Winston-Salem State University
People Admin 7 Training Manual for Non-Student Temporary Hires
# Table of Contents

## TEST SITE LOGIN PAGE
- Go to PeopleAdmin

## HOME PAGE
- [User Drop Down]
- [Inbox]
- [Watch List]
- [Shortcuts]
- [My links]
- [Module Selection]

## POSITION MANAGEMENT
- [Position Description]

## CREATE TEMPORARY POSITION DESCRIPTION
- Fig 4: Initiate new Temporary Position Description
- Fig 5: New Temporary Position Description Details page

## MODIFY POSITION
- Modify Temporary Position Description

## APPLICANT TRACKING
- [Postings]

## TEMPORARY APPLICANT WORKFLOW

## HIRING PROPOSAL
- [Search Hiring Proposals]
- [Process] [Initial Page]
- [Hiring Proposal]
- [Hiring Proposal Summary]

## TEMPORARY HIRING PROPOSAL

## FINAL STEPS

## LIVE SITE LOGIN PAGE
TEST SITE LOG IN PAGE

- Go to wssu-training.peopleadmin.com/hr/sessions/new
  This will take you to the training site login page.

![Login page for Winston-Salem State University](image)

**Fig 1: Login page for Winston-Salem State University**

**Login page**

- Login with your assigned user name and password.
  [Hint: This will be the same user name and password you use every day to begin work.]

  - New PA users can request a new user account by pressing the Request an Account link. This will put the user into pending status. The system will send an email to Administrator and Administrator will have to approve the user before they can login.

  - If you forget your password, click the Request a Password Reset link and the system will email the user a link to reset their password. (This will not apply if you are using external authentication)
HOME PAGE

- When you log in, you will come to the Applicant Tracking home page. Depending on the user group you are logged into, you will see the menu options that correspond to your user permissions.

Fig 2: Applicant Tracking Home page

[User Drop Down]
This drop-down menu will only be available if you are assigned multiple User Groups, otherwise you will not have a drop-down available and you will simply be logged in as your default.

[Inbox]
The inbox is a notification area where the system will display any items that need you to take action upon.

[Watch List]
The watch list displays any item that you have flagged to be put on your watch list. We will see this later on in the demo.

[Note: The tabs that display for the Inbox and Watch List will depend on your user permissions. You can always quickly access these notification areas with the button at the top of the screen]
The Shortcuts section will display shortcuts that depend on your user permissions. This is not a configurable area.

The My Links section is a good resource for Training videos and quick access to the applicant portal. You can also quickly get to the MOPAC portal, where you have access to resources concerning the system.

At the top of the screen, you will see the module drop-down. If you hover your mouse over Applicant Tracking you will see the standard module options.

Hover over the module selection drop-down menu and select Position Management.

Hover over the Position Descriptions tab and click the appropriate position type option.

CREATE TEMPORARY POSITION DESCRIPTION

![Diagram of Winston-Salem University Workflow](image)

Fig 3: New Temporary Position Description Workflow
Fig 4: Initiate new Temporary Position Description

Fig 5: New Temporary Position Description Details page
Fig 6: New Temporary Position Description Summary page

**Workflow**

To move the Position Description along in the workflow, hover over the orange Take Action on Position Description button and choose the action that you would like to take.

[Note: When you transition the requisition, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.]

**Modify Position**

Locate and view the positions you just created and click on Modify Position. Then click Start on the next page. Go through the modify action following the workflow until you reach Approved.
Modify Temporary Position Description

Fig 7: Modify Temporary Position Description Workflow

Fig 8: Modify Temporary Position Description
To move the Position Description along in the workflow, hover over the orange Take Action on Position Description button and choose the action that you would like to take.

[Note: When you transition the requisition, you will have the opportunity to add a comment, which will appear in both the email]
that the state owner receives and in the history of the requisition. You can also flag it to appear on your watch list and this will display the requisition in the Watch List on your home screen.

**APPLICANT TRACKING**
Hover over the module selection drop-down menu and select Applicant Tracking.

**[Postings]**
Hover over the Postings tab and click the appropriate position type option. This takes you into the Postings list screen where you can manage existing postings.

- **General Actions**: Hover over the grey Actions button where you have the following options:
  - View Deleted Posting: View any postings that have been deleted.
  - Export Results: Export the current list view into an Excel document.
  - Bulk edit Postings: Edit multiple postings at once.
  - Bulk transition Postings: Transition multiple postings at once

- **View Existing Postings**: Hover over the Actions link and click one of the following options:
  - View Posting: View selected posting.
  - View Applicants: View list of applicants who have applied to the selected posting.
  - Watch: Add selected posting to your Watch List.
To move the applicant along in the workflow, hover over the orange Take Action on Job Application button and choose the action that you would like to take.
You will also be able to return to the previous owner or skip ahead in the process in some instances, if specified in workflow.

**HIRING PROPOSAL**

To create a hiring proposal, once the applicant is in the appropriate state to start a hiring proposal. You will see a link appear to start a hiring proposal in the upper right hand side of the summary screen for that application. A green plus will be beside the link. Once you click the link the system will take you to the settings page for that hiring proposal.

**[Search Hiring Proposals]**

Hover over the Hiring Proposals tab and click the Main option. This takes you into the Main Hiring Proposals list screen where you can manage existing hiring proposals.

- **General Actions:** Hover over the grey Actions button where you have the following options:
  - Export Results: Export the current list view into an Excel document
  - Move in Workflow: Move all selected hiring proposals to a specific workflow state

- **View/Edit existing Hiring Proposals:** Hover over the Actions link and click one of the following options:
  - View: View selected hiring proposal (can also do so by clicking the blue link in the left column of the list)
  - Edit: Edit selected hiring proposal

**[Process]**

**[Initial Page]**

The initial page displays the Applicant Name and Position Classification. Review the information and hit Start Hiring Proposal.

If a Hiring Proposal already exists for this applicant you will receive the following warning: This Applicant already has a Hiring Proposal in process.

**[Hiring Proposal]**

Fill out the necessary fields. All applicant and position information should auto-fill and it not editable within the Hiring Proposal. If you need to change the information, do so within the applicant record or position record. Click Next.

**[Hiring Proposal Summary]**

On the summary page you can review the hiring proposal and see a print preview of the hiring proposal.
[Workflow]

To move the hiring proposal along in the workflow, hover over the orange Take Action on Hiring Proposal button and choose the action that you would like to take.

[Note: When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.]

TEMPORARY HIRING PROPOSAL

Fig 13: Temporary Hiring Proposal Workflow
Fig 14: Temporary Hiring Proposal details

[Workflow]
To move the hiring proposal along in the workflow, hover over the orange Take Action on Hiring Proposal button and choose the action that you would like to take.

[Note: When you transition the hiring proposal, you will have the opportunity to add a comment, which will appear in both the email that the state owner receives and in the history of the hiring proposal. You can also flag it to appear on your watch list and this will display the hiring proposal in the Watch List on your home screen.]

FINAL STEPS
Once the hiring proposal is approved, HR then contacts the chosen candidate to make the job offer. (Under no circumstance, should the hiring manager or any member of the hiring department make a job offer.) If the job offer is accepted, the applicant is emailed their employment documents to be completed (tax forms, direct deposit, background check release form, etc.) and advised to contact their new supervisor to discuss the actual start date and scheduling. The candidate is then moved into the Hired status. HR will then go back into the posting and mark it as Filled to finalize the process.

LIVE SITE LOGIN PAGE
Now that you have completed your training and are ready to create or modify an actual position description in the live PA7 site, go to: https://jobs.wssu.edu/hr/login to begin. This is the "production" site where all permanent and nonstudent temporary personnel actions will be prepared, approved, and processed for employment/recruitment actions.