

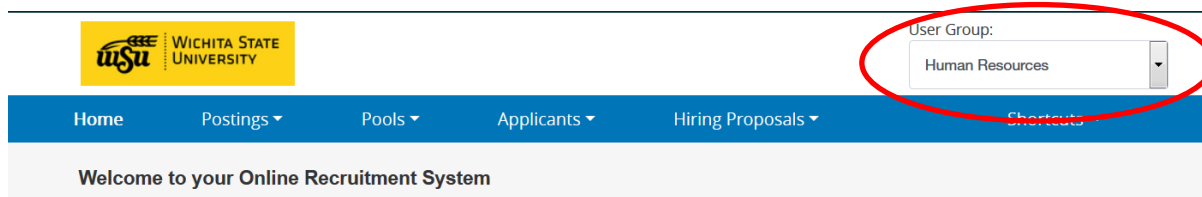
PEOPLEADMIN SYSTEM CHANGES EFFECTIVE 7/17/2018

On Tuesday, July 17, 2018, an update will be made to the PeopleAdmin system. This change will not affect the process used to log into the system. However, it will affect the look of the Home page and how components within the system are accessed. Approvers will continue to receive email messages and have access to the PeopleAdmin Inbox when an action is required in their PeopleAdmin queue. Instructions to assist users with acclimating to the new format of the system are provided below.

Please contact the HR Talent Acquisition team at employment@wichita.edu if you have questions about the new PeopleAdmin format.

HOW DO I CHANGE MY ROLE IN PEOPLEADMIN?

- *This field is now identified as "User Group" and is still located on the upper right hand side of the screen. Click the down arrow to switch between roles within PeopleAdmin.*



HOW TO I MOVE FROM POSITION MANAGMEENT TO APPLICANT TRACKING?

- *Position Management is now identified as "Positions" and still has an orange title bar. Applicant Tracking is now called "Hire" and still has a blue title bar. To switch between these two modules, click on the 3 blue buttons located in the upper left hand corner of the screen. This will provide you with a drop down list from which you can select the desired module.*

