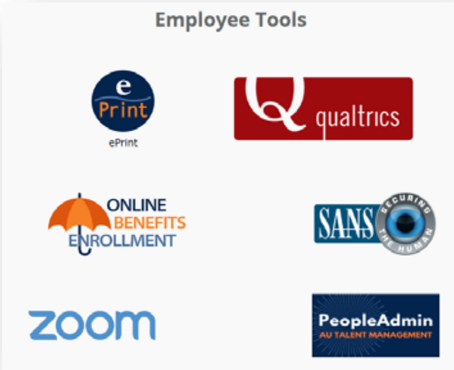
PEOPLEADMIN EMPLOYEE RECORDS MODULE

GETTING STARTED

To access the Employee Records Module of PeopleAdmin, log in to your AU Access account.



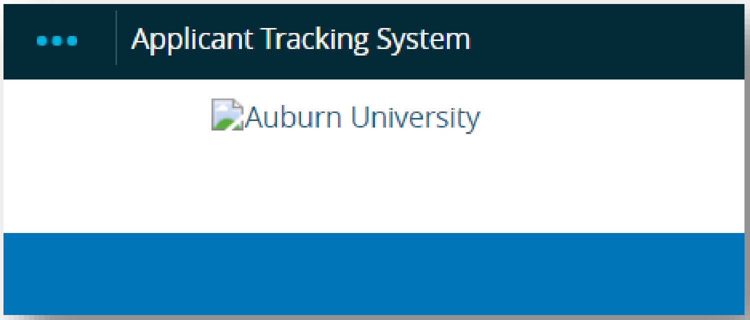
Click the Employee tab along the left side of the screen. Scroll down the page to Employee Tools. Click the PeopleAdmin AU Talent Management icon.



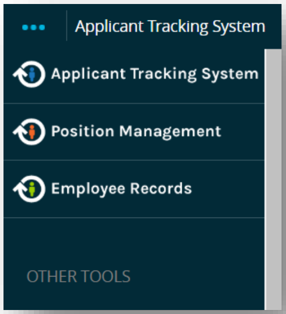
PEOPLEADMIN EMPLOYEE RECORDS MODULE

After logging in, users will be directed to the Applicant Tracking System Welcome Page. You will need to navigate to the Employee Records Module from this page.

In the top left corner of your screen, click on the ellipsis.



A menu will appear that lists the various PeopleAdmin Modules. To complete new hire onboarding actions, select the Employee Records Module. You can confirm that you are in the Records module by confirming that there is a “P Records” icon in the top left corner of the screen.



PEOPLEADMIN EMPLOYEE RECORDS MODULE

USER GROUPS

User Groups are determined by each division's Human Resources Liaison and the University Human Resources Department. When accounts are requested, the requester may select the appropriate user group. The Employment Services and Onboarding Center teams will review the user group requested to confirm the accuracy of the request. New users are uploaded through the Applicant Tracking System and are provided with appropriate access to the Employee Records Module.

<u>Access to functions in the system is determined by the user group's scope:</u>

Department Scope – access to individual department(s)

Division Scope – access to all departments in a division

Organization Scope – access to all divisions and departments

Individual Scope – individual access or notification determined by "tagging" user to an employee task

<u>Below is a list of all User Groups and their scope:</u>

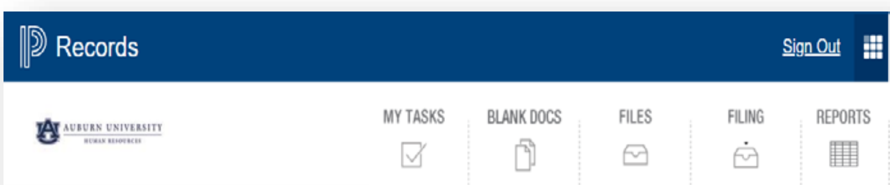
- **New Employee** – Individual Scope
- **Supervisor** – Individual Scope
- **Department Admin** – Individual Scope
- **Human Resources Liaison (HRL)** – Division Scope
- **University Human Resources** – Organization Scope
- **Audit & Compliance** – Individual Scope

PEOPLEADMIN EMPLOYEE RECORDS MODULE

WELCOME PAGE

Features of the Employee Records Home Page:

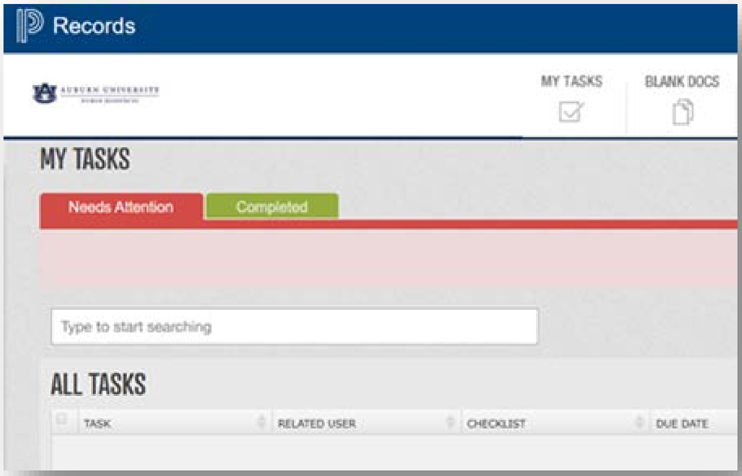
- **My Tasks:** Documents and workflows needing users attention
- **Blank Docs:** A list of documents that are available to complete at any time and do not correspond to an assigned checklist.
- **Files:** Documents that have been stored on behalf of the user. Documents are stored within categorical file folders.
- **Filing:** Users have the ability to scan documents to the module. Documents that have been scanned will be stored into the Employee Records Module filing area.
- **Reports:** Built-in and custom reports that reflect document completion statuses.



PEOPLEADMIN EMPLOYEE RECORDS MODULE

LOCATING AND COMPLETING ASSIGNED TASKS

Employee Records Home Page will open with an overview of your tasks. The red, “Needs Attention” tab shows the tasks that require actions on your behalf. The green, “Completed” tab shows tasks that you have processed.



If you complete a task and do not see it under the “Completed” tab, the document has likely continued through a workflow where you do not have access to it anymore. If you need to modify a document that you have submitted and cannot locate in the “Completed” tab, please contact your Onboarding Center or Temporary Employment Services Specialist.

You may use the search field to quickly locate a task in your task list.

IMPACTED USERS

New Employee

Supervisor

Department Admin

University Human Resources

Audit & Compliance

PEOPLEADMIN EMPLOYEE RECORDS MODULE

ALL TASKS TABLE

The following columns will display in the tasks table.

Task - Provides the name of the specific task that requires action

Related User – Indicates which employee the specific task corresponds to

Checklist – Specifies the name of the checklist the task is associated with

Due Date – If a due date has been specified for the completion of the tasks within the checklist, the date will display in this column.

Actions – Corresponding "buttons" will appear to indicate what type of action can be taken on the task. Options include "View", "Mark as Done", and "Sign/App/Rev"

MARKING TASKS AS COMPLETE

There are two types of tasks: electronic forms (e-forms) and instructions.

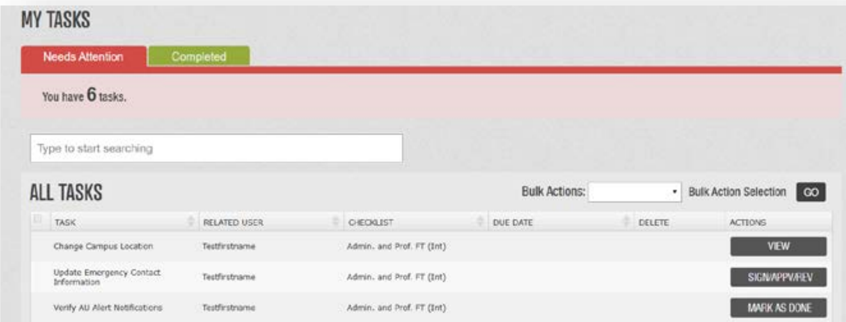
To take action, click the button option (as specified above) under the Actions column. You may be prompted to complete a form, read instructions, or Sign/Approve/Review a document that has been submitted to you.

IMPACTED USERS

- New Employee
- Supervisor
- Department Admin
- University Human Resources
- Audit & Compliance

PEOPLEADMIN EMPLOYEE RECORDS MODULE

MARKING TASKS AS COMPLETE



The corresponding task will appear. Once you have completed all required actions click the "Save Final" or "Submit" option at the bottom right corner of the document.

Some tasks are not associate with a form at all. These tasks will include a "Mark as Done" button next to them. When you have completed the appropriate tasks, simply click "Mark as Done" to remove it from your queue.

IMPACTED USERS

New Employee

Supervisor

Department Admin

University Human Resource

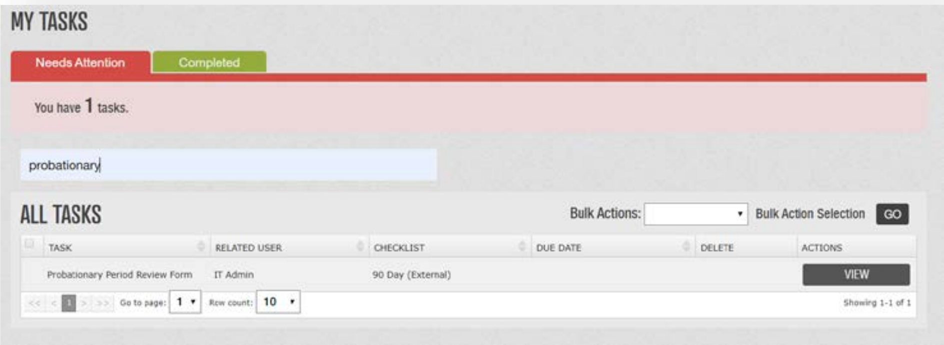
Audit & Compliance

PEOPLEADMIN EMPLOYEE RECORDS MODULE

COMPLETING E-FORMS

Under your ALL TASKS list, identify the document that you will process for the selected employee.

Verify the task name and associated employee. When completing a document on behalf of an employee a "View" button will appear in the Actions column.



Click the View button to open the document. The document will open in a pop up window.

IMPACTED USERS

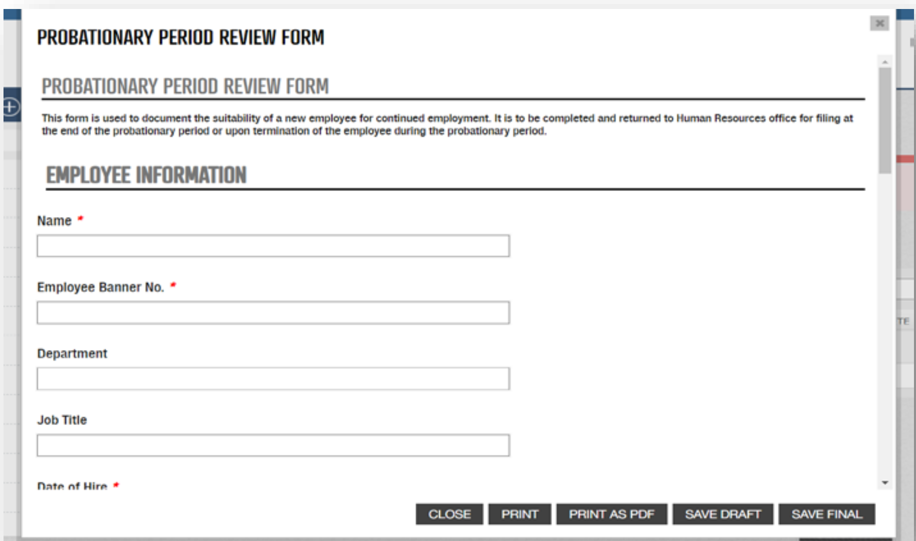
New Employee

Supervisor

PEOPLEADMIN EMPLOYEE RECORDS MODULE

COMPLETING E-FORMS CONTINUED

Complete the document in its entirety.


PROBATIONARY PERIOD REVIEW FORM

PROBATIONARY PERIOD REVIEW FORM

This form is used to document the suitability of a new employee for continued employment. It is to be completed and returned to Human Resources office for filing at the end of the probationary period or upon termination of the employee during the probationary period.

EMPLOYEE INFORMATION

Name *

Employee Banner No. *

Department

Job Title

Date of Hire *

CLOSE PRINT PRINT AS PDF SAVE DRAFT SAVE FINAL

Click Save Final. If a signature is required, you will need to Save Final prior to accessing the signature field.

IMPACTED USERS

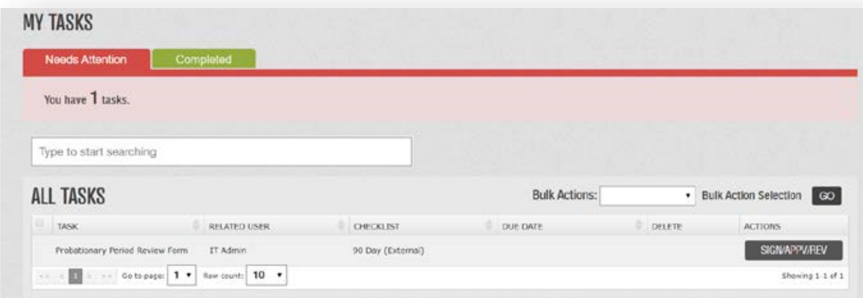
New Employee

Supervisor

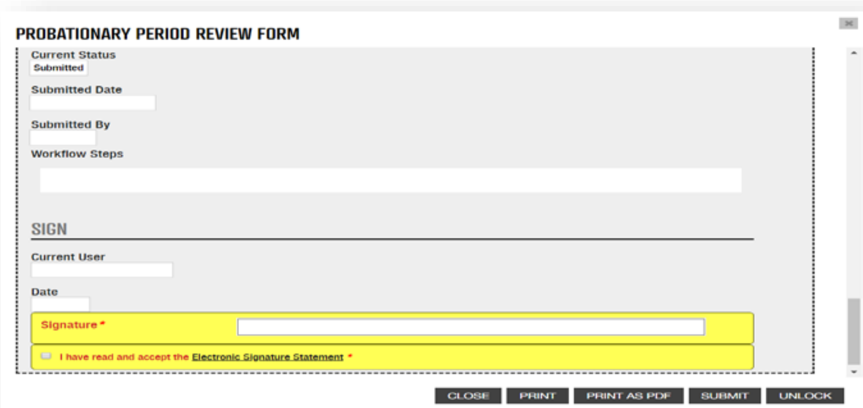
PEOPLEADMIN EMPLOYEE RECORDS MODULE

ADDING SIGNATURE TO DOCUMENTS

When processing an e-form that has been queued to you through a workflow, a “Sign/App/Rev” button will appear in the Actions column.



Click the Sign/App/Rev button, the form will open in a pop up window. Review the document. To add a signature, scroll to the bottom of the form. The signature field will appear within the workflow section. Sign the form and click the Submit option in the bottom right corner.



IMPACTED USERS

- New Employee
- Supervisor
- Department Admin
- Human Resources Liaison

PEOPLEADMIN EMPLOYEE RECORDS MODULE

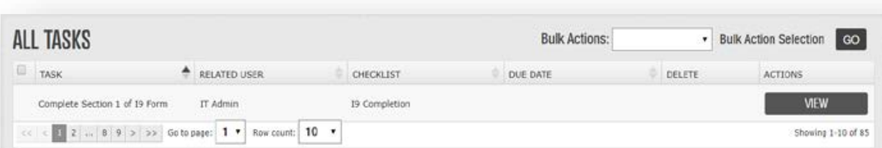
TASKS INSTRUCTIONS

There are tasks that require completion outside of the Employee Records Module. These tasks will appear under the ALL TASKS list.

These tasks will be listed with corresponding employee information. The action column will denote a “Mark as Done” button.

Once this button is clicked, the task will be removed from your queue and filed under the Completed tab.

Tasks that provide instructions will have a “View” button under the Actions column.



Click the View button and the task instructions will appear in a pop up window.

IMPACTED USERS

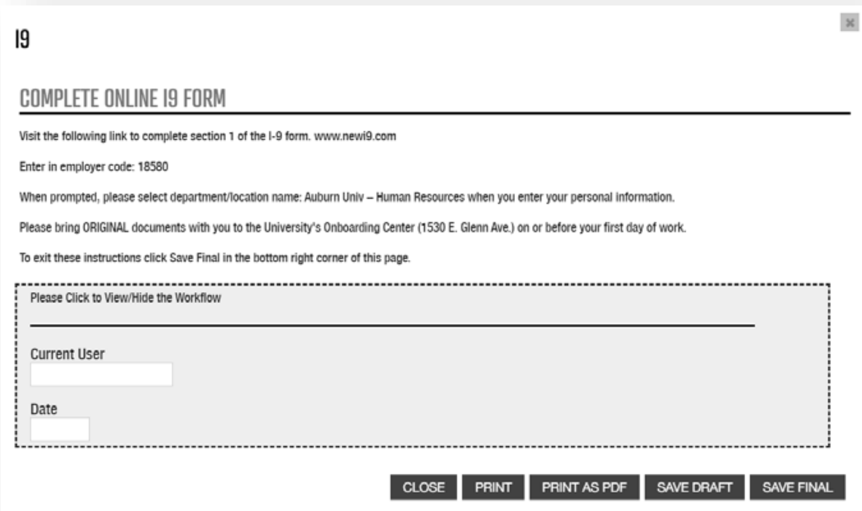
Supervisor

Department Admin

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

TASK INSTRUCTIONS CONTINUED


I9

COMPLETE ONLINE I9 FORM

Visit the following link to complete section 1 of the I-9 form. www.newi9.com

Enter in employer code: 18580

When prompted, please select department/location name: Auburn Univ – Human Resources when you enter your personal information.

Please bring ORIGINAL documents with you to the University's Onboarding Center (1530 E. Glenn Ave.) on or before your first day of work.

To exit these instructions click Save Final in the bottom right corner of this page.

Please Click to View/Hide the Workflow

Current User

Date

CLOSE | PRINT | PRINT AS PDF | SAVE DRAFT | SAVE FINAL

Once the specified actions have been taken, click the “Save Final” button in the bottom right corner of the form. The task will be moved to the Completed tab.

If you are unable to complete the requested actions and would like to return to the instructions at a later time, you may click either “Close” or “Save Draft” button. The task will be returned to the Needs Attention tab.

IMPACTED USERS

Supervisor

Department Admin

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

IMPACTED USERS

Human Resources Liaison

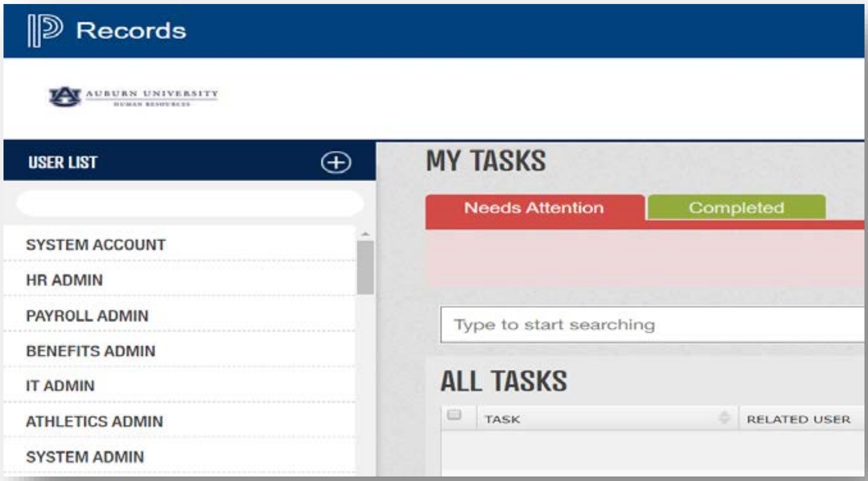
University Human Resources

EMPLOYEE CHECKLIST DASHBOARD

The Employee Checklist Dashboard allows you to view the completion status of employees' assigned tasks within a respective checklist.

To navigate to an employee's checklist dashboard complete the following actions:

From the User List along the left side of the Employee Records Homepage, type in the employee's name you would like to access in the search bar.

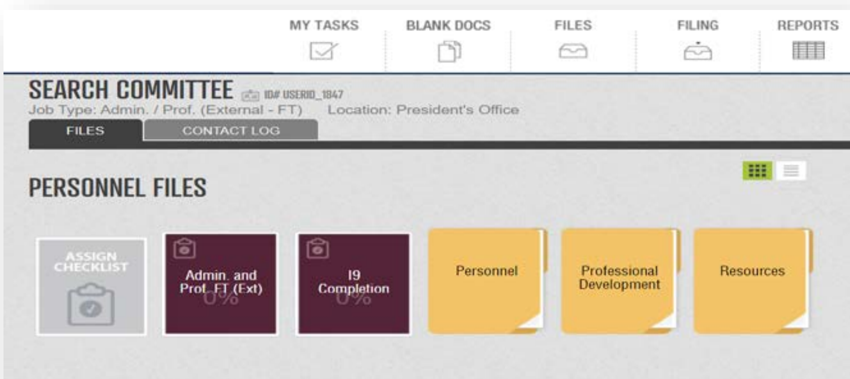


The employee's name should appear under the search bar. Click on the employee's name.

PEOPLEADMIN EMPLOYEE RECORDS MODULE

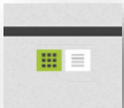
EMPLOYEE CHECKLIST DASHBOARD CONTINUED

The employee's name should then display in bold in the middle of the screen with the tabs "Files" and "Contact Log" below it.



Under the Files tab, the Personnel Files heading should display. Within this page you can view the status of checklists that have been assigned as well as file folders that contain documents that the employee has completed.

There are two views for this page. It can display in a block format as well as a list format. To alternate between views, simply click the icon at the top right corner of the Personnel Files page.



IMPACTED USERS

Human Resources Liaison

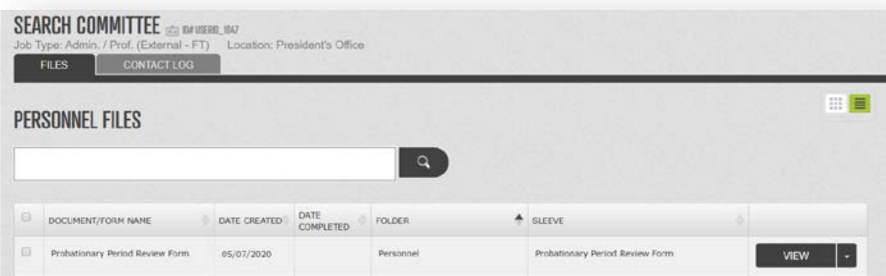
University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

EMPLOYEE CHECKLIST DASHBOARD CONTINUED

Under the block format, assigned checklists will display. The title of the checklist along with a completion should appear. Checklists that have 100% completion will indicate “COMPLETE” and will also have a check mark in the top left corner of the checklist box.

Under the list format, documents will display line by line with associated status, folder, and respective sleeve. You can view documents that have been created (in process) and those that have been completed.



The list view only corresponds to document completion, whereas the block view provides comprehensive details related to the employee’s completion of all tasks that have been assigned.

IMPACTED USERS

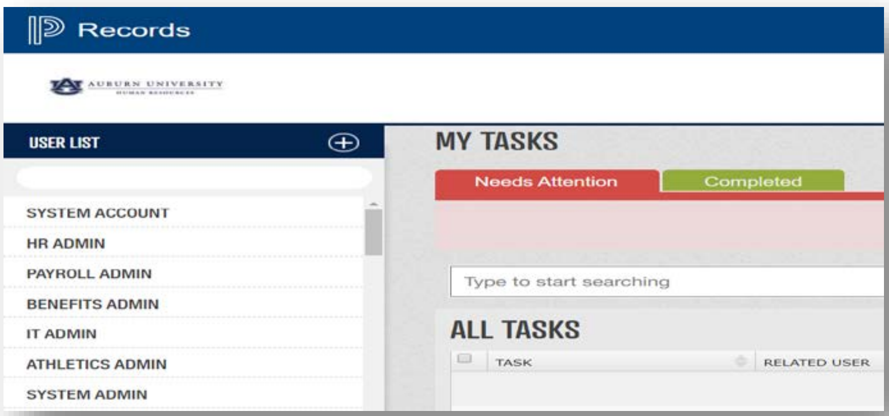
Human Resources Liaison

University Human Resources

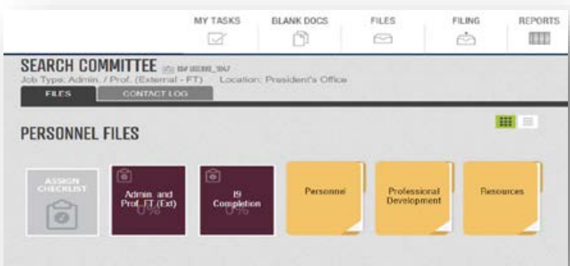
PEOPLEADMIN EMPLOYEE RECORDS MODULE

VIEWING AN EMPLOYEE FOLDER

From the User List along the left side of the Employee Records Home Page, type in the employee's name you want to view a folder for in the search bar.



The employee's name should appear under the search bar. Click on the employee's name. The employee's name should then display in bold in the middle of the screen with the tabs "Files" and "Contact Log" below it.



IMPACTED USERS

Human Resources Liaison

University Resources Liaison

PEOPLEADMIN EMPLOYEE RECORDS MODULE

VIEWING A FILE FOLDER CONTINUED

Ensure that the Files tab is selected (it will appear in dark gray) and the employee's file folders should appear. Please note that some file folders may be restricted to various user groups and may not display.

PAYROLL

The Payroll file folder includes documents such as federal, state, and local tax forms.

PERSONNEL

The Personnel file folder includes documents such as Personal Data Form, New Employee Handbook Location Acknowledgement Form, and Probationary Period Review Form.

PROFESSIONAL DEVELOPMENT

The professional development file folder is not currently being utilized for any HR related documents. Please notify an Onboarding Center Specialist or Temporary Employment Services Specialist if there are departmental documents that can be stored in this file folder for your respective area.

RESOURCES

The Resources file folder includes any documents that the employee would need to reference throughout their first year of employment. Please notify an Onboarding Center Specialist or Temporary Employment Services Specialist if there are any resources specific to your department that should be included in this area.

IMPACTED USERS

Human Resources Liaison

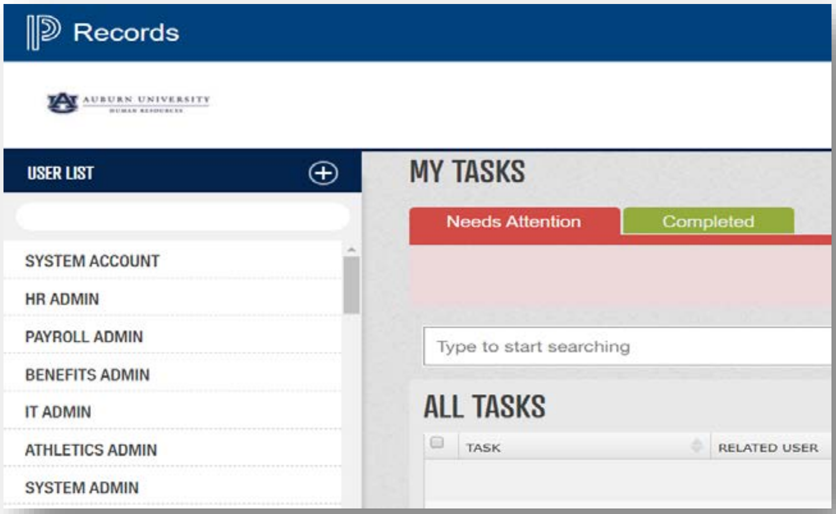
University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

DOCUMENT WORKFLOWS

Once documents are completed by an employee they will enter into an "IN WORKFLOW" status. To track the workflow process you will navigate to the employee's file folder.

From the User List along the left side of the Employee Records Home Page, type in the employee's name you want to view a workflow for in the search bar.



The employee's name should appear under the search bar. Click on the employee's name. The employee's name should then display in bold in the middle of the screen with the tabs "Files" and "Contact Log" below it.

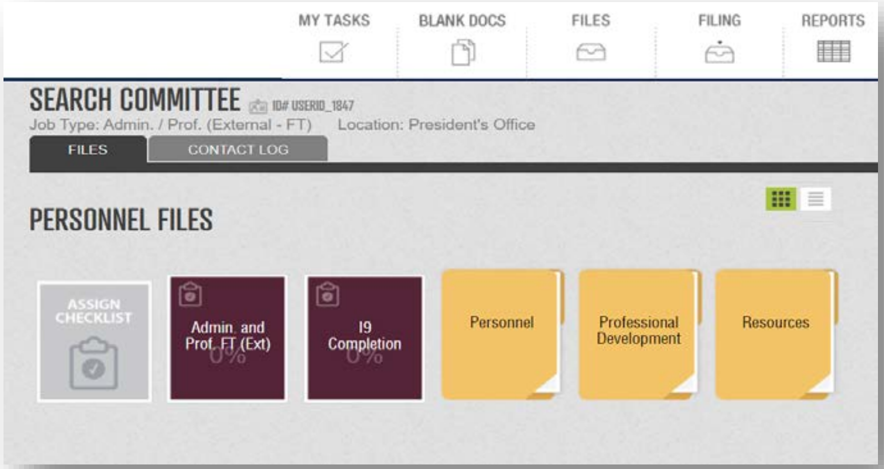
IMPACTED USERS

- New Employee
- Human Resources Liaison
- University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

DOCUMENT WORKFLOWS CONTINUED

Ensure that the files tab is selected (it will appear in dark gray) and the employee's file folders should appear.



Within each respective file folder a list of document sleeves will appear. Please note that some file folders may be restricted to various user groups and may not display.

Documents that have fully completed the workflow process will display an open document sleeve with a document inside. To access the completed document click the document sleeve and the document will display. The document can be printed, if needed from this view.

IMPACTED USERS

New Employee

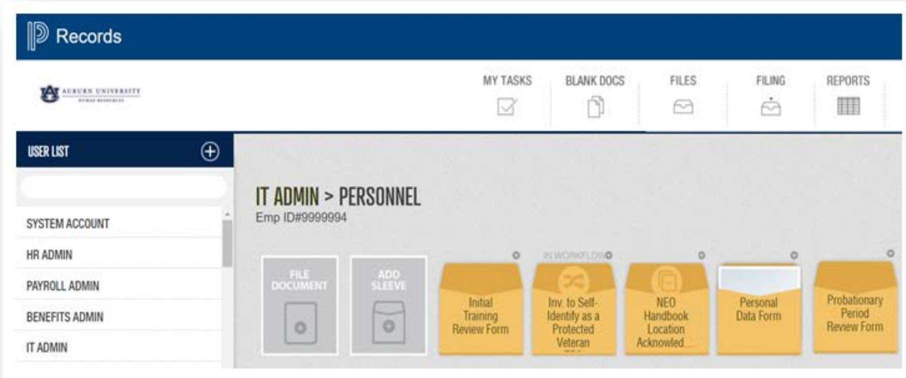
Human Resources Liaison

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

DOCUMENT WORKFLOWS CONTINUED

Documents that have been completed by the employee but do not display in the designated document sleeve have entered into an "IN WORKFLOW" status. The "IN WORKFLOW" state will appear at the top of the folder. An icon with intersecting arrows will appear above the document sleeve name.



IMPACTED USERS

New Employee

Human Resources Liaison

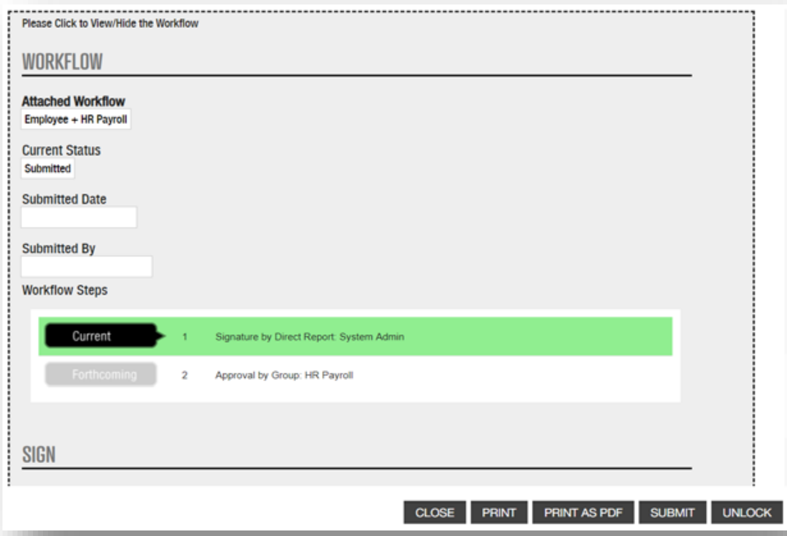
University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

DOCUMENT WORKFLOWS CONTINUED

You may review the submitted document by clicking the document sleeve. The document should open and allow you to print, if needed.

The document's workflow will appear in a large gray box at the bottom of the form.



The workflow status will display whether the document has been "Submitted" or "In Process". If the document has been submitted, the workflow status will also indicate the time and date of the submission as well as by whom the form was submitted by.

Documents that display a status of "In Process" indicate that the document has been started by the employee but has been saved in a draft version.

IMPACTED USERS

New Employee

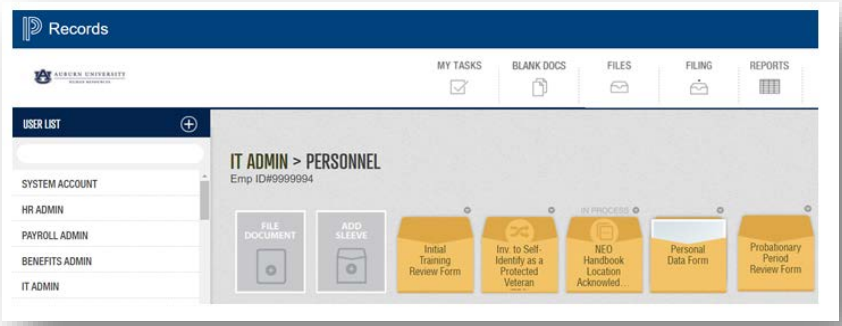
Human Resources Liaison

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

DOCUMENT WORKFLOW CONTINUED

Employees have the ability to start and save documents to return to at a later time. In order for these documents to continue through the workflow, they must "Save Final" draft.



There are three workflow processes that can be attached to a document.

- Signature Requirement
- Document Approval/Denial (includes the option to request revision)
- Document Review

Each step within a workflow will display a corresponding state: Current, Forthcoming, Revision Requested, or Complete. Completed steps will display with user details and timestamps.

IMPACTED USERS

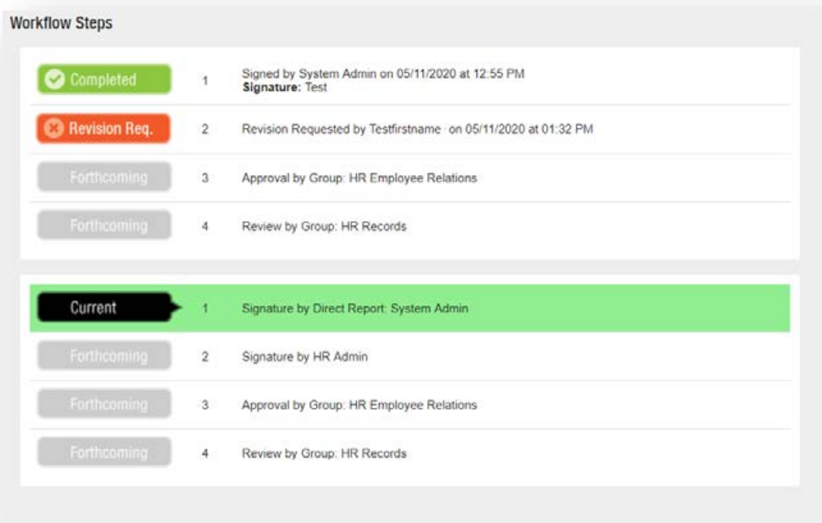
New Employee

Human Resources Liaison

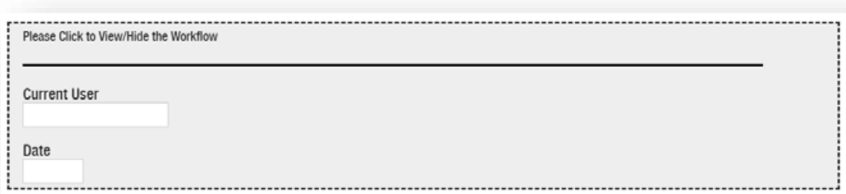
University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

DOCUMENT WORKFLOW CONTINUED



You can expand and collapse the workflow state by clicking the "Please click to View/Hide the Workflow" option at the top left corner of the workflow box.



IMPACTED USERS

New Employee

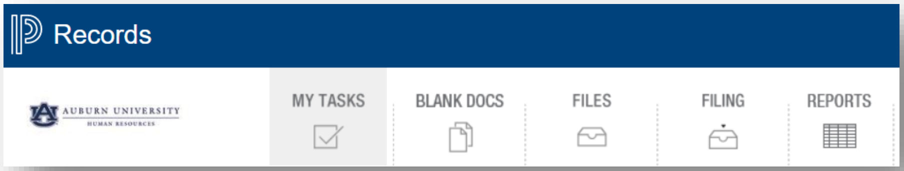
Human Resources Liaison

University Human Resources

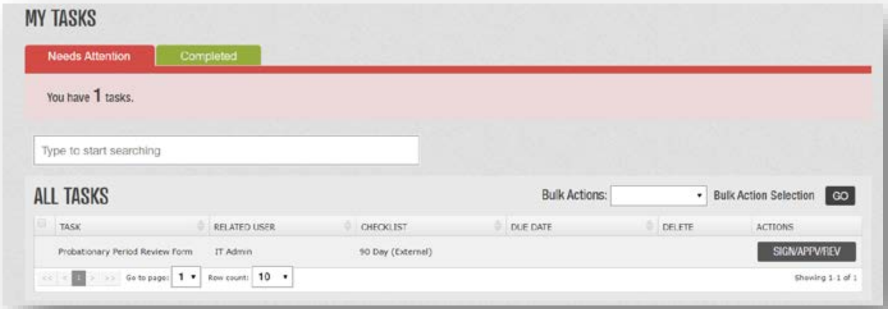
PEOPLEADMIN EMPLOYEE RECORDS MODULE

APPROVING DOCUMENTS

To quickly access tasks that need your attention, reference the white menu bar at the top of the screen. Select the icon with the checkmark that indicates "My Tasks".



Tasks that require a signature, approval, or review will display. To take action on a specified task, click the Sign/App/Rev button under the Actions column.



IMPACTED USERS

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

APPROVING DOCUMENTS CONTINUED

The document will display. After reviewing the document in its entirety, you will have the following options:

- **Close** – take no action on the document and return to it later (the item will remain in your task list under needs attention)
- **Print** – allows user to print document
- **Print as PDF** – allows user to print document as pdf (does not retain document formatting)
- **Deny** – user may provide comments to notify employee that document was not approved
- **Approve** - allows user to approve the document and finalize the workflow.
- **Revision Requested** - user may provide comments requesting revision of the document before it is approved

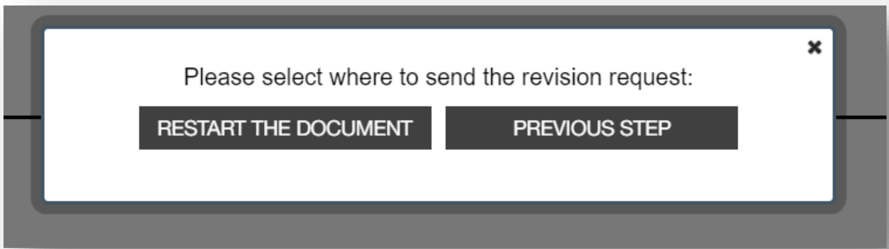
IMPACTED USERS

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

APPROVING DOCUMENTS CONTINUED

There are two options to request a document revision. If the document is within a workflow with multiple steps, the user may request a revision by the employee by selecting the Restart Document option. If the document needs to be revised by another individual within the workflow, the document can be returned to the Previous Step.



REVIEW DOCUMENTS

Documents that require your review but no action will still offer you several options.

You may leave comments for the employee to review by typing in the designated Comments field.

IMPACTED USERS

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

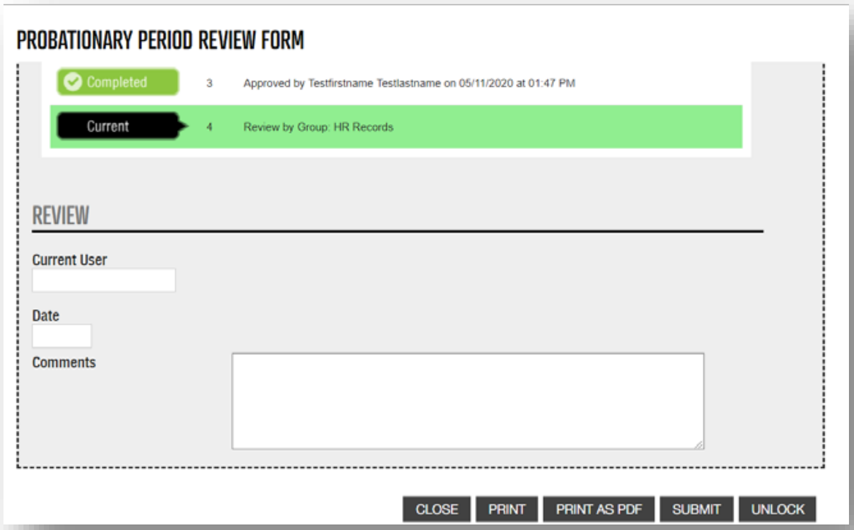
IMPACTED USERS

University Human Resources

REVIEW DOCUMENTS CONTINUED

"Close" will return the task to your "Needs Attention" list and will not save any comments that have been added to the field.

You may "Print" and "Print as PDF".



"Submit" will allow you to process the task to the next workflow step.

"Unlock" will allow you to "Restart the Document" or return the document to "Previous Step" within the workflow.

PEOPLEADMIN EMPLOYEE RECORDS MODULE

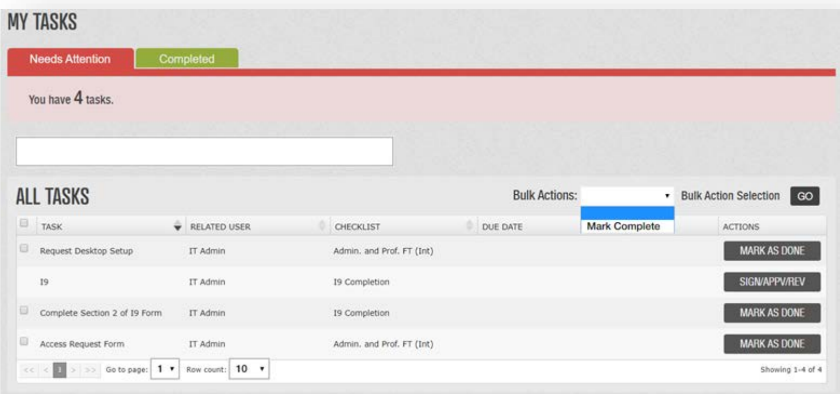
IMPACTED USERS

University Human Resources

BULK ACTIONS

Tasks asks that do not require specific actions within the Employee Records Module, can be completed in bulk.

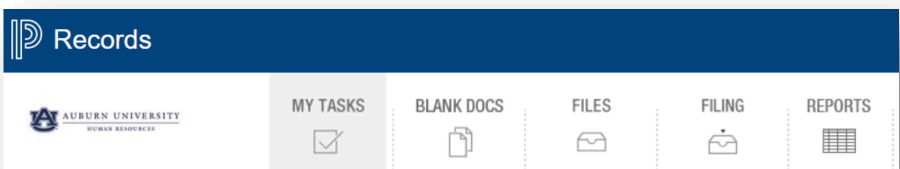
To complete multiple tasks at once, select the Bulk Actions options at the top of the My Tasks list. In the drop down menu select "Mark Complete". All tasks that are eligible to be completed in bulk will have a small box along the far left side of the task list. Check each box that you would like to complete. Once all tasks have been selected, click the "Go" button at the top of the My Tasks field.



PEOPLEADMIN EMPLOYEE RECORDS MODULE

REPORTING

There are several reporting options within the Employee Records Module. To access the Reporting feature, select the Reports icon within the white horizontal menu bar at the top of the screen. All reports can be retrieved and exported into an excel document. The export button will appear in the top right corner of the report.



CHECKLISTS COMPLETION

To easily track employees' completion of tasks, a checklist completion report can be retrieved.

- Select the desired checklist.
- There are multiple filters that can be used to narrow your search results including departments, position types, and specified tasks. If no filters are used, all information will display within the search results.
- You may change the number of items that will appear on the page by clicking the drop-down box which corresponds with this option.

IMPACTED USERS

Human Resources Liaison

University Human Resources

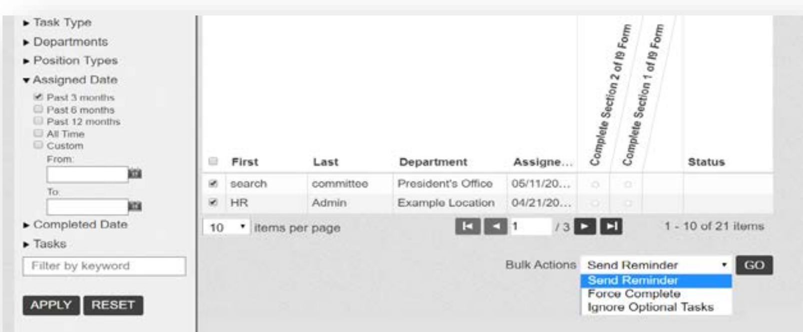
PEOPLEADMIN EMPLOYEE RECORDS MODULE

CHECKLIST COMPLETION REPORT CONTINUED

Bulk actions can also be taken in this report including:

- Send Reminder
- Force Complete
- Ignore Optional Tasks

To assign bulk actions, click on the small box at the far left side of each employee’s name you would like to complete an action for. Select the appropriate action and Click the “Go” button.



IMPACTED USERS

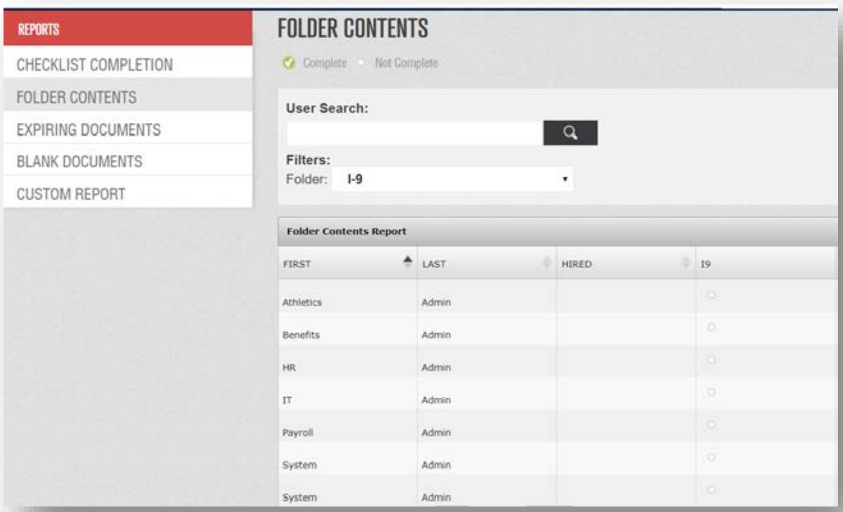
Human Resources Liaison

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

FOLDER CONTENTS REPORT

A user may desire to retrieve a report related to the completion of documents within a respective folder. The search can be filtered by User or Folder. All folder contents will appear and indicate whether a respective employee has completed the document or not.



IMPACTED USERS

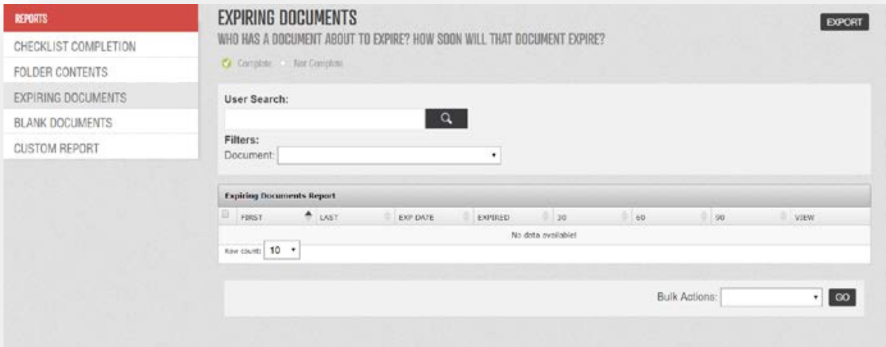
Human Resources Liaison

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

EXPIRING DOCUMENTS REPORT

Documents within the Employee Records Module can be configured to expire at a specified time point to correspond with the Public Universities of Alabama Records Disposition policy. The Expiring Documents report allows the user to track completion of documents that are scheduled to expire by specific form or user.



IMPACTED USERS

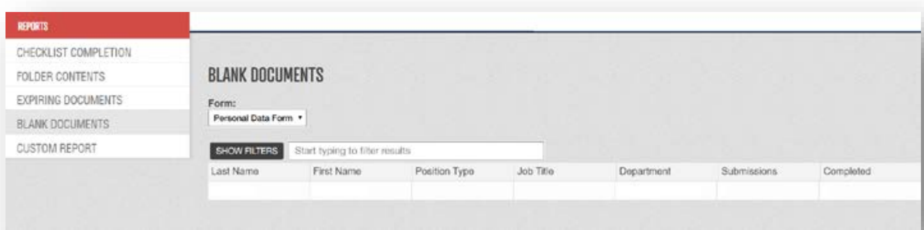
Human Resources Liaison

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

BLANK DOCUMENTS REPORT

Forms that have been assigned to employees to complete outside of a checklist will be listed under the Form section of the Blank Documents Report. To retrieve a report for this type of document, click the drop down tab. Select the appropriate form, all employees that have been assigned the form will appear. You may type a specific employee name in the search field to narrow the scope of the report or you may review all employees that are listed.



IMPACTED USERS

Human Resources Liaison

University Human Resources

PEOPLEADMIN EMPLOYEE RECORDS MODULE

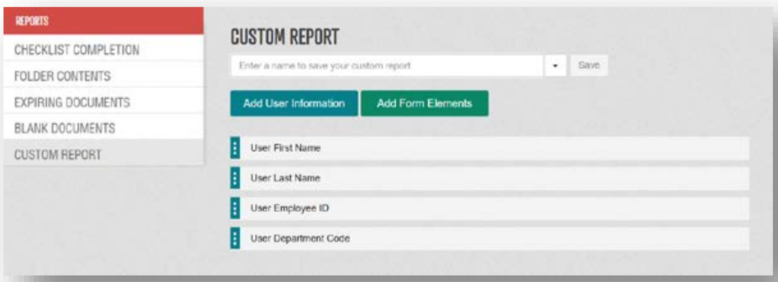
IMPACTED USERS

Human Resources Liaison

University Human Resources

CUSTOM REPORTS

The Custom Report enables the user to manipulate a variety of data points to customize a report. User Information will be specified as well as form elements. To add User Information select the User Information button and select all desired options that appear in the list. To add Form Elements select the Form Elements button. You will need to specify the checklist as well as the corresponding forms that you would like to retrieve details for.



Once this information has been defined click “Cancel” to start over or “Ok” to process the report.

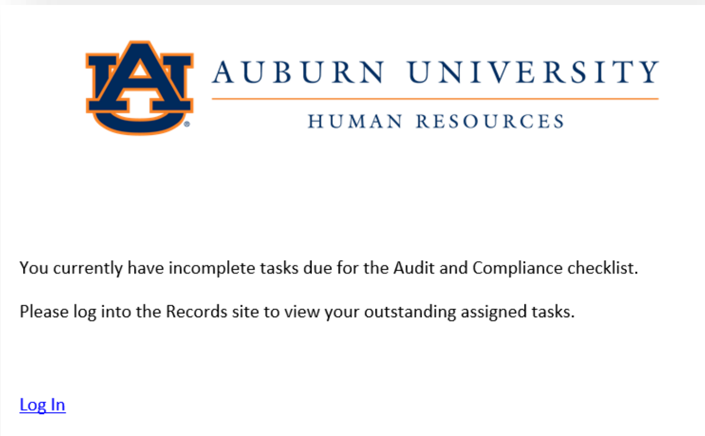
PEOPLEADMIN EMPLOYEE RECORDS MODULE

EMAIL NOTIFICATIONS

A number of email notifications are automated by the Employee Records Module. New hire employees will receive a notification as checklists are assigned to them. When an employee has been assigned a task that requires any subsequent action by you, an email notification is also triggered.

Additionally, the system will send the following:

- Email to employee notifying them that a due date for an assigned checklist is approaching.
- Email to assigned user that there are outstanding tasks that need to be completed in the Employee Records Module.
- Email to assigned user within a document workflow that an action needs to be taken.


AUBURN UNIVERSITY
HUMAN RESOURCES

You currently have incomplete tasks due for the Audit and Compliance checklist.

Please log into the Records site to view your outstanding assigned tasks.

Log In

IMPACTED USERS

- New Employee
- Supervisor
- Department Admin
- Human Resources Liaison
- University Human Resources
- Audit & Compliance

PEOPLEADMIN EMPLOYEE RECORDS MODULE

EMPLOYEE RECORDS MODULE ASSISTANCE

For questions or help using the system, please contact the Onboarding Center or Temporary Employment Services using the contact information below. Please visit our Project PeopleAdmin website for additional resources at **aub.ie/pa7** and to access the PeopleAdmin Helpdesk to report system issues to our team.

Onboarding Center

Kristine Ball
(334) 844-1649
ker0004@auburn.edu

Angela Graham
(334) 844-1816
ang0055@auburn.edu

Stephanie Oliver-Lee
(334) 844-1855
slo0004@auburn.edu

Gene Sludge
(334) 844-1831
gas0033@auburn.edu

Temporary Employment Services

Amy Bruce
(334) 844-1671
robera2@auburn.edu

Phyllis Pruitt
(334) 844-1612
pgp0002@auburn.edu

Pamela Rogers
(334) 844-1609
pkr0001@auburn.edu