

## PeopleAdmin News and Updates - May, 2005

Please feel free to contact HR/EO at [employ@ku.edu](mailto:employ@ku.edu) or 864-7417 with any questions about the information provided below.

Access all PeopleAdmin News and Updates by logging onto your Hiring Manager account and clicking on the link located on the lower left of the screen.

1. **Applicants** can now save their application on each page. They can also now review their application summary before certifying the application.
2. **Guest users** can now access the Applicant List and Position Announcement by clicking on the link labeled "Get Reports List."

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### Active

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Records

Position Title	Job Category (Empl Class)	Position Number	Requisition Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
search associate <a href="#">View Summary</a>	Unclassified Professional Staff	00065432 <a href="#">Get Reports List</a>	0402649	5	05-04-2005	05-31-2005	Institute for Life Span Studie	Posted
ordinator	Unclassified	00066529			04-10	05-12	Institute for Life	Applicants

3. **Of interest to Student Hiring Mangers** - PeopleAdmin has added a feature which allows you to see which student applicants have federal work study without opening and viewing all their applications. When viewing the list of applicants for your student job, there is now a column which has been added to indicate whether each student has responded "yes" or "no" to having federal work study awards. This should help you more easily sort through your student applicants when searching for those with an award.
4. **Student Hiring Managers** must change the applicant status to "hired" and the posting to "filled." Please see [Appendix G in the Hiring Manager's User's Guide](#) for complete instruction on closing your vacancy.
5. The "time out" period has been increased from 60 minutes to 90 minutes.
6. Previously when printing applications, portions of the employer name and address were not included. This problem has been corrected.
7. HR/EO can now correct the supervisor's title on the templates and the requisition. This is an HR function only. Please contact us and we will be happy to edit the field for you.