

PeopleAdmin Instructions

1. Go to <https://oshrnc.peopleadmin.com/hr/sessions/new>
2. Login using your NCID as you would to login to Beacon
3. Hover your mouse over Position Descriptions and select Staff.
4. Enter the position number into the Search Box
5. Click on the link on the classification title
6. UNDERNEATH the heading that provides the Position Description and title, click on the Reports menu.
7. Click Position Description Report and Print

IF changes are needed, such as updating the ADA Checklist:

1. Hover your mouse over Position Descriptions and select Staff.
2. Enter the position number into the Search Box
3. Click the box beside the Classification Title and select Edit from the Actions drop down
4. Click Next until you reach the portion of the description that needs to be edited.
5. Make any needed changes and save them.

NOTE: The new employee's name will not appear on the PeopleAdmin position description until the Beacon action to move them into the position has been completed. Until then, the previous employee's name will appear on the description. If needed, you may print out the description, white out the old name and write in the new name, have them sign it and submit it, but it is preferred that you wait until the name appears in PeopleAdmin.