

PeopleAdmin Quick Reference Guide

Uploading a Position Description into Onboarding (For the Supervisor in the Role of INITIATOR)

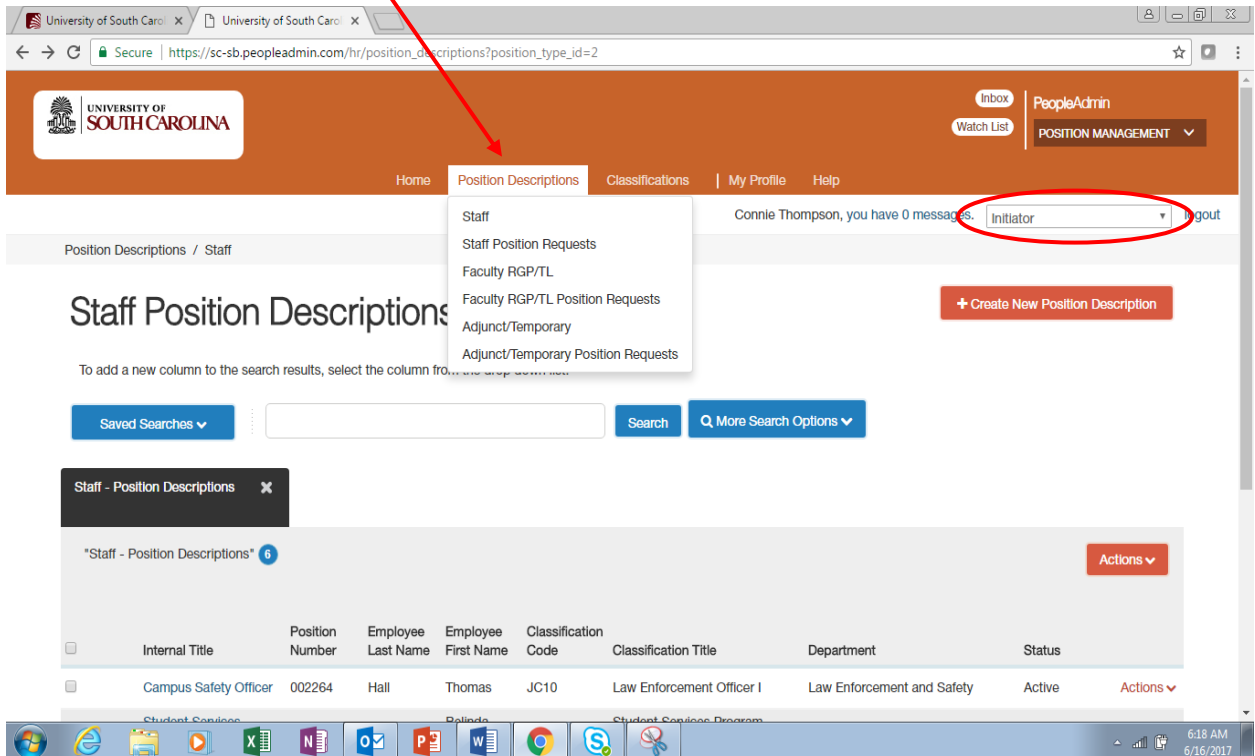
Steps for the supervisor on how to retrieve position descriptions from PeopleAdmin Select Suite, and how to upload them into onboarding.

*Helpful Hint: For a supervisor to have access to a position description if he/she was not the Initiator, he/she must be named in the **Initiator** field on the position description (PD). The Initiator field may be updated by creating a Modify Position Action. Multiple people can be selected in this field.*

* Initiator

Select the direct supervisor or manager(s) authorized to view the PD.

1. Log into PeopleAdmin in the role of **Initiator** and go into the Position Management module and click on Position Descriptions. Select the position type for which you are seeking the PD.

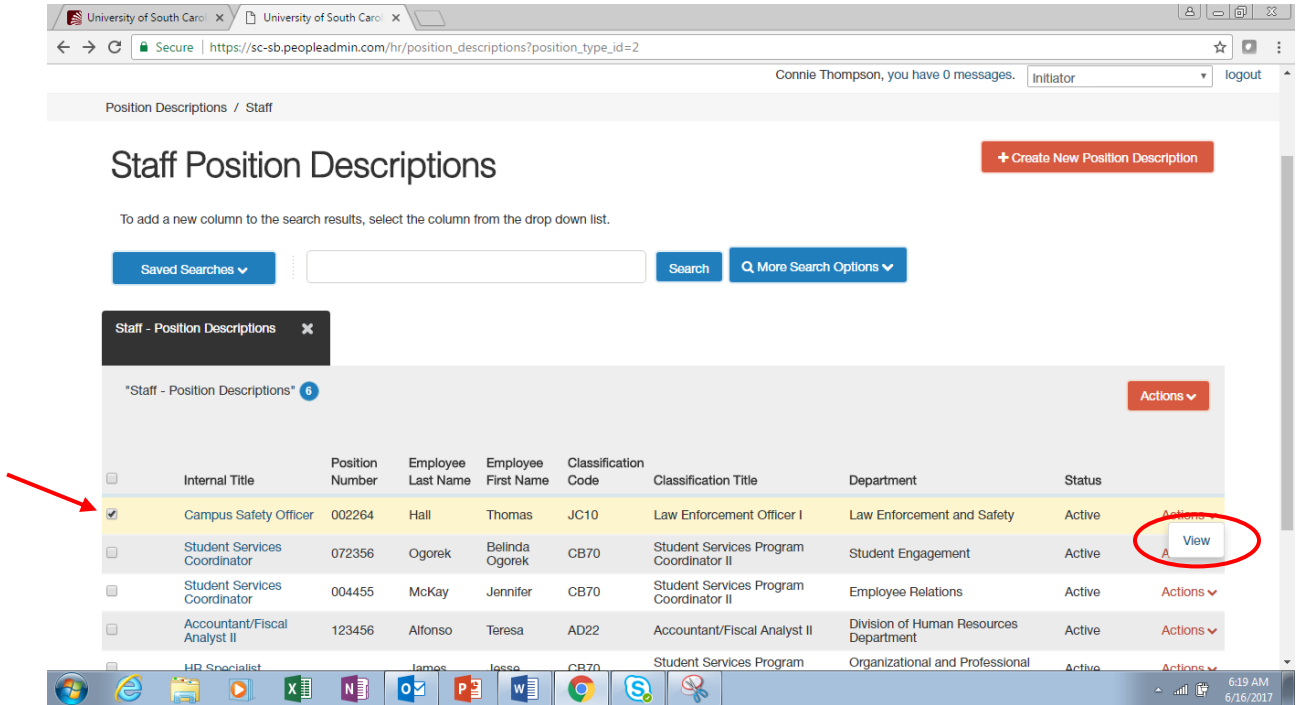


The screenshot shows the PeopleAdmin web interface. The top navigation bar includes 'Home', 'Position Descriptions', 'Classifications', 'My Profile', and 'Help'. A dropdown menu is open under 'Position Descriptions', listing options like 'Staff', 'Staff Position Requests', 'Faculty RGP/TL', etc. In the top right corner, there is a user profile section for 'Connie Thompson' with a 'Logout' button and a dropdown menu currently set to 'Initiator', which is circled in red. Below the navigation, the page title is 'Staff Position Descriptions'. There is a search bar and a 'Create New Position Description' button. At the bottom, a table displays a list of position descriptions with columns for Internal Title, Position Number, Employee Last Name, Employee First Name, Classification Code, Classification Title, Department, and Status. One entry is visible: 'Campus Safety Officer' with position number '002264' and employee 'Hall, Thomas'.

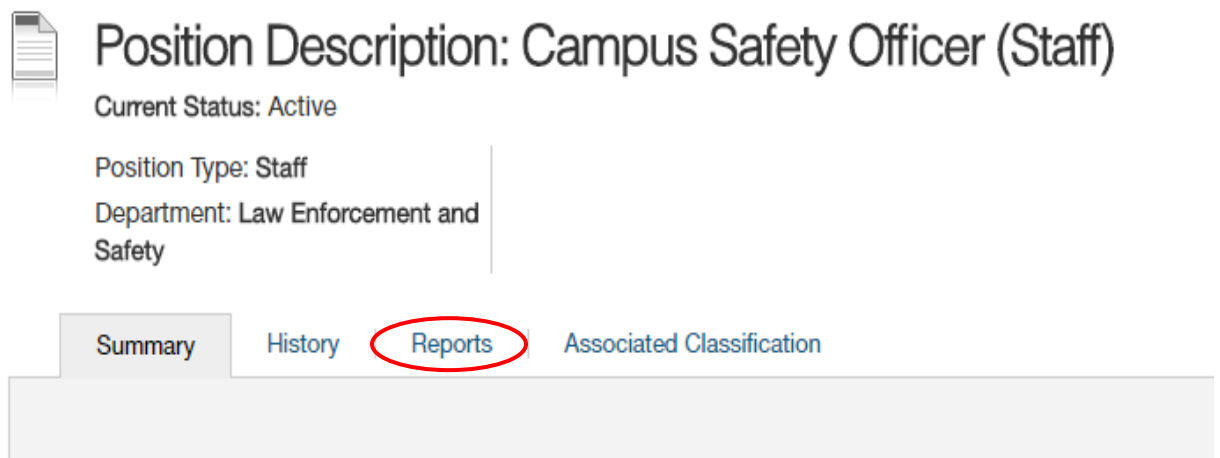
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- Select the position description you desire to access and select View as your Action.

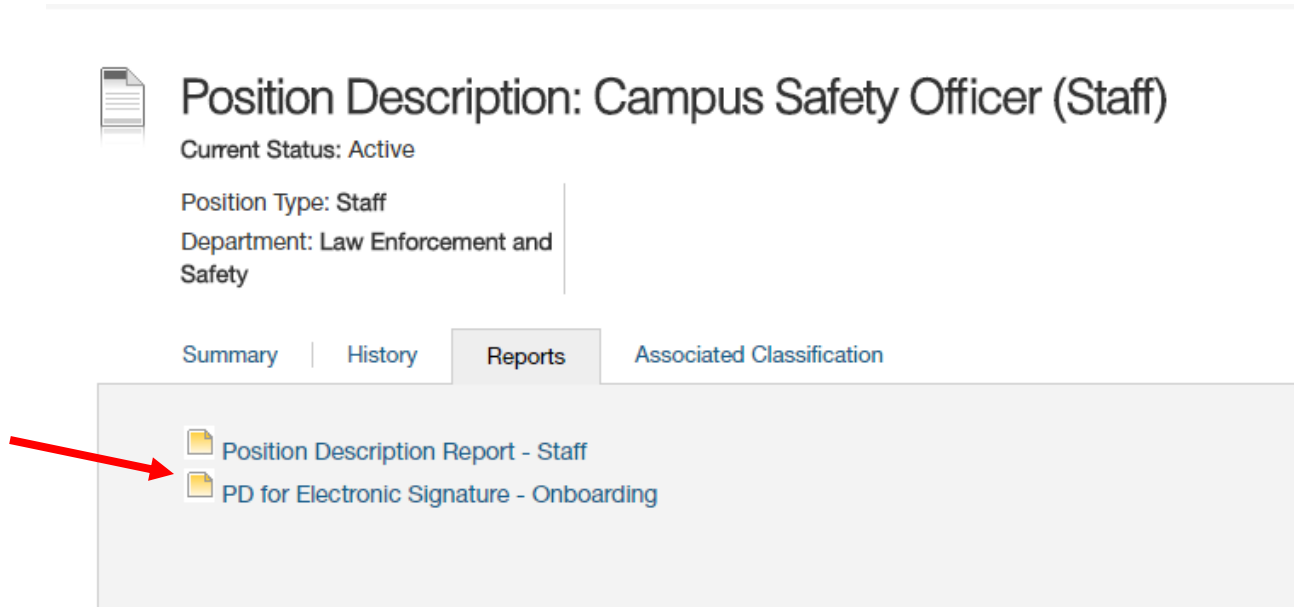


- Once in the position description, click on the Reports tab.



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4. Within the Reports tab, select the PD for Electronic Signature – Onboarding.



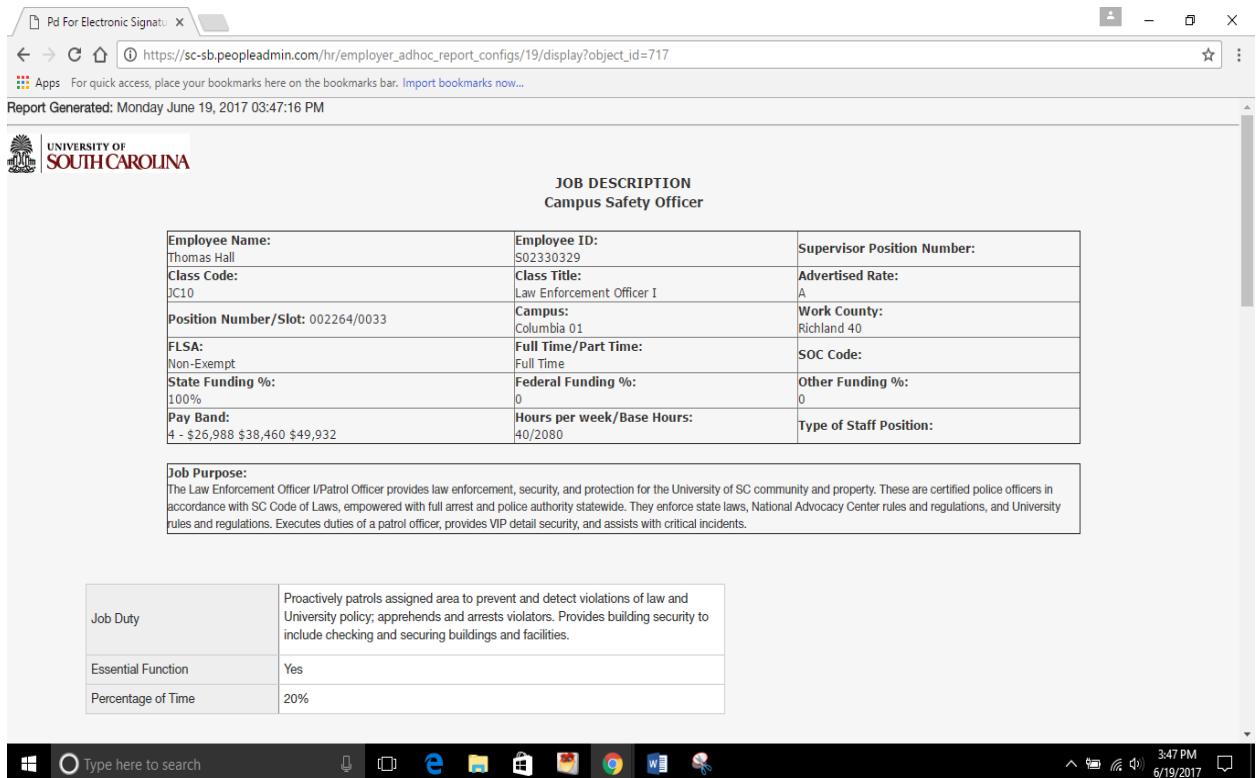
Position Description: Campus Safety Officer (Staff)
Current Status: Active

Position Type: Staff
Department: Law Enforcement and Safety

Summary | History | **Reports** | Associated Classification

- Position Description Report - Staff
- PD for Electronic Signature - Onboarding**

5. The employee's position description will display.



Report Generated: Monday June 19, 2017 03:47:16 PM

UNIVERSITY OF SOUTH CAROLINA

JOB DESCRIPTION
Campus Safety Officer

Employee Name: Thomas Hall	Employee ID: S02330329	Supervisor Position Number:
Class Code: JC10	Class Title: Law Enforcement Officer I	Advertised Rate: A
Position Number/Slot: 002264/0033	Campus: Columbia 01	Work County: Richland 40
FLSA: Non-Exempt	Full Time/Part Time: Full Time	SOC Code:
State Funding %: 100%	Federal Funding %: 0	Other Funding %: 0
Pay Band: 4 - \$26,988 \$38,460 \$49,932	Hours per week/Base Hours: 40/2080	Type of Staff Position:

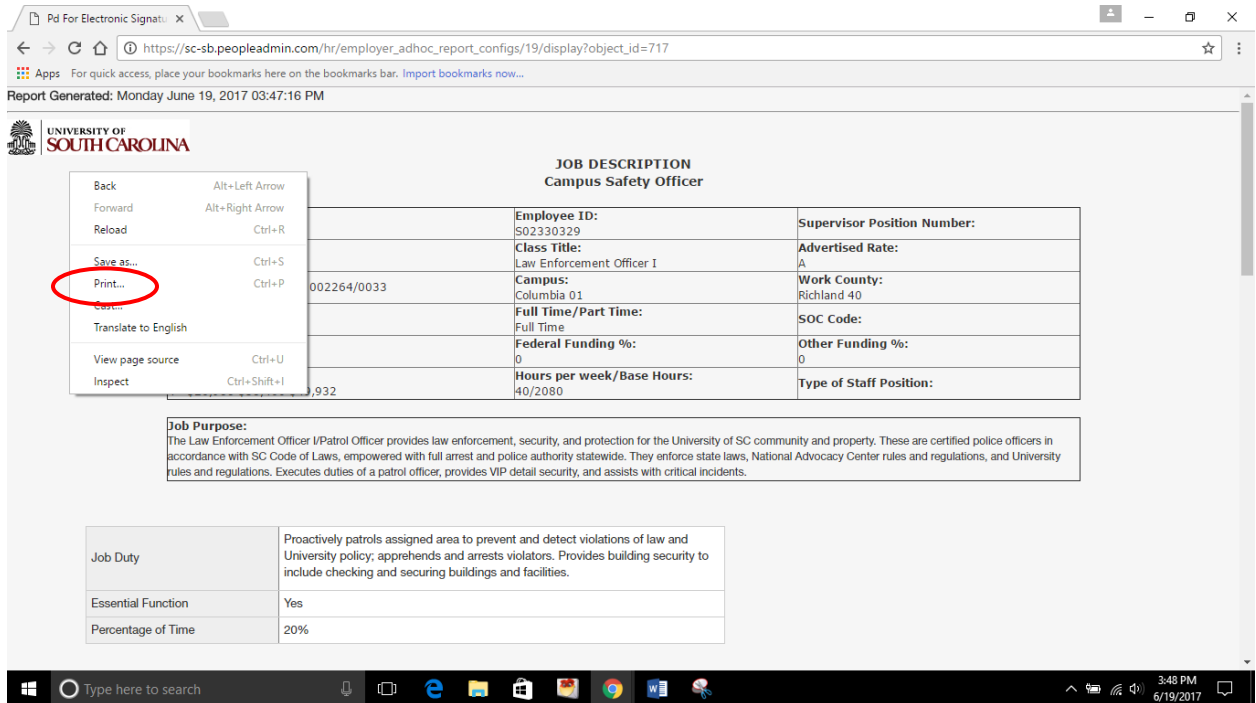
Job Purpose:
The Law Enforcement Officer I/Patrol Officer provides law enforcement, security, and protection for the University of SC community and property. These are certified police officers in accordance with SC Code of Laws, empowered with full arrest and police authority statewide. They enforce state laws, National Advocacy Center rules and regulations, and University rules and regulations. Executes duties of a patrol officer, provides VIP detail security, and assists with critical incidents.

Job Duty	Proactively patrols assigned area to prevent and detect violations of law and University policy; apprehends and arrests violators. Provides building security to include checking and securing buildings and facilities.
Essential Function	Yes
Percentage of Time	20%

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6. Then right-click on the mouse and select Print in the pop-up menu.



Report Generated: Monday June 19, 2017 03:47:16 PM

UNIVERSITY OF SOUTH CAROLINA

JOB DESCRIPTION Campus Safety Officer

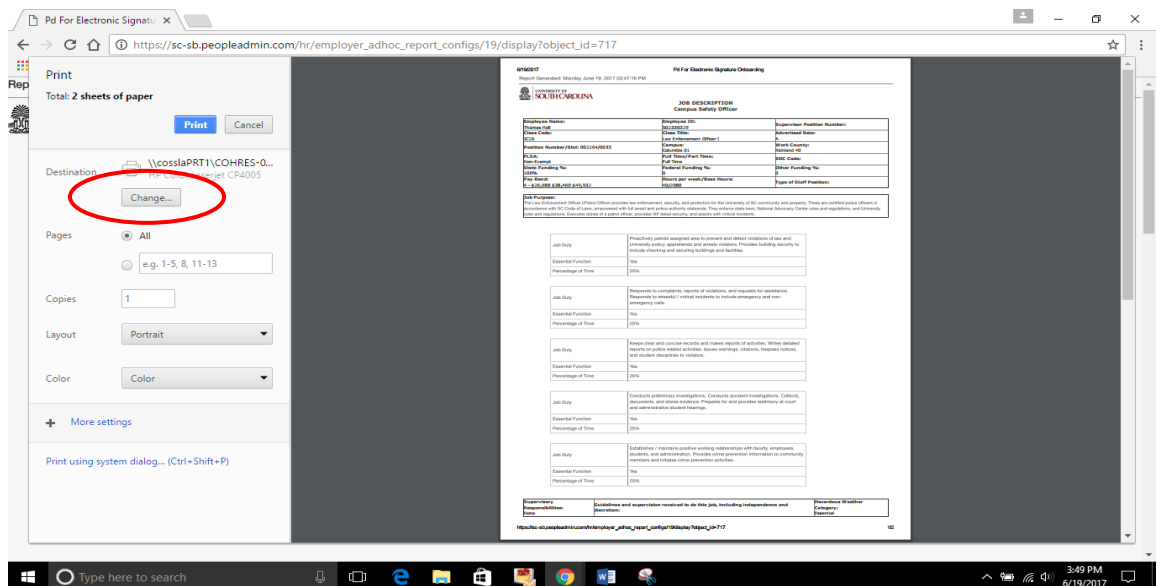
Employee ID: S02330329	Supervisor Position Number:
Class Title: Law Enforcement Officer I	Advertised Rate: A
Campus: Columbia 01	Work County: Richland 40
Full Time/Part Time: Full Time	SOC Code:
Federal Funding %: 0	Other Funding %: 0
Hours per week/Base Hours: 40/2080	Type of Staff Position:

Job Purpose:
The Law Enforcement Officer /Patrol Officer provides law enforcement, security, and protection for the University of SC community and property. These are certified police officers in accordance with SC Code of Laws, empowered with full arrest and police authority statewide. They enforce state laws, National Advocacy Center rules and regulations, and University rules and regulations. Executes duties of a patrol officer, provides VIP detail security, and assists with critical incidents.

Job Duty	Proactively patrols assigned area to prevent and detect violations of law and University policy; apprehends and arrests violators. Provides building security to include checking and securing buildings and facilities.
Essential Function	Yes
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7. In the Print box, select Save as PDF in the Destination box. Click Save.

➤ *If you do not see Save as PDF in the Destination box, click Change button, and select Save as PDF in the list.*



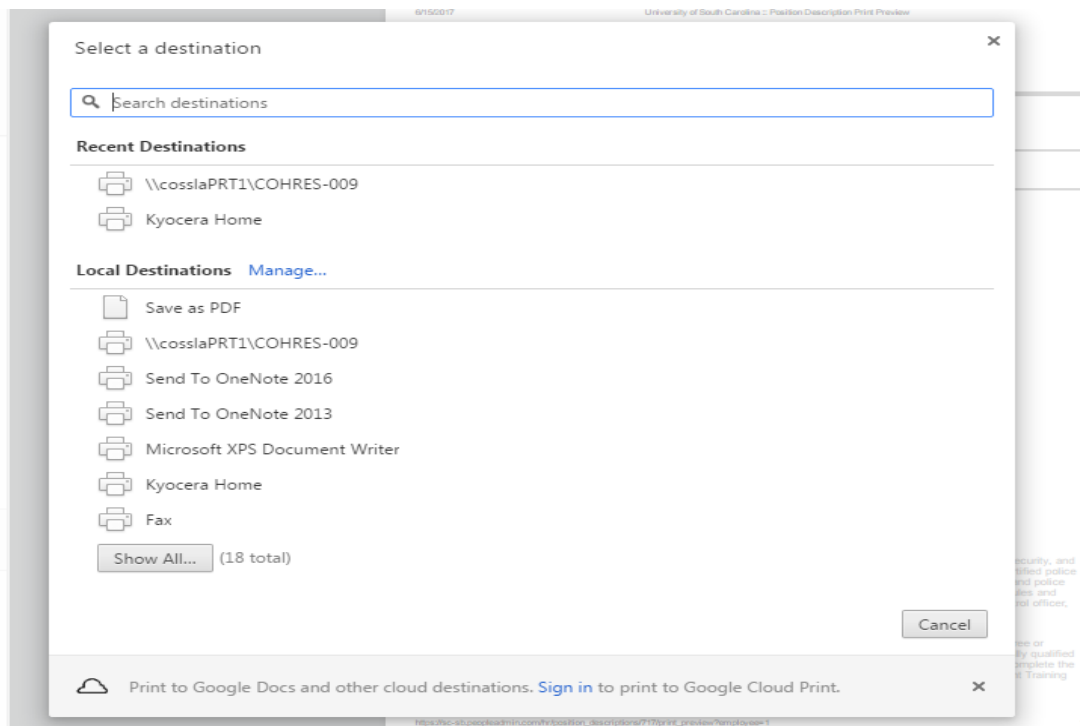
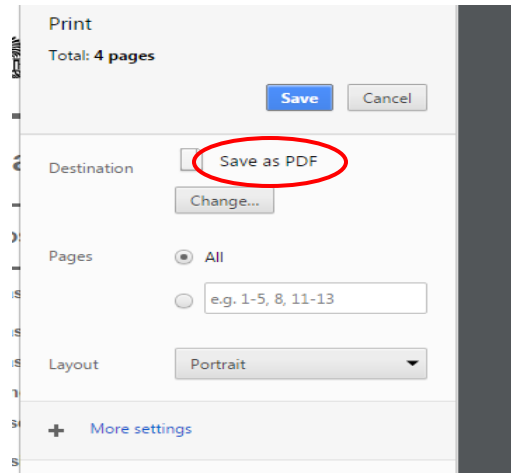
Print
Total: 2 sheets of paper

Destination: \\csslaPRT1\COHRES-0...
Change...

Pages: All
Copies: 1
Layout: Portrait
Color: Color

Print using system dialog... (Ctrl+Shift+P)

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8. The position description will save as a PDF to your desktop (or whatever location you have designated).
9. As the supervisor, when you are assigned the task in the employee's onboarding to upload the position description, you will go to that designated location on your desktop and upload the PDF from there. You will be required to electronically sign the PD and then the task will be automatically moved to the employee to electronically sign as well.