

Quick Reference Guide: Viewing Direct Reports

Instructions: People Admin 7 is the ISU Classification and Hiring System. Use this Job Aid to log into People Admin 7 and to view the positions that you supervise. For more detailed training resources, navigate to peopleadmin.hrs.iastate.edu.

How to Log in to PeopleAdmin 7

Use the steps below to log into PeopleAdmin 7 (PA7) to view the positions you supervise.

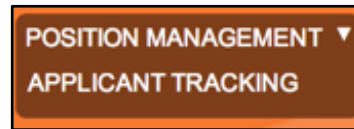
1. Navigate to www.iastatejobs.com/hr
2. Click the Yellow banner at the top of the page that reads, “Please click here to log in with your ISU NetID”
3. You will be directed to an Iowa State portal
4. Enter your **NetID** and **password**
5. Click **login**.
6. Target or Toggle **Hiring Manager**
7. Click the Refresh Icon



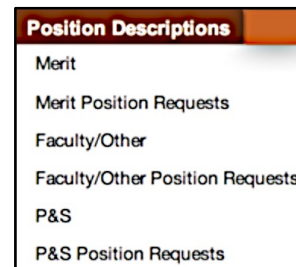
Viewing Your Direct Reports

Follow these steps to view the position descriptions that report to you.

1. Select the **Position Management** Module in the upper right hand corner.



2. Hover over **Position Descriptions** and click **Merit** or **P&S** to view the positions you supervise.



3. The listing will show your direct reports. If these are not correct, please contact your **HR Liaison** or reference **Updating a Supervisor Quick Reference Guide**.

Working Title	Position Number	Employee First Name	Employee Last Name	Status	Supervisor	Department	(Actions)
Program Coordinator II	0005743	Magann	Orin	Active		IT Services Admin-26793	Actions
Magann PS PD	008010			Active		Ag EducationSP-01940	Actions

Quick Reference Guide: Viewing Direct Reports

Download a List to Excel

To view all position types that report to you in one report, follow the instructions below:

1. Select the positions that **report to you** in the **P&S** section

<input checked="" type="checkbox"/>	Working Title	Position Number
<input checked="" type="checkbox"/>	P&S Position	P008013
<input checked="" type="checkbox"/>	Manager Greenhouse - 2121	P003922
<input checked="" type="checkbox"/>	Program Coordinator II - 1063	P005743

2. Hover on **Actions** and select **Export Results**

Supervisor	Actions
Administrative Specialist (Magann Orth)	Active Actions

3. Go to **Downloads** and view **Excel**

	A	B	C	D	E	F
1	Position Title	Position Number	Employee First Name	Employee Last Name	Supervisor	Status
2	Administrative Specialist	2012001PD	Magann	Orth		Active
3	Secretary III	M008043			Administrative Specialist (Magann Orth)	Active

Repeat this process for all position types (e.g. Merit) you supervise. After each excel document is downloaded for all position types that you supervise, compile the information into one Excel spreadsheet by copying/pasting the rows.