PeopleAdmin 7 Student Module

User Groups are determined by each division's Human Resources Liaison and the Central Human Resources Department.

Access to functions in the system is determined by the user group's scope:

- Department Scope - access to individual department(s)
- Division Scope - access to all departments in a division
- Organization Scope - access to all divisions and departments

User Groups & Scope:

- Initiator - Department Scope
- HRL-Student - Division Scope
- Graduate Admin – Organization Scope
- Graduate School – Organization Scope
- Student Employment – Organization Scope
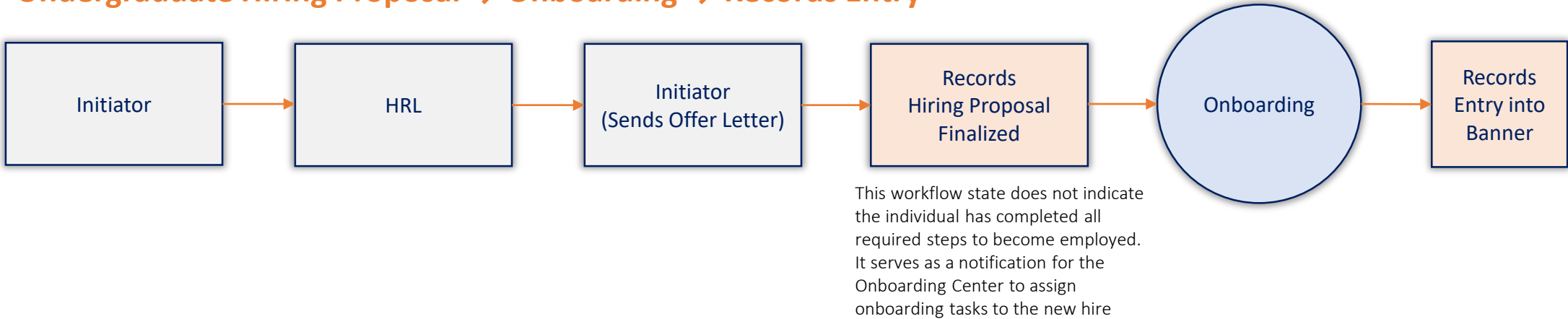- Records – Organization Scope

Hiring Proposal & Onboarding
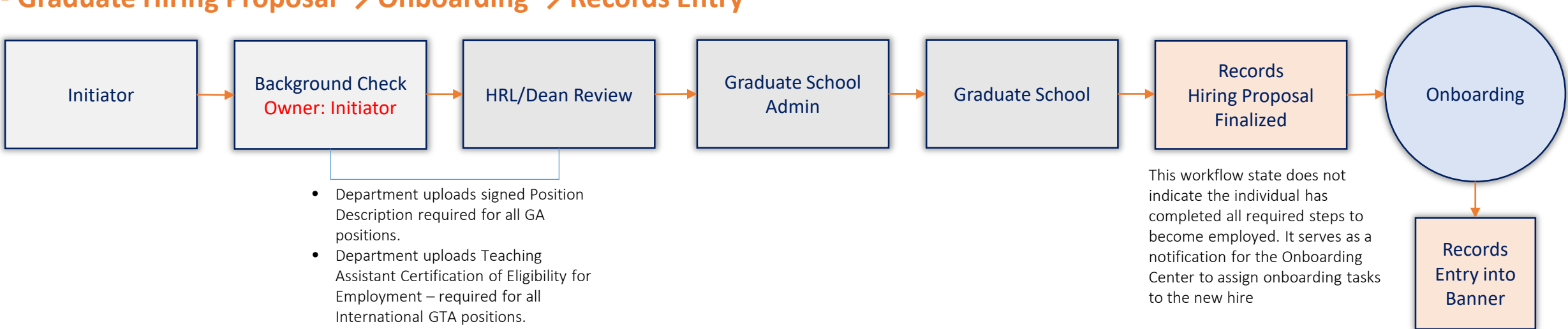
▪ Undergraduate Hiring Proposal → Onboarding → Records Entry

Initiator → HRL → Initiator (Sends Offer Letter) → Records Hiring Proposal Finalized → Onboarding → Records Entry into Banner

This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire

▪ Graduate Hiring Proposal → Onboarding → Records Entry

Initiator → Background Check Owner: Initiator → HRL/Dean Review → Graduate School Admin → Graduate School → Records Hiring Proposal Finalized → Onboarding → Records Entry into Banner

- Department uploads signed Position Description required for all GA positions.
- Department uploads Teaching Assistant Certification of Eligibility for Employment – required for all International GTA positions.

This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire

Logging in to the System & Saved Searches

To log in to the PA7 Applicant Tracking Module for Undergraduate and Graduate positions, navigate to www.auemployment.com/hr using your web browser and click on Aubie then login using your AU credentials.

OR go to the Employees tab in AU Access and click on the PeopleAdmin icon located under the Employee Tools section.

- **Saved Searches** assist in personalizing your user accounts view

- **Saved Searches** can be utilized for Postings & Hiring Proposals.

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Hiring Active Employees for Student Positions

Departments should not submit postings or hiring proposals in PeopleAdmin for 'Active' employees at this time. If the student is already an 'Active' employee – the department should submit an EPAF in Banner to add a new job.

Until a Banner integration is implemented, only new hires will be submitted through PeopleAdmin.

Creating Student Postings

In order to create a student posting, navigate to the **Student Postings** page of the Applicant Tracking System.

From the Student Postings page, select the orange button that reads **"Create New Posting".** There will be menu options for how you want to create the posting. They are as follows:

Create from Position Type – a blank form you will complete manually

Create From Posting – allows you to clone an existing posting. Edits can be made to the form once postings are cloned.

Create from Posting Template – allows you to populate the job summary fields for graduate positions. Select this option for GA, GTA and GRA positions.

Once you select a method for creating the posting, you will enter the posting form.

If you are unfamiliar on posting a position please visit our PeopleAdmin Resource Center – aub.ie/pa7.

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Posting Types

- **Direct Hire**

  This process is used when a department has already identified the candidate they are

  wanting to hire. Direct Hire postings will be privately posted so only the selected candidate can apply.

  Direct Hire postings can remain open to hire multiple individuals.

- **Recruitment**

  This process is used when a department needs applications to review. Recruitment postings will either be

  advertised on the website for applicants to apply or HR will add applications from a pooled posting.

  Recruitment postings will be closed to ensure departments are receiving an up to date applicant pool.

Hiring Multiple Candidates from One Posting

One great feature of PeopleAdmin is the ability to hire multiple candidates from one posting.

Like Non-Faculty and TES, this eliminates the need to post identical postings for Student positions and is ideal for departments who hire several individuals into one position throughout each semester. Position numbers, Finalized pay rates, Supervisor information and FOAPs are identified on the hiring proposal for each hire. For example, a department is hiring 3 GRAs for 3 different supervisors. If the position is the same, departments can create 3 hiring proposal for 1 posting.

Providing Posting Links to Student Applicants

For Direct Hire postings, please ensure you are providing the correct link for applicants to apply for the positions. This link is provided to internal PeopleAdmin users in two ways:

- In the email notification when the posting is transitioned to Open/Not Posted - Look for the link labeled as Direct Link to Applicant. You will forward this link to your Direct Hire student applicants in order for them to apply. **If they have never applied for a job using the system, they will need to create an account.** Applicant accounts are not linked to their AU Access.

- The link for applicants to apply is also located at the top of the internal view of the posting.

Please avoid sending applicants the internal user link to the posting, which is located in all the posting transition emails. We've received a significant number of requests from students to create internal user accounts, which are reserved for Auburn University employees needing access to manage personnel requests in the HR Suite.

Background Check for Graduate Positions

The Background Check workflow state for graduate hiring proposals is a required workflow state. If your student has already completed a background check prior to being entered into PeopleAdmin, departments should continue moving through the workflow and notate in the system that the background check is complete before submitting the 'HRL/Dean Review'. In addition, departments should communicate to the student that they will receive a request to complete a background check from the system and that they should ignore if they have already completed.

Departments need to pay special attention to the field **Background Check Code**. This information is pulled into the email template that is sent to students once they are submitted into the workflow state of **Background Check**. If other information is needed here, it can still be noted in this field to communicate to the student further information on completing a background check.

Hiring Proposal Finalized

Once a hiring proposal has been transitioned to the final workflow state, **Hiring Proposal Finalized**, we lose the ability to make any edits to the form. This includes information such as start dates, supervisors, position numbers, etc. Please be sure to alert Student Employment if any information needs to be changed prior to the hiring proposal transitioning to the final workflow state of **Hiring Proposal Finalized**.

Hiring Proposal Finalized serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire – it does not indicate the new hire has completed required new hire documents.

Department Onboarding Contact

You may have noticed a new field on the hiring proposal for Department Onboarding Contact. Please enter the name of the individual who will be overseeing the completion of new hire tasks in the PeopleAdmin Employee Records/Onboarding module.

The Employee Records/Onboarding module requires a separate account to be created, as it operates independently from the Applicant Tracking System. An account will be created for this individual once the hiring proposal is approved.

Angela Graham   **Phone: 844-1816**

Division	Division Name	HR Liaison
120	Agriculture	Amanda Smitherman
142	Architecture, Design & Construction	Colleen Newschwander
123	Business	Julene Pugh
140	Communications & Marketing	Barbara Black
104	Development	Carly Hall
126	Education	Jenny Barton
128	Engineering	Tammy Walker
105	Graduate School	Julie Reece
151	Chief Information Office	Cindy Selman
155	Information Technology	Cindy Selman
150	Pharmacy	Amy Carbajal
115	Risk Management & Safety	Ginger Vedder

Stephanie Oliver-Lee   **Phone: 844-1855**

Division	Division Name	HR Liaison
157	Academic Support, Accessibility, Provost	Kerry Ransel
110	Executive, Vice President, Air Transportation, AU Aviation/Airport	Lindsey Johnson
113	Business & Finance/CFO	Lindsey Johnson
108	Enrollment Services	Jenny Swaim
144	Forestry & Wildlife	Sue Fuller Robinson
153	Inclusion & Diversity (Provost)	Kerry Ransel
134	Liberal Arts	Tami Poe
100	Office of the President/Executive VP	Kim Brown
160	Outreach	Elizabeth Haeussler
170	Research & Economic Development	Giovana Brannan
169	Student Affairs	Trey Lightner

Gene Sludge   **Phone: 844-1831**

Division	Division Name	HR Liaison
103	Alumni Affairs	Eddie Orantes
130	Athletics	Karla Gacasan
157	Cooperative Education	Kerry Ransel
102	Facilities	Loren Allday
146	Human Sciences	Laurie Newton
116	Internal Audit, Compliance & Privacy	Lindsey Elkins
133	Jule Collins Smith Museum (Provost)	Kerry Ransel
152	Libraries	Arlene Brown
148	Nursing	Linda Watkins
136	Science & Mathematics	Stephanie Woodley
139	Veterinary Medicine	Nicole Diehl

Kristine Ball   **Phone: 844-1649**

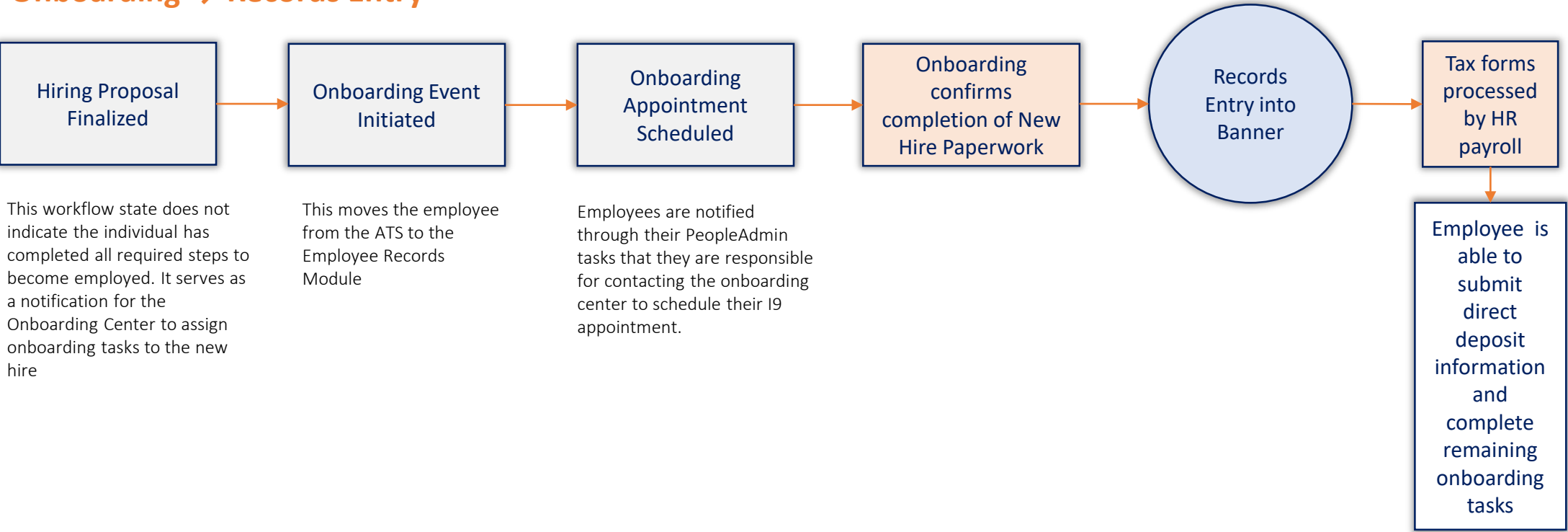| Division	Division Name	HR Liaison
300	Alabama Agricultural Experiment Station	Amanda Smitherman
400	Alabama Cooperative Extension	Chris McClendon

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HUMAN RESOURCES

Logging in to the Employee Records/Onboarding Module

If you receive any questions from users regarding trying to log in and complete new hire/internal hire tasks, please provide the following directions.

- Users should follow the link provided in their email notifications. This will direct them to

  www.auemployment.com/hr

- They will log in using their applicant username and password

- In most cases, after logging in, the users will immediately see their task list

- In some cases, if users have other PeopleAdmin account settings (internal hires), they may need to select the 3 blue dots in the left corner, and select Employee Records in order to view their task list

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Onboarding Processes

▪ Onboarding → Records Entry

| Hiring Proposal Finalized | → | Onboarding Event Initiated | → | Onboarding Appointment Scheduled | → | Onboarding confirms completion of New Hire Paperwork | → | Records Entry into Banner | → | Tax forms processed by HR payroll |

This workflow state does not indicate the individual has completed all required steps to become employed. It serves as a notification for the Onboarding Center to assign onboarding tasks to the new hire

This moves the employee from the ATS to the Employee Records Module

Employees are notified through their PeopleAdmin tasks that they are responsible for contacting the onboarding center to schedule their I9 appointment.

Employee is able to submit direct deposit information and complete remaining onboarding tasks

Supervisor Tasks in Employee Records Module (Onboarding)

The following tasks are assigned to supervisors of new hires or the Department Onboarding Contact (if different from the Supervisor) listed on the hiring proposal. These tasks must be marked as complete in PeopleAdmin in order to complete the new hire onboarding process. Supervisors or Department Onboarding Contacts receive email notifications when these tasks are assigned.

Access Request Form – This task serves as a reminder to request building access for the employee. This is completed through the Access Request Form that is located here:

http://www.auburn.edu/administration/human_resources/onboarding-center.html

Desktop setup – This task serves as a reminder to ensure that the employee is provided with any required resources to perform their position. This includes computer setup, phone lines installed, business cards, office supplies, etc.

Supervisors or Department Onboarding Contacts should log in and indicate their acknowledgment of these actions.

If the supervisor does not oversee these responsibilities, they are encouraged to use the PA notifications as a reminder to confirm that these actions have been completed

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System Updates, Tips and Best Practices

To ensure everyone is receiving the communication needed regarding PeopleAdmin, we are sending **PeopleAdmin Pointers** as needed, to included System Updates, Tips and Best Practices. This communication comes from Jenna Richards and they all are titled **PeopleAdmin Pointers**.

Please pay close attention to these emails and the information that is included.

You can also view our Project PeopleAdmin page at **aub.ie/pa7** to access this information along with other helpful resources.

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