Understanding Your Profile Information Job Aid

Purpose: PeopleAdmin (PA) configures a user profile for each employee at the University. Use this guide to better understand what information is available and how you can personalize PA.

Access Your Profile

To access your profile, follow the steps below:

1. Log into PeopleAdmin with your ISU Net ID and Password
2. Click **My Profile**

This page will show the **current status of your user account**, **supervisor**, and **groups** in which you are assigned.

View Organizational Information and Scope

In the summary tab of your profile, you will see your First/Last name, email address, University ID number, and Organizational Unit Ids which is set to Iowa State University.

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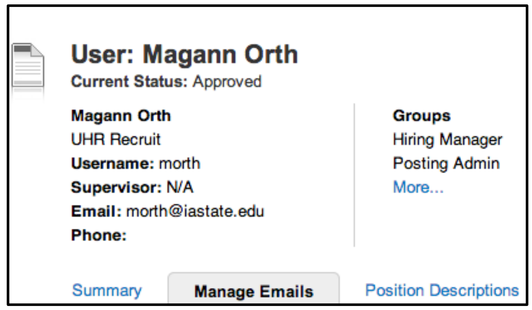
Manage Email Preferences

Each user gains access to PA with all email notifications turned on. However, you have the option to turn off email notifications. To update your email preferences, follow the steps below:

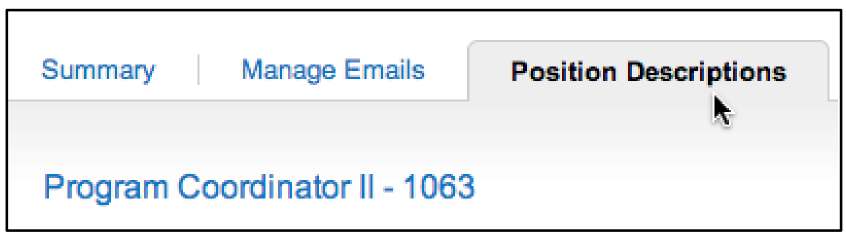


1. Click **My Profile** in PA
2. Click the **Manage Emails** tab
3. Check the **Opt Out** box for any Site Trigger Events, System Events or Position Type Events for which you would not like to receive email notifications
4. Click **Update System Email Options** to complete

By turning off email notifications, you are responsible for regularly checking the system for outstanding actions in your **Inbox** and going into the Postings to query for applicants who are being moved in workflow.

View Position Descriptions

There are two ways to view your position description (PD). The first is to log into PA and target Employee. Next, under the Position Management Module you can see the associated PD you are currently seated in. The second way is to view your PD through following the steps below:



1. Click **My Profile** in PA
2. Click the **Position Descriptions** tab

   Note: If this is not available, you are not seated in a PD. Please contact your supervisor, HR Liaison or the Classification and Compensation Office if you feel you should be in a PD.

3. Click the listed PD to view more information

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Group Assignments

Group Assignments are very important to PA for approval workflows and routing. Use the table below to guide you through the various roles and responsibilities of each user group.

<table>
<tr><th>User Group</th><th>Description</th></tr>
<tr><td>Employee</td><td>Able to view his/her PD and initiate a modification (reclassification or update) action on his/her PD.</td></tr>
<tr><td>Hiring Manager</td><td>Used to assign a person to view/edit a position description, typically the direct supervisor of the position.</td></tr>
<tr><td>Posting Admin</td><td>The Posting Admin will manage the posting and applicants. For Faculty/Other and temporary postings, the posting admin will create the posting for fill. The Posting Admin will route postings for approval, rate and route applicants, and create a hiring proposal for the final candidate(s).</td></tr>
<tr><td>Dept/Director</td><td rowspan="4">Users will approve position descriptions (new, updates/modifications, reclassifications), approve postings, review applicants, approve interview selections and approve hiring proposals.</td></tr>
<tr><td>Dean/AVP</td></tr>
<tr><td>President/Senior VP</td></tr>
<tr><td>Provost</td></tr>
<tr><td>Search Committee Member</td><td>The search committee member group is used so those associated with the search, but not leading the search, can view applicant documents such as resume and application. The search committee also has the ability to rate applicants within the system. Alternatively, the guest user account can be activated.</td></tr>
</table>

Request New or Change User Group Assignment

To request a user group assignment (such as access to a different department or if your responsibilities have changed), follow the steps below:

1. Contact your HR Liaison for approval to request new or to change access
2. If approved, the HR Liaison will email UHR a request which includes the employee name; the user group to add, delete, or edit; and the departments to add, delete or edit.

When the request is reviewed and approved by UHR, you will receive a system generated email and when you log in your user drop down menu displays the new user group.