PeopleAdmin News and Updates - October, 2004

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

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

User Accounts - IMPORTANT INFORMATION.

We are pleased to announce a new PeopleAdmin function that provides easy access to either the Hiring Manager or Student Hiring Manager view by logging into just ONE account.

Effective Monday, October 18, 2004 if you have been assigned BOTH a PeopleAdmin Hiring Manager AND Student Hiring Manager account, use the following procedure to log in.

**Note – if you do NOT have two separate accounts, please disregard these instructions. There is no change in the procedure you use to log in to your PeopleAdmin account.*

Please click here for a preview of the web pages described below with instructions or follow the instructions listed in detail below:

1. Log in to your PeopleAdmin Hiring Manager account (NOT the PeopleAdmin Student Hiring Manager account.)
2. Click on the link entitled "Change User Type." It is located on the left under ADMIN.
3. A new web page opens. It is entitled **Change User Type**.
    a. Click on the button next to STUDENTHM.
    b. Click on CHANGE GROUP.
4. A new web page opens. Look above the title of **KU Online Employment Site** and see that the system reports your current group as StudentHM.

5. To change the user type back to Hiring Manager, Click on the link entitled "Change User Type."
6. A new web page opens. It is entitled **Change User Type**.
    a. Click on the button next to Dept Reviewer or Hiring Manager.
    b. Click on CHANGE GROUP.
7. A new web page opens. Look above the title of **KU Online Employment Site** and see that the system reports your current group as Dept Reviewer or Hiring Manager.

REMINDER – You must change the Position Description Status (for Position Descriptions) or Posting Status (For Requisitions) to advance or forward descriptions and/or requisitions to the next review step. In particular, this must be done each time you wish to take an action on a requisition, e.g. recommend for interview, ready for verbal offer, complete hiring proposal.