



PeopleAdmin

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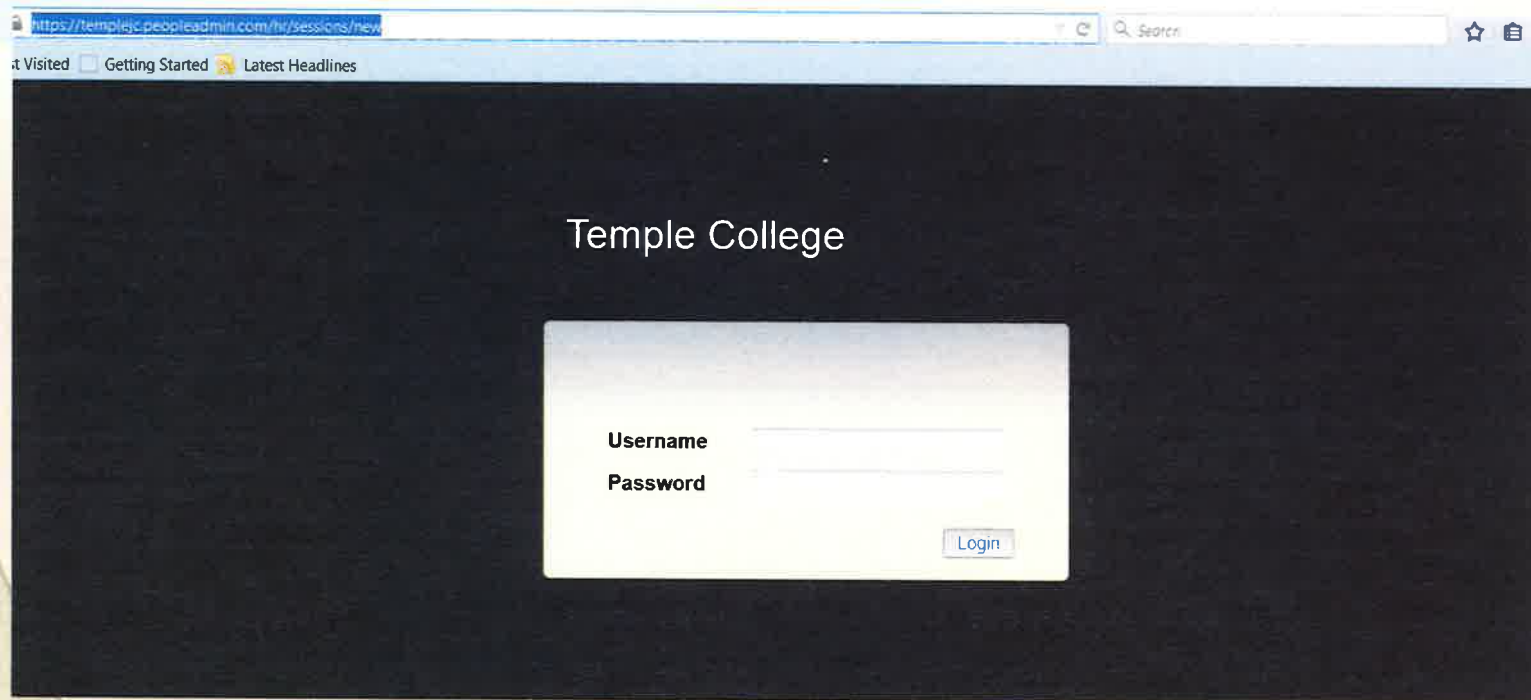
**August 15, 2017
Academic Center, Room 3413/3415**

How do I access the system?

For users of the system, the web address is:

<https://templejc.peopleadmin.com/hr/sessions/new>

(To login, use your **TC Credentials**)

A screenshot of a web browser displaying the login page for Temple College. The browser's address bar shows the URL "https://templejc.peopleadmin.com/hr/sessions/new". Below the address bar, there are links for "at Visited", "Getting Started", and "Latest Headlines". The main content area has a dark background with the text "Temple College" centered. Below this, there is a white login box containing two input fields labeled "Username" and "Password", and a "Login" button at the bottom right.

https://templejc.peopleadmin.com/hr/sessions/new

at Visited Getting Started Latest Headlines

Temple College

Username

Password

Login

What Types of Situations Initiate the New Hire Process?

- 1. An Employee Quitting**
- 2. A Retirement**
- 3. A New Position**
- 4. Other Reasons**

Questions Human Resources Most Often Receives.....



QUESTIONS???

Do you know how and where to change your “Current Group” status?

ANSWER

You must switch to Department Chair/Supervisor to be able to view individual screens

Switch to the appropriate Group:
Click the drop down link, then click on “Department” or “Division Director”.

The screenshot displays the PeopleAdmin web application interface. At the top, there is a navigation bar with the Temple College logo on the left and links for 'Inbox', 'Watch List', and 'PeopleAdmin' on the right. Below this is a secondary navigation bar with links for 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. The 'Classifications' link is currently selected. In the top right corner, there is a 'POSITION MANAGEMENT' dropdown menu. An arrow points to this menu, which is open, showing a list of roles: 'Human Resources', 'AVP', 'Budget', 'Department', 'Division Director', 'Employee', 'Human Resources' (highlighted in blue), 'President', 'Search Committee Chair', 'Search Committee Member', and 'VP'. A 'logout' link is also visible next to the dropdown. Below the navigation bar, the main content area shows the breadcrumb 'Classifications / Faculty' and the title 'Faculty Classifications'. At the bottom, there is a search bar with the text 'leopard' and a 'Search' button, along with a 'Saved Searches' dropdown and a 'More Search Options' link.

TC
TEMPLE COLLEGE

Inbox
Watch List
PeopleAdmin
POSITION MANAGEMENT ▼

Home | Position Descriptions | **Classifications** | My Profile | Help

you have 0 messages.

Classifications / Faculty

Faculty Classifications

Saved Searches ▼ leopard Search Q More Search Options ▼

Human Resources ▼ logout

- AVP
- Budget
- Department
- Division Director
- Employee
- Human Resources**
- President
- Search Committee Chair
- Search Committee Member
- VP

QUESTIONS???

**How do I add supplemental
questions?**

ANSWER



Part 1 of 4: You can add questions from the list or you can add your own but be sure the questions are accurate.

Supplemental Questions

[Save](#)[<< Prev](#)[Next >>](#)

Included Supplemental Questions

[Add a question](#)

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	Do you have a Master's Degree in the discipline you are applying or a Master's Degree and 18 Semester hours in the discipline you are applying?	active 
2	<input type="checkbox"/>	Experience	19. Do you have knowledge of FERPA?	active 

[Save](#)[<< Prev](#)[Next >>](#)

ANSWER

Part 2 of 4: You can add from the list or but be sure the questions are accurate.

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add

Category

Question

☐ Education

Do you have an Associate's Degree in the discipline you are applying?

☐ Experience

Do you have 2 years or more of customer service experience in an educational environment?

☐ Education

Do you have a Bachelor's degree in the discipline you are applying?

☐ Education

Do you have a Doctoral Degree in the discipline you are applying or a Doctoral Degree and 18 Semester hours in the discipline you are applying?

☐ Experience

Have you worked in an office environment answering telephones and greeting visitors?

☐ Experience

Have you worked in an office environment in which you opened and routed mail and distributed various types of correspondence within the office?

☐ Experience

Have you worked with the software program Microsoft Word?

☐ Experience

Have you worked with the software program Excel?

☐ Experience

Have you used a copy machine or printer?

☐ Experience

Do you have experience using Datatel (Ellucian) Systems?

☐ Experience

Do you have at least two (2) years of full-time work experience that is directly related to the duties described in the job description?

☐ Experience

Do you have 3 to 5 years of full-time work experience directly related to the duties described in the job description?

☐ Experience

Do you have 6-10 years of full-time work experience that is directly related to the duties listed in the job description?

☐ Education

Do you have a High School Diploma or GED?

☐ Other

How did you hear about this employment opportunity?

Displaying 1 - 15 of 625 in total
← Previous | Next →

Can't find the one you want? Add a new one

Submit Cancel

Add a Question

Questions defined here will be "pending" approval and will not be available for use in other areas of the system until they have been approved.

Name *

Status *

pending ▼

Category

Please select a category ▼

Question *

Possible Answers

☒ Open Ended Answers

☐ Predefined Answers

Submit Cancel

ANSWER

Part 3 of 4: You can add from the list but be sure the questions are accurate.

**Example below, #2 has the question with a #19.
This can be confusing to applicants.**

Supplemental Questions

Save<< PrevNext >>

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
1	<input type="checkbox"/>	Education	Do you have a Master's Degree in the discipline you are applying or a Master's Degree and 18 Semester hours in the discipline you are applying?	active
2	<input type="checkbox"/>	Experience	19. Do you have knowledge of FERPA?	active

Save<< PrevNext >>

ANSWER

Part 4 of 4: You can add from the list but be sure the questions are accurate.

Add a Question

Available Supplemental Questions

Category: Any Keyword:

Add	Category	Question
<input type="checkbox"/>	Education	Please describe your experience working in customer service.
<input type="checkbox"/>	Experience	Have you worked with Ellucian (formerly Datatel) Colleague software?
<input type="checkbox"/>	Experience	Have you worked at a community college or university?
<input type="checkbox"/>	Education	1. Do you have an Associate Degree with at least 4 years of education experience?
<input type="checkbox"/>	Experience	20. Describe your knowledge of FERPA?
<input type="checkbox"/>	Experience	18. Describe your experience with a school database system such as datatel, ellusion, banner, or people soft?
<input type="checkbox"/>	Experience	17. Do you have experience with a school database system such as datatel, ellusion, banner, or people soft?
<input type="checkbox"/>	Experience	9. Are you familiar with ADA, or Section 504?
<input type="checkbox"/>	Education	2. Do you have a Bachelor's Degree with at least 2 years of education experience?
<input type="checkbox"/>	Experience	3. Do you have at least 6 months of coordinating or planning for students with 504 accommodations?
<input type="checkbox"/>	Experience	4. Describe your experience coordinating or planning for students with 504 accommodations?
<input type="checkbox"/>	Experience	5. Do you have experience presenting information to groups written and verbal?
<input type="checkbox"/>	Experience	6. Describe your experience presenting information to groups written and verbal?
<input type="checkbox"/>	Experience	7. Do you have experience working with adaptive technology such as adobe reader or iPad text conversions?
<input type="checkbox"/>	Experience	8. Describe your experience working with adaptive technology such as adobe reader, iPad Text conversions?

Displaying 46 - 60 of 625 in total

[← Previous](#) | [Next →](#)

Can't find the one you want? [Add a new one](#)

QUESTIONS???

What is the “Department Hiring Statement”?

ANSWER

A brief statement of the candidate's educational level, name of the college(s) attended, (if applicable), work experience, and the reason for recommending this hire.

EXAMPLE:

TO: (Division Director or AVP)
FROM: (Departmental Chair/Supervisor)
DATE: Date
RE: Departmental Justification for Hire

(Name of Hire) has a (Type of Degree(s)) degree in (Major/Minor) from (Name of School).
(Name of Hire) was the (Title of Position) for (Name of Business) for (Number of Years).

I recommend (Name of Hire) of (Department) to the position of (Name of Position).

***It will be good to expand on the experience. This will give the Board a better idea of why the person is considered other than just recommending them.*

QUESTIONS???

Why does the position take so long to post?

ANSWER

Various factors that can occur:

- Sometimes the approval process can take longer than anticipated depending on work schedules, meetings, etc.
- Waiting on information for the position; changes in the job description, salary approval, etc.
- Human Resources office has many interruptions due to the fact that many employees or applicants walk-in without an appointment. Human Resources keeps an open door policy so excuse the delays that may occur.

QUESTIONS???

Do you know where the
Reference Check Form is located?

ANSWER

- The Reference Check Form is located within the Temple College Portal or contact Human Resources to send the information to you via email.

<http://testaff.templejc.edu/Logon.aspx?ReturnUrl=%2f>

- The form must be completed when the reference check is performed.
- You may add a question(s) as needed but each question(s) added must be asked of all candidates.

PAST vs PRESENT PROCESSES



PAST PROCESSES.....



Employment Requisition Form



Hiring Process - Select One:
 Faculty ☐ Professional Staff ☐ Classified Staff ☐ Waiver ☐

A. Requesting Office Information

1. Requesting Department: _____ 2. Location: _____ 3. Office Contact: _____
 4. Phone Number: _____ 5. E-Mail Address: _____
 6. Refer Applicants to: _____ 7. Phone Number: _____ 8. E-Mail Address: _____

B. Job Request Information

9. Job Title: _____ 10. Job Code: _____ 11. Pay Level: _____
 12. Full-time: ☐ Part-time: ☐ On-Call: ☐ Temp: ☐ Waiver: ☐ Substitute: ☐
 13. Total hours required per week: _____
 14. Work Schedule: (Select days of the week required) M ☐ T ☐ W ☐ TR ☐ F ☐ S ☐ S ☐

C. Job Posting Information

15. Length of Internal (JO) Job Posting (minimum of 2 days) - From ____ to ____
 Length of External Job Posting (minimum of 5 days) - From ____ to ____
 16. Sunday Temple Daily Telegram: Yes ☐ No ☐ HigherEdJobs.com: Yes ☐ No ☐

D. Account Distribution

17. Account Number(s): _____ % of pay _____
 _____ % of pay _____
 _____ % of pay _____
 18. Salary Budgeted: _____ If grant funded contract end date: _____
 Comments: _____

E. Other Required Information

19. Opening Due To: _____ New Position: ☐ Transfer: ☐ Leave of Absence: ☐
 Involuntary Separation: ☐ Retirement: ☐ Promotion: ☐ Voluntary Separation: ☐
 20. Replacing: _____ Job Title: _____
 Last Day Worked: _____ Date New position approved: _____
 21. If this is a new position or if this request lists a change in job title, please explain:
 (Use additional sheets if necessary: _____)

22. Departmental Preferences (Use additional sheets if necessary): _____

23. Other Requirements such as Health, Safety, Environmental Conditions or Physical Requirements
 (Use Additional Sheets if necessary): _____

Comments: _____

F. Approvals

Budget Office _____ Date _____ Vice President _____ Date _____

Supervisor/Dept. Chair _____ Date _____ President _____ Date _____

Division Director _____ Date _____

*Waiver process requires approval from the President and additional justification.



Personnel Action Notice

I recommend that Temple College employ _____ as a _____-time _____ in the _____ per hour.
 Department Office effective _____. I have quoted a yearly salary of \$ _____ or \$ _____ per hour.

Enclosed please find his/her completed: Application ☐ Salary Calculation Worksheet ☐
 Official Transcripts ☐ Resume ☐ Letters of Recommendation ☐ Reference Checks ☐
 Cover Letter ☐

_____ has: a PhD ☐ a Master's Degree ☐ a Bachelor's Degree ☐ an Associate's Degree ☐
 plus _____ hours toward next degree. He/She has _____ years experience in _____.

I endorse _____ for appointment to the position of _____.

A. Requesting Office Information

Department _____ Contact _____ Phone = _____
 Building _____ Date Prepared _____

B. New Employee Information

Name _____ SSN _____ Effective Date _____

C. Hire Classification

Faculty ☐ Administrative Staff ☐ Classified Staff ☐ Waiver ☐

Replacing _____

D. Proposed Employee Status

Full-time ☐ Part-time ☐ Temp ☐ Substitute ☐ Working Retiree ☐

E. Proposed Title (New employee)

Job Title _____ Job Code _____ Department Name _____
 Chair Supervisor _____ Annual Salary \$ _____

Comments: _____

G. Account Distribution-Budget Office

Account No. _____ Start Date _____ End Date _____
 Account No. _____ Start Date _____ End Date _____
 Account No. _____ Start Date _____ End Date _____

H. Special Accounting Instructions:

Verified by: _____
 Budget Office _____ Date _____

I. Approvals

Chair/Supervisor _____ Date _____ Vice President _____ Date _____
 Division Director _____ Date _____ President _____ Date _____

Return original to the Human Resources Office

PRESENT PROCESS

The initial step is accomplished by emailing your request to fill the vacancy to the appropriate Vice President.

The Vice President will take your request to Executive Cabinet for approval for full-time positions (Part-time Faculty positions need approval only by the Vice President of Educational Services). The Executive Cabinet meets each Wednesday morning.

The Vice President will respond back to you with either an approval to begin the process or may ask for more information.

PRESENT PROCESS

The approval is then forwarded to Human Resources (HR) by the Department Chair/Supervisor.

HR will respond by emailing a “Packet” of information which includes:

- **A Worksheet in which information must be compiled prior to entering the data into PeopleAdmin.**
- **HR will perform and send the Job Description and add an Addendum if applicable (PDF only / Addendum).**
- **An Instruction Manual to PeopleAdmin.**

PEOPLEADMIN INTERFACE CONTENT (PIC)



PEOPLEADMIN INTERFACE CONTENT

Classification Section: Details

Classification Title: Click here to enter text.

Classification Code: Click here to enter text.

Position Type: Choose an item.

FLSA: Choose an item.

Employment Status: Choose an item.

Salary Grade: Choose an item.

Salary Grade Ranking: *(Choose One from the list below)*

Faculty: Choose an item.

Professional: Choose an item. **PL** - Choose an item.

Classified: Choose an item. **CL** - Choose an item.

Minimum Salary:

(Professional/Classified)

Per Annum (PA) Click here to enter text. **Per Hour (PH)** Click here to enter text.

(Faculty)

Salary: Choose an item. \$ _____ **Per Annum (PA)**

Position Descriptions Section: Details

Justification of Need:

☐ **New Position** ☐ **Transfer** ☐ **Involuntary Separation**

☐ **Retirement** ☐ **Leave of Absence** ☐ **Voluntary Separation**

☐ **Promotion** ☐ **Replacing** Click here to enter text.

☐ **Other** Click here to enter text.

Required Qualifications and Essential Duties; Job Duties and Responsibilities; Knowledge Skills and Abilities; Preferred Qualifications; Physical Demands and Work Schedule information can be located on the job description.

Total hours required per week: Click here to enter text.

Position Budget Information:

Budget Summary Information (To be completed by Budget Office)

Budget Name: Click here to enter text.

Budget Account Number: Click here to enter text.

Percentage Funded: Click here to enter text.

Grant Budget Summary Information

(To be completed by Grant Administrator if position is grant funded)

Grant Budget Name: Click here to enter text.

Grant Budget Account Number: Click here to enter text.

Grant Percentage Funded: Click here to enter text.

Supplemental and Interview Questions:

Attach the created list for this announcement separately.

Additional Information

Specify Campus Location(s): Choose an item.

Number of Vacancies to the Position: Click here to enter text.

Open Date of Vacancy Announcement: Click here to enter a date.

Open Unit Filled: Yes ☐ No ☐; If no, specify closing date of position: Click here to enter a date.

Position Start Date: Click here to enter a date.

Position End Date (for Temporary Positions only): Click here to enter a date.

Search Committee Information:

Search Committee Chair: Click here to enter text.

Search Committee Members: Click here to enter text.

Guest User: Click here to enter text.

Replica (Clone) Position

To replicate a position:

- Approval email will need to be submitted to Human Resources.
- Human Resources will process the replicated position and make adjustments if applicable. Submitted to the Department for review.
- Approval process
- Posting Process

EMAIL NOTIFICATIONS

- When an applicant applies to a position, the Department Chair/Supervisor; Division Director; Search Committee Chair/Members will receive an email notification.
- If an applicant applies and the email notification is received BUT the applicant does not appear in the position, this means the applicant did not meet the minimum requirements and you will not see the applicant's information.
- The system does not differentiate between full or part-time positions. Those that are on a committee for a full-time position within the department will be able to view applicants applying to a part-time position within that department.

Redundancy

- We are taking steps to reduce redundancies within the software but some cannot be removed.

Example:

The hire must be approved by the department. This initiates the hiring proposal stage separating the selected candidate from all other candidates. It is a separate process within the system.

Reason for Selection of Candidate and Department Hiring Statement, they are two separate processes. One is kept in the system and the other is viewed by the Board.

Feedback / Suggestions



- Flow Sheet vs. Instruction Manual

We are working on a condensed version of the instruction manual.

What other suggestions would you like to make?



The background of the slide features abstract, curved shapes in shades of blue and yellow, creating a modern, artistic look. The text "Questions???" is centered in a bold, dark blue font.

Questions???

Please do not hesitate to contact
Diane Hodde
or
Randy Baca
for any questions or setting up a
one-on-one learning session!

