

## PeopleAdmin News and Updates, September 2004

Please feel free to contact HR/EO at [employ@ku.edu](mailto:employ@ku.edu) or 864-3686 with any questions about the information provided below.

### Email Notifications from the PeopleAdmin System:

Are you experiencing problems with system email notifications? If so, please forward them to us with header information by following the steps below and wait to hear from us before deleting them.

1. [Open the email message.](#)
2. [From the View Menu above, select "options"](#)
3. [At the bottom of the screen, you'll find header information. Copy and paste that information into the original email message and then forward it on to \[employ@ku.edu\]\(mailto:employ@ku.edu\). Please describe what the nature of the problem is before sending.](#)

### Email Notifications from the People Admin System:

**Hiring Managers/Department Reviewers should receive the following email notifications. The subject line of the email will always say PeopleAdmin and then the following:**

- 1) Requisition Returned – when HR/EO returns requisition for additional information.
- 2) Job Posted – when all jobs are posted; student, classified and unclassified.
- 3) Classified-Approved for Interview – when HR/EO approves your interview group for classified openings.
- 4) Unclassified-Approved for Interviews – when HR/EO approves your interview pool for unclassified openings.
- 5) Postings at Administrative Reviews – when requisition has been sent by Hiring Managers to Department/Special Reviewer for approval.
- 6) Candidate Selected for Verbal Offer – when verbal offer proposal tab has been filled out by Hiring Managers and sent to Department/Special Reviewer for approval, HR/EO views at this time only.
- 7) Interview Pool Selected – when Hiring Managers notified HR/EO of interview pool, this email goes to Department/Special Reviewers for their viewing purposes. No approval given by Department/Special Reviewers, approval comes from HR/EO.
- 8) Candidate Ready for Hiring Proposal – when Department/Special Reviewers okay the Verbal Offer stage of the search process, alerting Hiring Managers that they need to fill out the Hiring Proposal tab for final step of process.
- 9) Hiring Proposal Completed – when Hiring Managers fill out the Hiring Proposal tab, Department/Special Reviewers receive notification for final viewing purposes.
- 10) Candidate Approved for Offer-Student & Student Pool – when Student Employment Center approves a student hire.
- 11) User Account Approved – to all when Hiring Managers/Department Reviewers/Special Reviewers when their access is approved.

### Position Descriptions:

If changes are needed on the position description that has been forwarded for review, HR/EO will click on “save without submit/originator review”. This function sends it back to the originator, and HE/EO will also send an e-mail explaining the needed changes.

There are instances where the supervisor title is incorrect. That is an issue that is still being worked on by our PeopleAdmin representative.

### Requisitions for Classified Staff:

When a **classified** requisition is approved and posted, please do not go out and try and review the application materials of those individuals that have applied. For **classified** vacancies **ONLY**, the application materials cannot be reviewed until

they have been released by HR/EO. When the vacancy closes you will receive an e-mail notification that your applicants have been released for your review.

With **classified** recruitment **ONLY**, it is not necessary to complete the “verbal offer proposal”. It **IS** necessary to complete the “hiring proposal”, however. By completing the “hiring proposal” HR/EO knows to close-out the classified position.

Something new for **classified** recruitment is the “recommended for interview” and “approved for interview”. When you have chosen the individuals you wish to interview you will no longer need to send an e-mail notification to HR/EO. You should make a status change to “recommended for interview”. When HR/EO makes the necessary checks of those chosen the status will be changed to “approved for interview”. At that time the hiring manager will receive an e-mail notification.

### **Administrative Approvals:**

Departmental reviewers do not have the option of approving the interview pool. There approval is at the position description, requisition, and verbal offer proposal for unclassified, and at the position description and requisition for classified.

### **Student Hiring Managers:**

If you are submitting a student job requisition on a Friday afternoon, please note that student employment cannot guarantee that it will be approved and posted that day if received after 3:00 p.m. in the afternoon. If you intend to have a short deadline of three days including the weekend, submit it before 3:00 pm.

### **User Accounts:**

If you have more than one type of user account, we will contact you soon about an upgrade to the system which allow you to log in to the various accounts from within one web page.

Hiring Managers who apply for position openings within the departments they are authorized to see, must contact HR/EO.

Hiring Managers who leave their current position should contact HR/EO.