

[INFORMATIONAL] Updates to PeopleAdmin

Human Resources Information <hrinfo@uwlax.edu>

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To: Human Resources Information <hrinfo@uwlax.edu>

You are receiving this email as a supervisor/chair or time approver of a student worker

Colleagues,

Human Resources is notifying you of two important updates to PeopleAdmin, (PeopleAdmin is the name of the vendor that manages the university's software program used for storing position descriptions, managing the recruitment process, and for helping assist with the onboarding process).

PeopleAdmin Onboarding (also called "Records")

Recently the onboarding portion of this software suite has undergone an update which changed the visual layout of the program. For supervisors, who rely on checking the status of their employee's onboarding activities, we have created this knowledgebase article to help assist you on where to find this information now:

<https://kb.uwlax.edu/108317>. As always, please feel free to contact your Human Resource Partner if you have additional questions.

PeopleAdmin Onboarding (also called "Records") Enhancement

For the past several weeks, Human Resources has been enhancing the onboarding checklists (or set of tasks needed to collect data for entry into the payroll system) for all employee types. Checklists now include the addition of an immediate email notification to supervisors of non-student employees that will inform them of when an employee has their email and NetID credentials activated. When it is expected you will receive this email for the first time, your Human Resource Partner will notify you and help you navigate through the first email to find the NetID information.

The inclusion of this email will make the notification to the supervisor and employee timelier so that the employee can gain access to critical programs, such as Canvas.

We hope these enhancements help make the onboarding more efficient and informative for all stakeholders.



The Human Resources Team

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