HUMAN RESOURCES USER'S GUIDE

Southeastern Louisiana University

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INTRODUCTION

Welcome to the Southeastern Louisiana University Online Employment Application System. The Human Resources department has implemented this system in order to automate many of the tasks of the employment application process.

You will use this system to complete four main tasks:

1) Review Position Description
2) Create Classifications
3) Review Requisitions
4) Search and Review Applicants
5) Communicate electronically with HR Administrators, Hiring Managers, Applicants, and others involved in your hiring process

PeopleAdmin, Inc. has provided these training materials to assist your understanding of this system. If you have any questions, please call (512) 997-2500.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

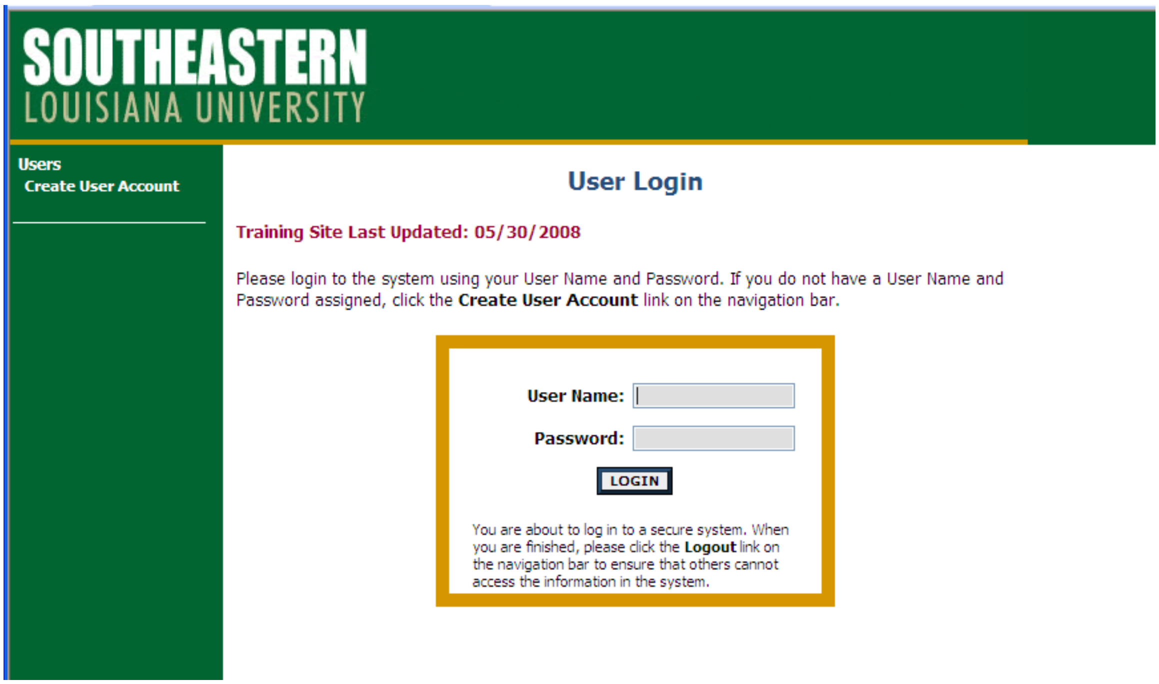
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and log out of the system by clicking on the logout link located on the bottom left side of your screen.

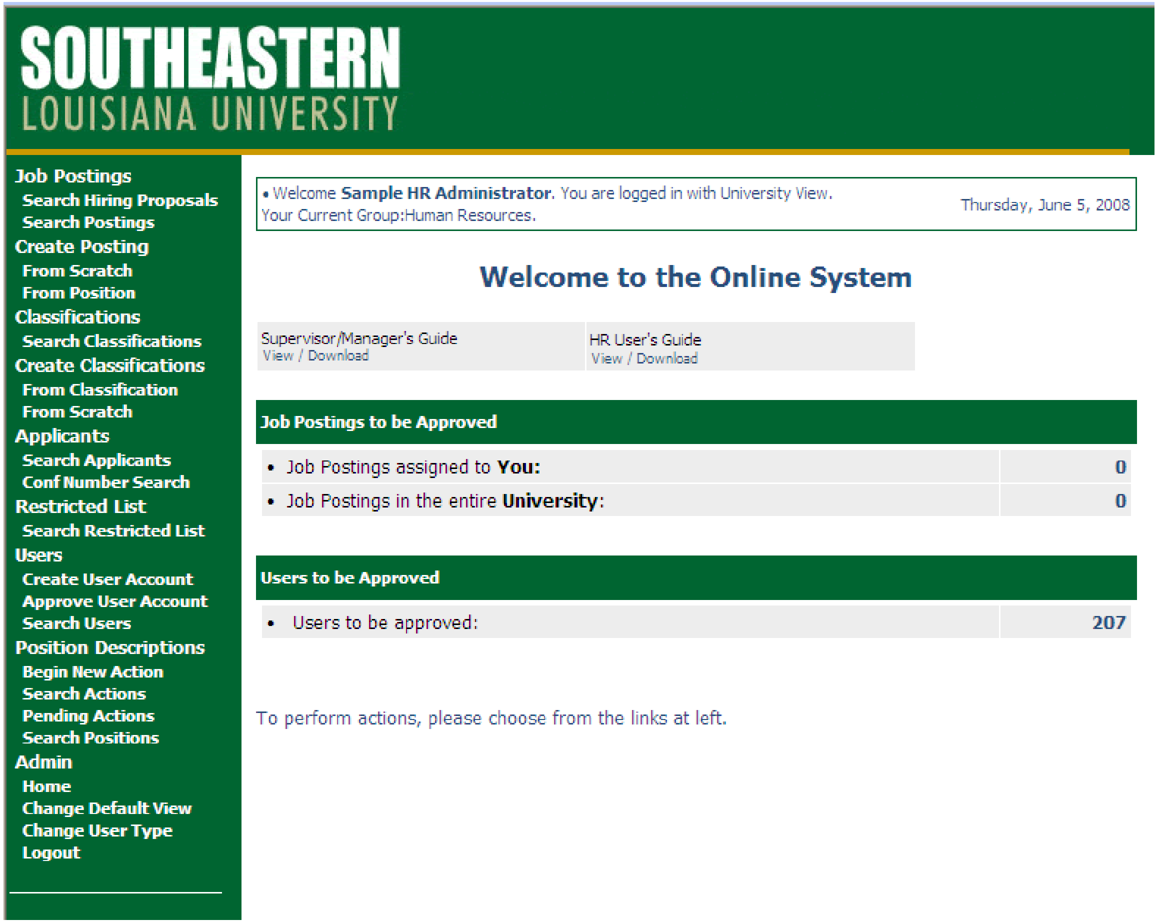
GETTING STARTED

After entering the URL, the “login screen” for the system will appear and should be similar to the following screen:



Log in with your Southeastern username and password.

The Welcome Screen appears after you log in, and should appear similar to the following screen:



This page is designed to help you keep track of the actions required by you or your department.

You will perform actions by clicking on the links on the left side of the screen. Each link and its corresponding action will be covered in detail in this manual.

CLASSIFICATIONS

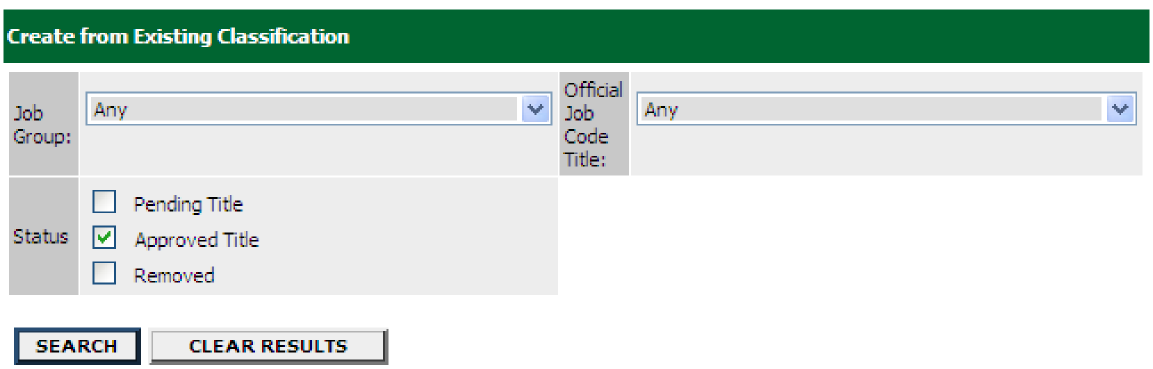
The classification section on the left hand side of the screen will allow your compensation manager or HR to create, update and inactivate classified titles that Hiring Managers will use to create a job description/or reclassify a existing position. The classification details will not be able to be modified by anyone but compensation or HR.
In the section "Classifications" you will be able to modify or inactivate an existing classification.

In the section "Create Classification" you will be able to create new classifications in the system. You can create from an existing classification, or create one from scratch.

Creating Classifications

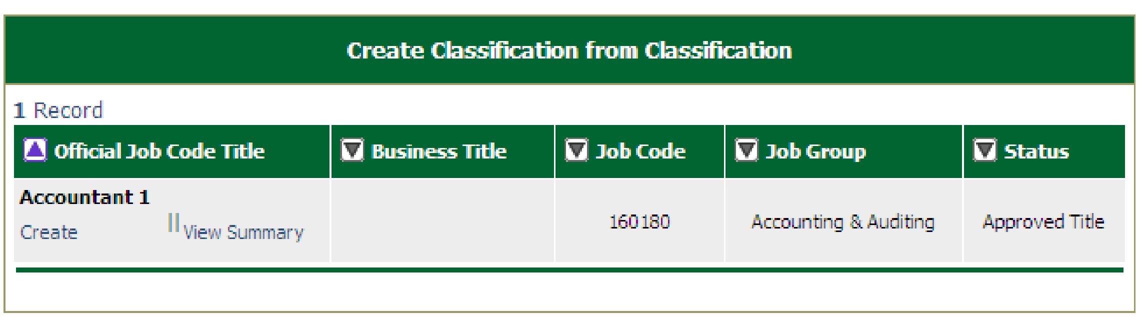
In the example below, we will create from classification:

Create from Existing Classification

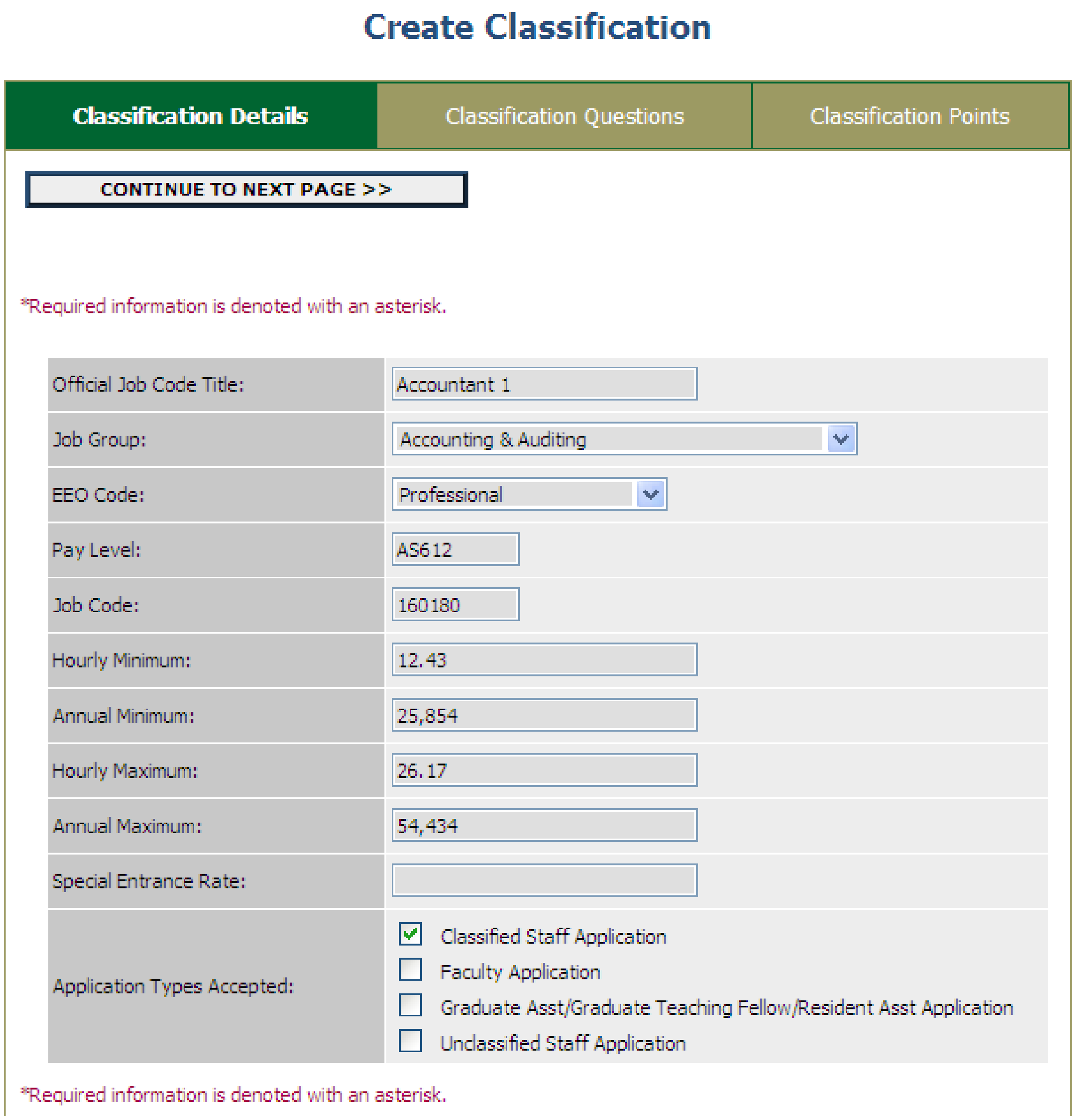


Use any of the search criteria to pull up a classification you want to use to create a new one.

Choose from Below



Click on create under the title of the classification.



Create Classification

Classification Details	Classification Questions	Classification Points

CONTINUE TO NEXT PAGE >>

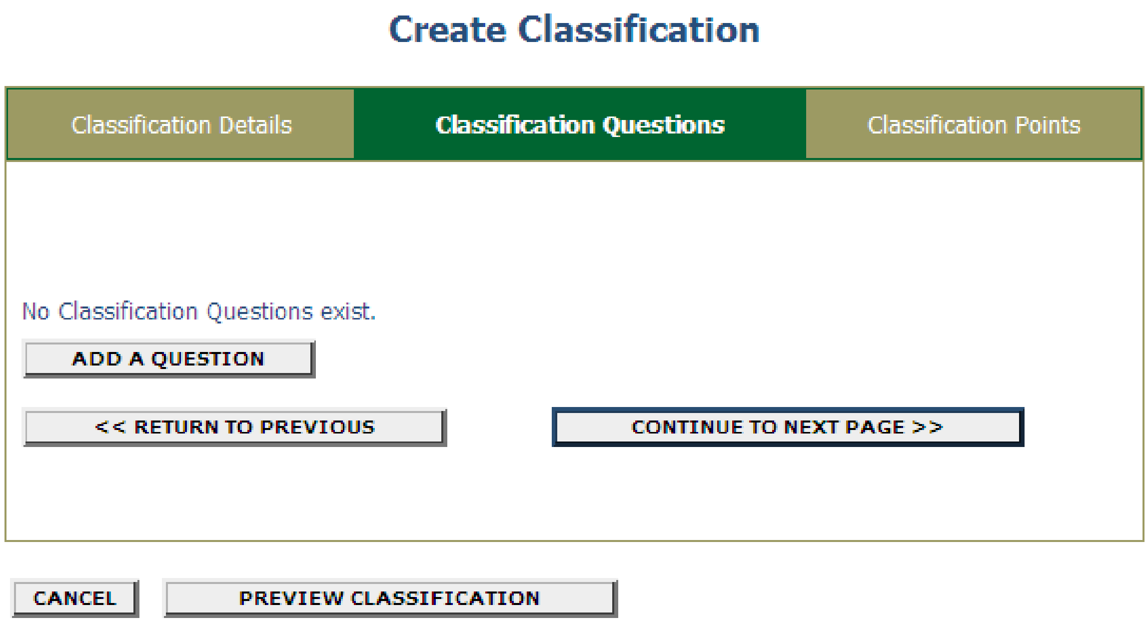
*Required information is denoted with an asterisk.

Official Job Code Title:	Accountant 1
Job Group:	Accounting & Auditing
EEO Code:	Professional
Pay Level:	AS612
Job Code:	160180
Hourly Minimum:	12.43
Annual Minimum:	25,854
Hourly Maximum:	26.17
Annual Maximum:	54,434
Special Entrance Rate:	
Application Types Accepted:	☑ Classified Staff Application ☐ Faculty Application ☐ Graduate Asst/Graduate Teaching Fellow/Resident Asst Application ☐ Unclassified Staff Application

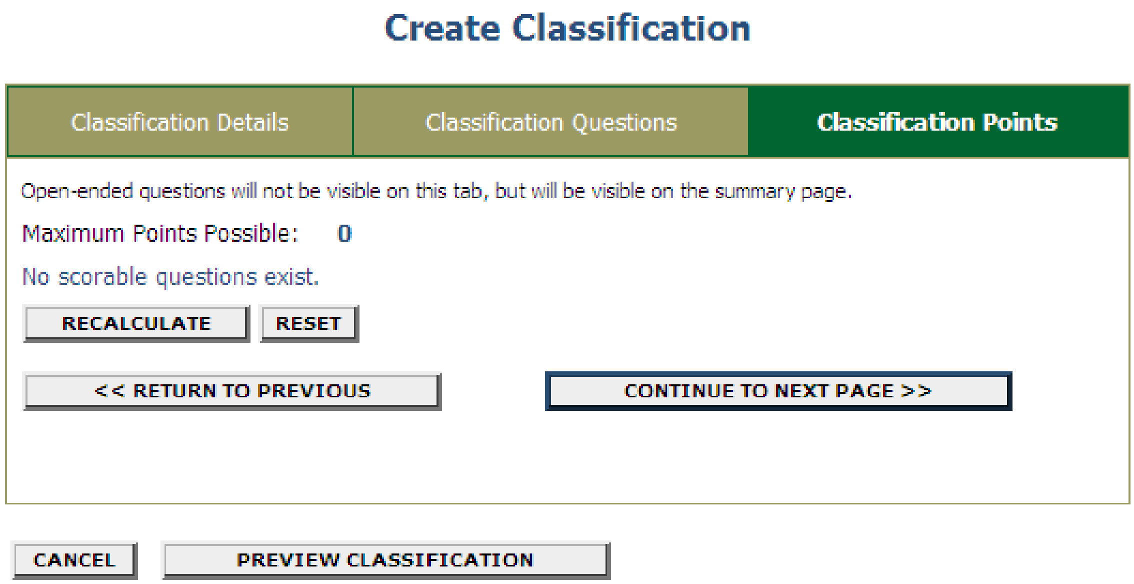
*Required information is denoted with an asterisk.

You may change any detail on the Title Details page. Click on “Continue to Next Page”

You may add any screening questions at the Classification level. If you need more information on screening questions, please see that section in this manual. Add any questions and click "**Continue to Next Page**".



You may assign points or disqualifying values to any questions you added. Click "**Continue to Next Page**".



On the summary page, you can approve your new classification. If you choose “Pending” then you will have saved the title and can search for it later and approve. In this example, we will “Approve” and click “Continue”, then “Confirm”.

View Classification Summary

Please review the details carefully before submitting or saving any changes.

To take the action you have specified, click the **Continue** button. To edit, click the **Edit** link. To exit without making any changes, click the **Cancel** button.

Edit

Printer-Friendly Version

Classification Status

- Pending Title
- Approved Title

CANCEL CONTINUE

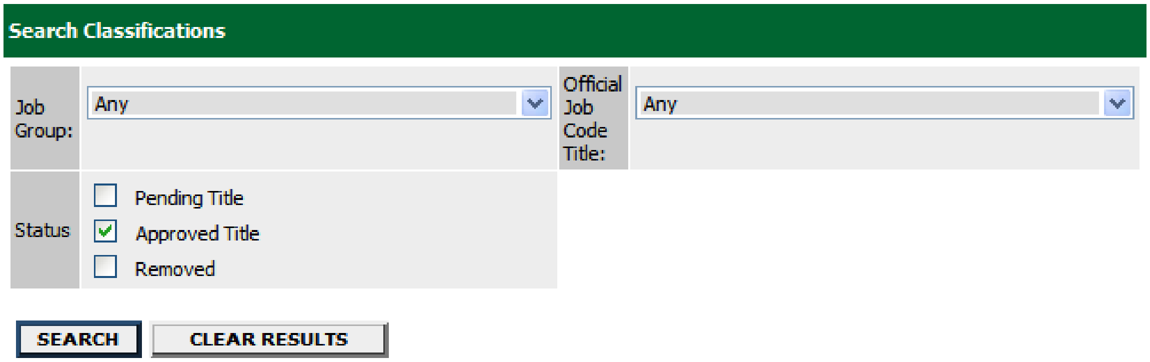
Classification Details

Official Job Code Title:	Accountant 1
Job Group:	Accounting & Auditing
EEO Code:	Professional
Pay Level:	AS612
Job Code:	160180
Hourly Minimum:	12.43
Annual Minimum:	25,854
Hourly Maximum:	26.17
Annual Maximum:	54,434
Special Entrance Rate:	
Application Types Accepted:	Classified Staff Application

Searching Classifications

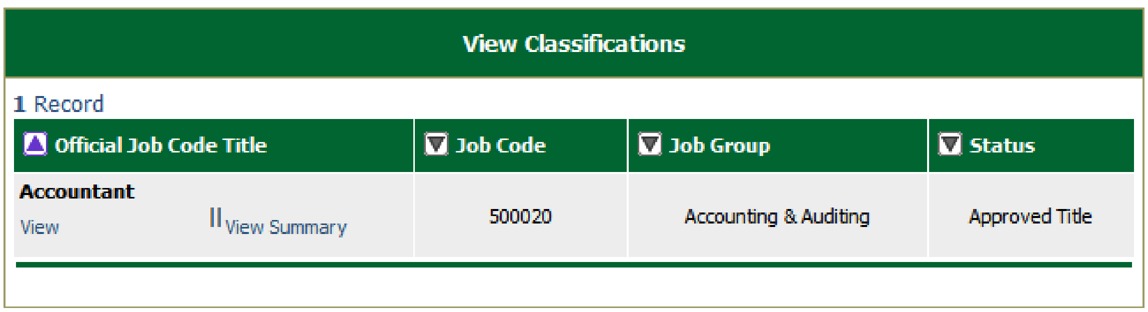
In the section “Search Classifications”, you can update or inactivate an existing classification. When you click Search Classifications, you will be able to specify criteria to pull up the classification you wish to change.

Search Classifications



Click the **SEARCH** button.

View Classifications



Click on "View" to open the classification details. On the summary screen you can:

a) Click the Edit link to modify any information.
b) Click the "Remove" option and remove it from the classification list.

View Classification Summary

Please review the details carefully before submitting or saving any changes.

To take the action you have specified, click the **Continue** button. To edit, click the **Edit** link. To exit without making any changes, click the **Cancel** button.

Edit

Printer-Friendly Version

Classification Status

- Save
- Remove

CANCEL CONTINUE

Classification Details

Official Job Code Title:	Accountant
Job Group:	Accounting & Auditing

POSITION DESCRIPTION ACTIONS

To begin a position description action, click the “Begin New Action” link in the “Position Description” section of the navigation bar. Your Action choices will then appear.

Begin New Action

Begin New Action

7 Records

Action	Description
New Position Description Start Action	Use this action to request a new position.
Modify Existing Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassifed or faculty position.
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classifed position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.
Update User or Employee Information on Position Description Start Action	**HR Use Only:** Use this action to update employee information or user access on an existing position.
Inactivate Position Description Start Action	**HR Use Only:** Use this action to mark an existing position as inactive.

Position Description options are broken down into different Actions in the online system. Typical options are:

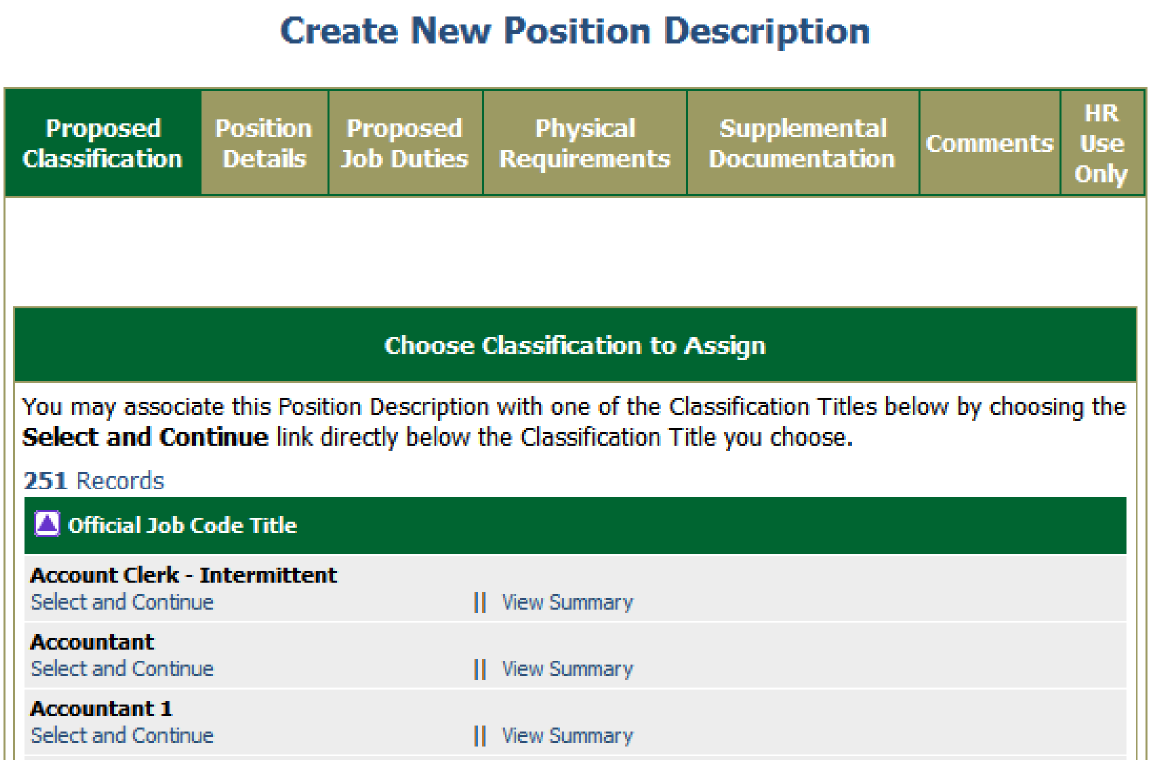
- New Position Description
- Modify Existing Position Description
- Advertise and Replace for Existing Unclassified & Faculty Positions
- Advertise and Replace for Existing Classified Positions
- Advertise and Replace for Existing Graduate Assistants
- Update User or Employee Information on Position Description
- Inactivate Position Description

Establish a New Position

Once you click on Start Action under your position request, you will see a page entitled "Proposed Classification Title". This screen allows you to associate a specific classification title with the Position Description being created.

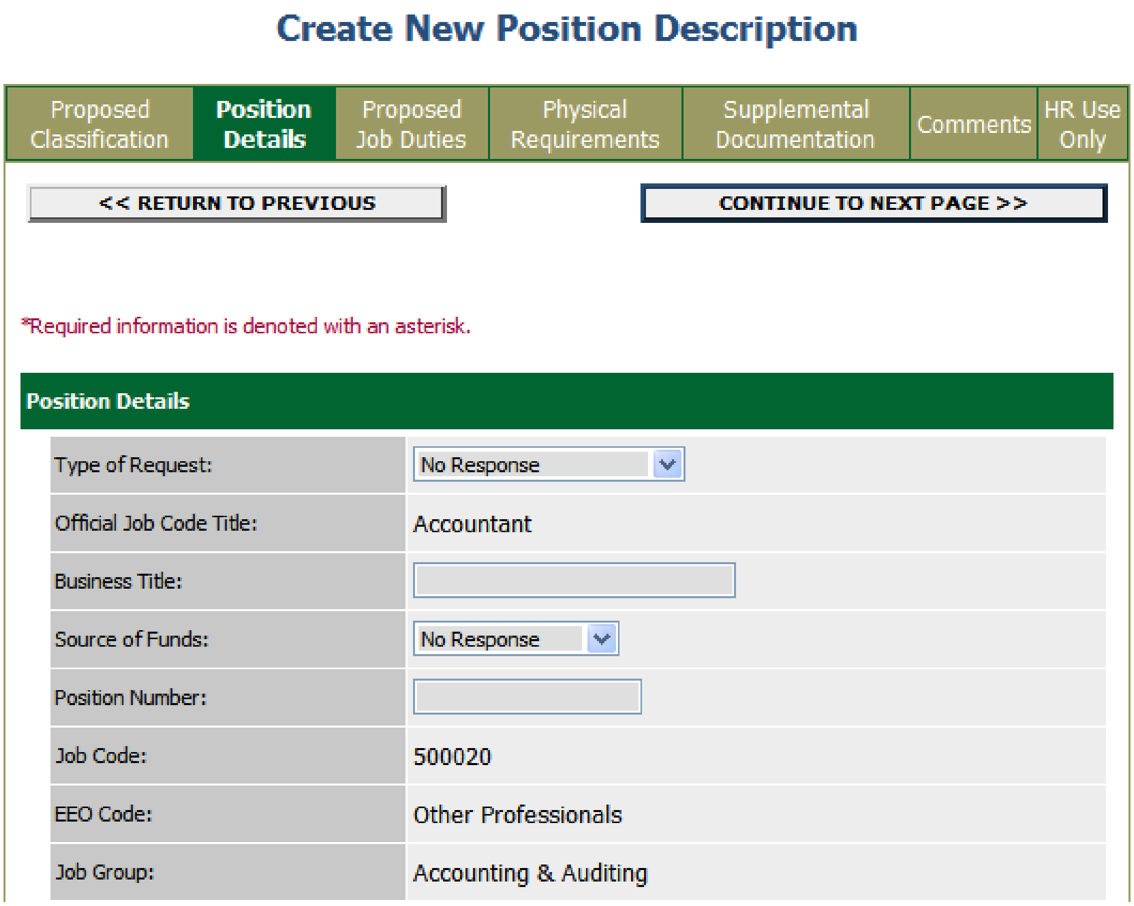
Once you find your title, click on the 'Select Title and Continue' link to associate this specific title with the proposed Position Description.

Once you choose your title, click on **"Continue to Next Page"**. There are several tabs across the top of the screen; the first one is the "**Copy Position**". If you wish to copy an existing position, follow the steps listed below, otherwise, choose the button that says:



Position Details

The position details tab will include all details about the job description. Any field with a red asterisk is a required field. You will need to enter information in each required field. The larger text areas will hold approx. 3900 characters of text (including spaces, is about a page and a half). The smaller text areas (like Justification for Position) are a 1200 character limit.
If you want to spell check your pages, you may download the Google toolbar at www.google.com. There is a free spellchecker in this toolbar that you can use on every page of the system.


Create New Position Description

Proposed Classification	Position Details	Proposed Job Duties	Physical Requirements	Supplemental Documentation	Comments	HR Use Only

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Position Details

Type of Request:	No Response
Official Job Code Title:	Accountant
Business Title:	
Source of Funds:	No Response
Position Number:	
Job Code:	500020
EEO Code:	Other Professionals
Job Group:	Accounting & Auditing

Proposed Job Duties

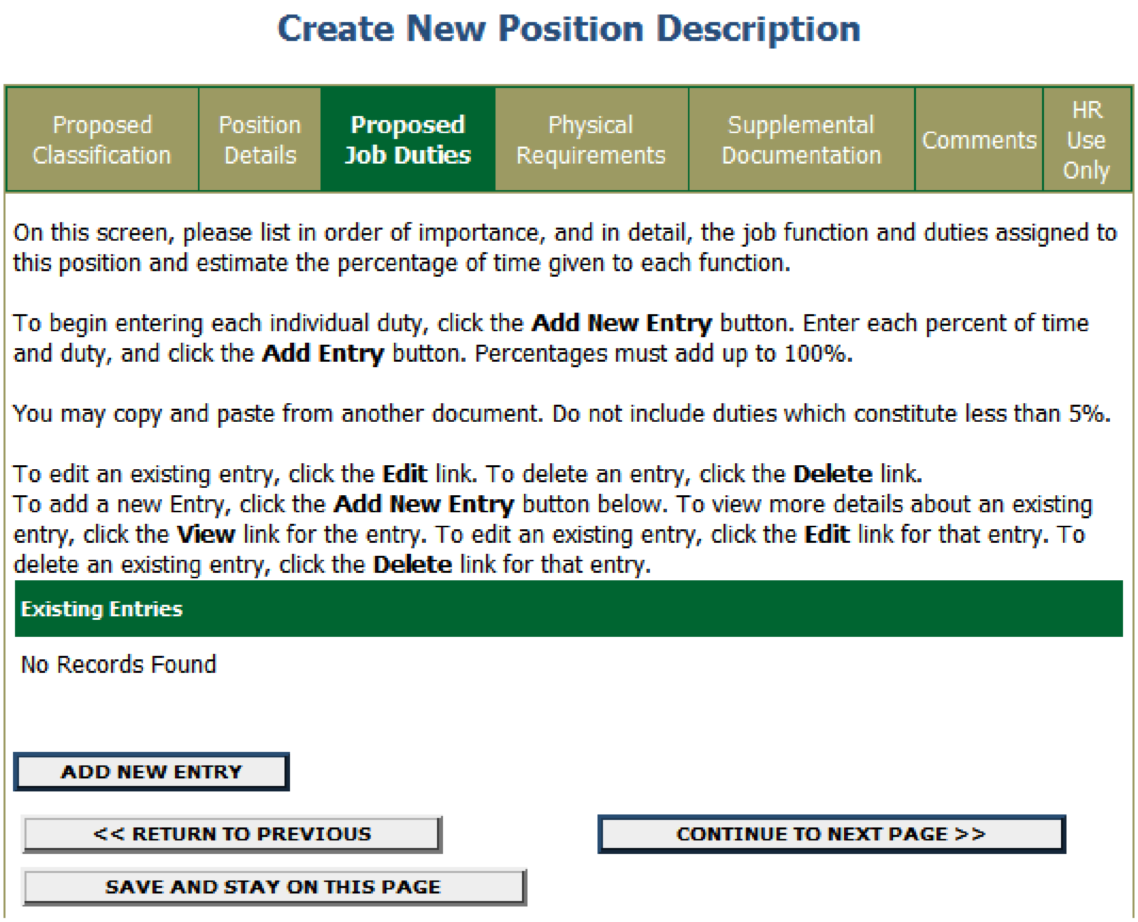
After continuing to the next page, you will be on the "Job Duties" tab.

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.

To begin entering each individual duty, click the **Add New Entry** button. Enter each percent of time and duty, and click the **Add Entry** button. Percentages must add up to 100%.

You may copy and paste from another document. Do not include duties, which constitute less than 5%.

To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link.
To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.



Create New Position Description

Proposed Classification	Position Details	**Proposed Job Duties**	Physical Requirements	Supplemental Documentation	Comments	HR Use Only

On this screen, please list in order of importance, and in detail, the job function and duties assigned to this position and estimate the percentage of time given to each function.

To begin entering each individual duty, click the **Add New Entry** button. Enter each percent of time and duty, and click the **Add Entry** button. Percentages must add up to 100%.

You may copy and paste from another document. Do not include duties which constitute less than 5%.

To edit an existing entry, click the **Edit** link. To delete an entry, click the **Delete** link.
To add a new Entry, click the **Add New Entry** button below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

Existing Entries

No Records Found

ADD NEW ENTRY

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

After clicking the “Add New Entry” button, you should see a form similar to the following:

Add New Entry

To add a new entry, complete the following fields and then click the **Add Entry** button. If you do not wish to add a new entry at this time, click the **Cancel** button.

* Required information is denoted with an asterisk.

	Duty Type:	No Response
*	Percent of total time:	
	Responsibility / Duty:	

ADD ENTRY

CANCEL

You will be able to add as many duties as needed for this particular position. For each duty you add, you should add a description of the duty, and the estimated percent of time spent performing the duty. Typically the duty percentages will total 100%. The Duties field will hold about 3900 characters.

Once you are finished entering your duties, click on the button that says "**Add Entry**". You will see a screen similar to the following:

ADD NEW ENTRY

Existing Entries

Percent of Duty Total: **10**

1 Record

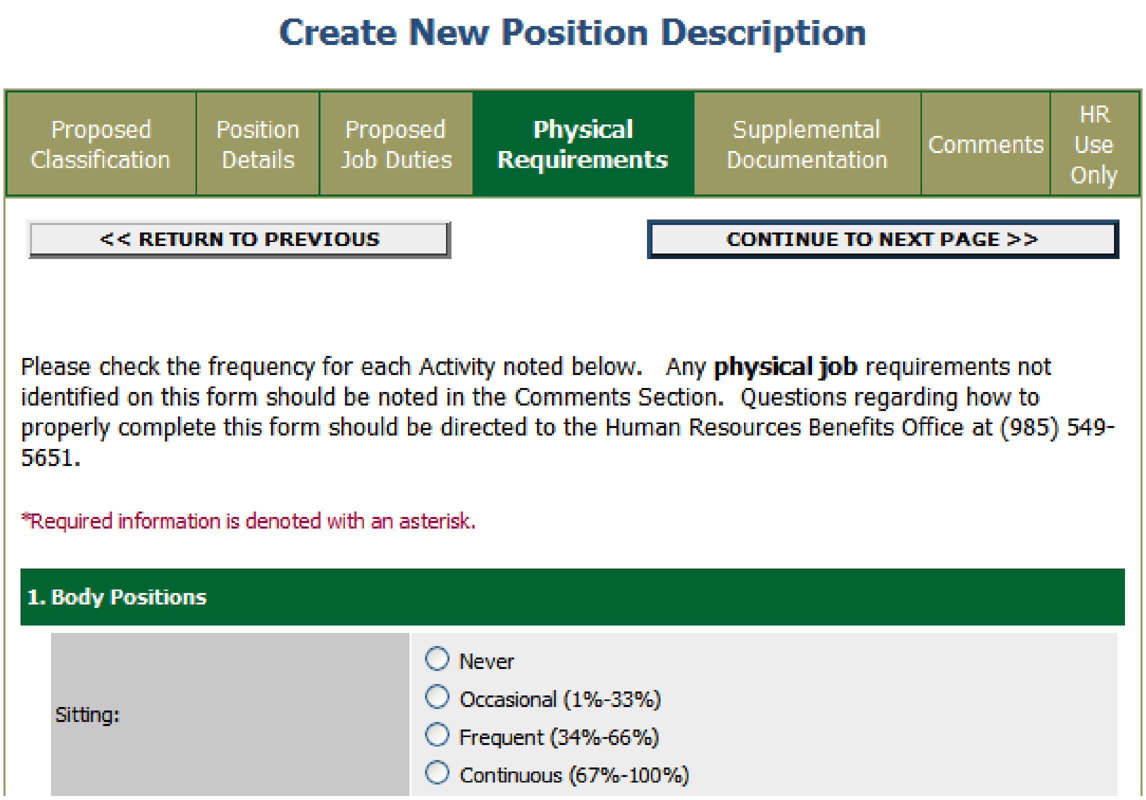
% of Time	Responsibility / Duty
10 View || Edit Delete	Must be able to multi-task

You may click the "**Continue to Next Page**" button to go to additional tabs.

CONTINUE TO NEXT PAGE >>

Physical Requirements

Please check the frequency for each Activity noted below.   Any **physical job** requirements not identified on this form should be noted in the Comments Section.



Create New Position Description

Proposed Classification	Position Details	Proposed Job Duties	**Physical Requirements**	Supplemental Documentation	Comments	HR Use Only

<< RETURN TO PREVIOUS   CONTINUE TO NEXT PAGE >>

Please check the frequency for each Activity noted below.   Any **physical job** requirements not identified on this form should be noted in the Comments Section. Questions regarding how to properly complete this form should be directed to the Human Resources Benefits Office at (985) 549-5651.

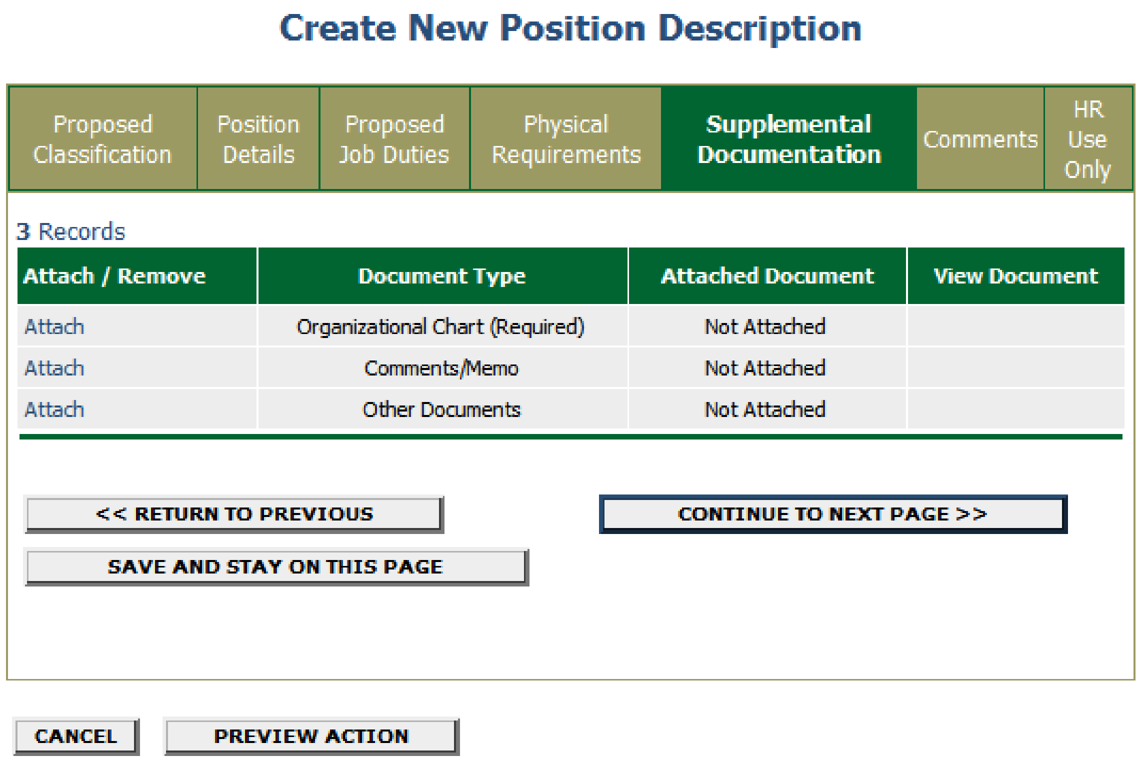
*Required information is denoted with an asterisk.

1. Body Positions

Sitting:	○ Never ○ Occasional (1%-33%) ○ Frequent (34%-66%) ○ Continuous (67%-100%)

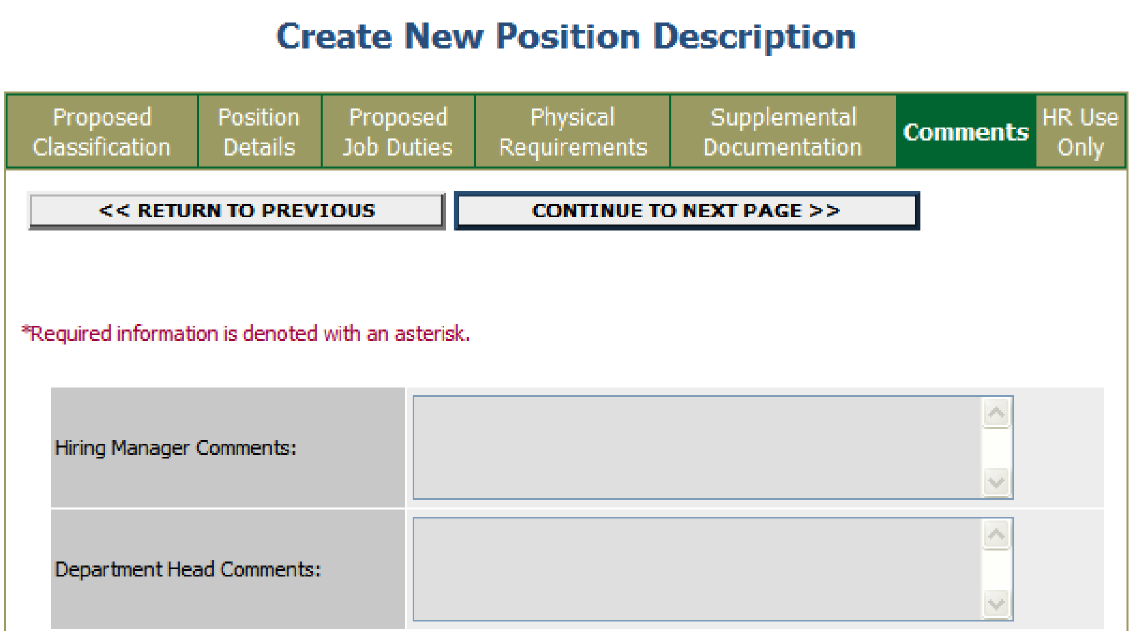
Supplemental Documentation

Attach the Organizational Chart and any other appropriate document.



Comments

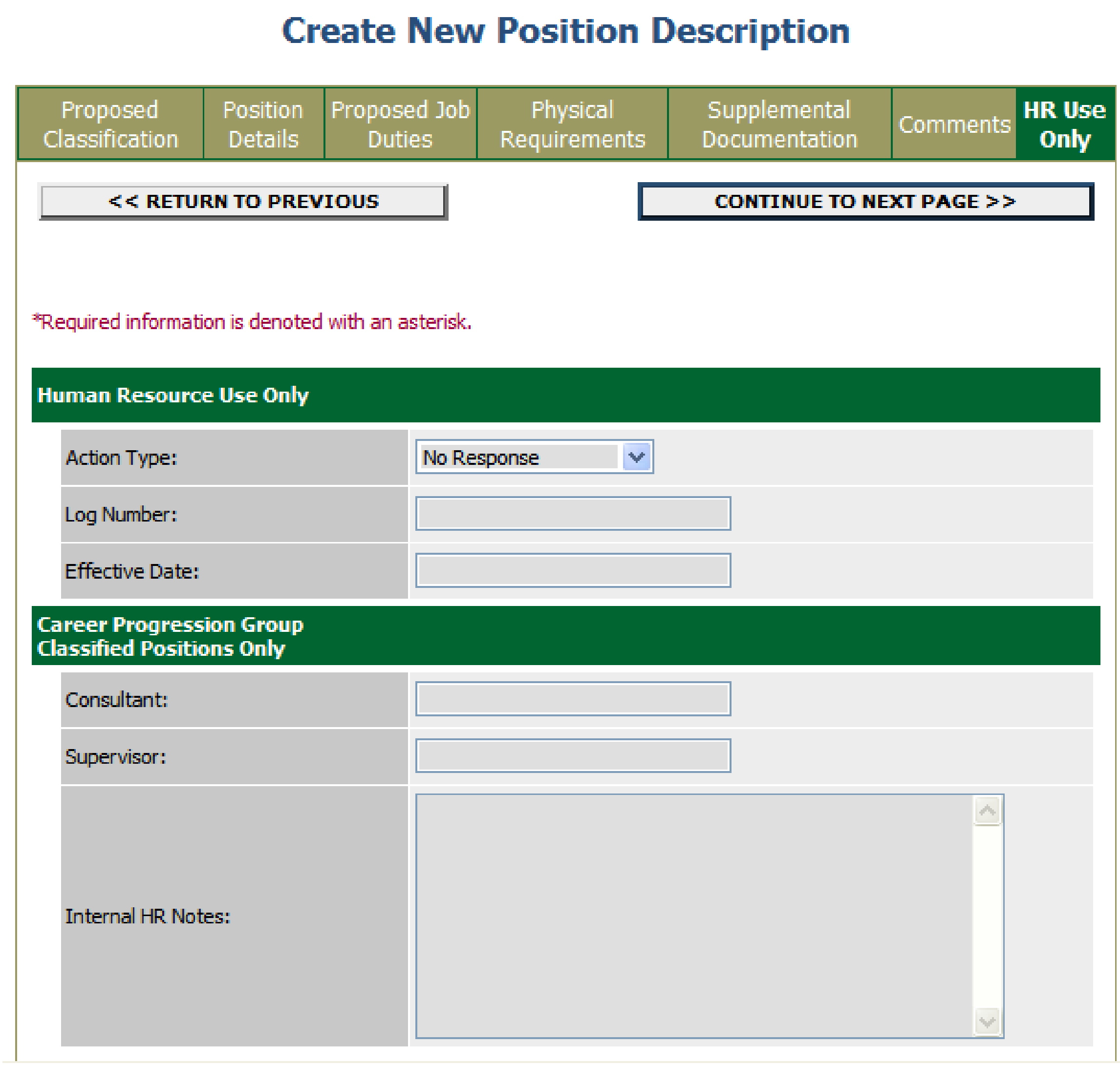
You may enter comments to other approvers in the comments section. This is also where you will review any comments from other approvers in the event your position request is returned for review.



Continue to Next Page to go to the final step.

HR Use Only

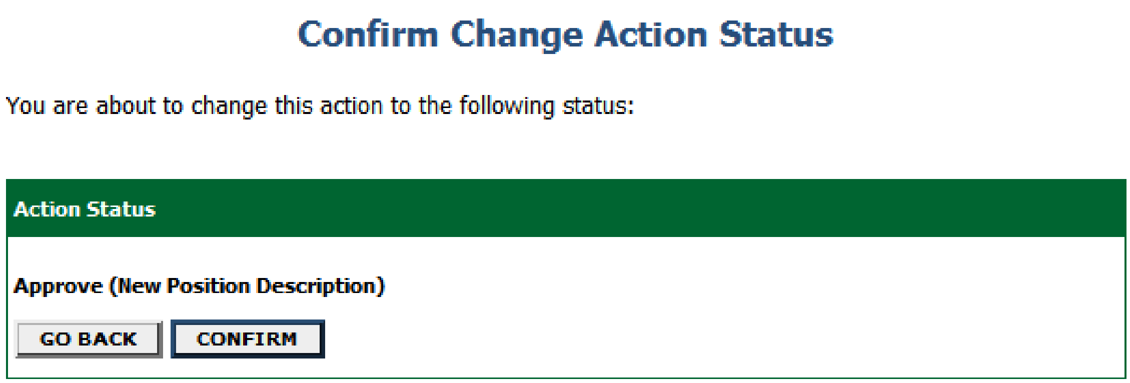
After clicking the **Continue to Next Page** button, you should see a screen similar to the following. This tab is visible to Human Resource users.



Saving/Approving the Posting

After clicking the **Continue to Next Page** button, you should see a screen similar to the following. Scroll down through this screen to review the information you entered. As HR users, you have the ability to approve your position description after you create it in the system.

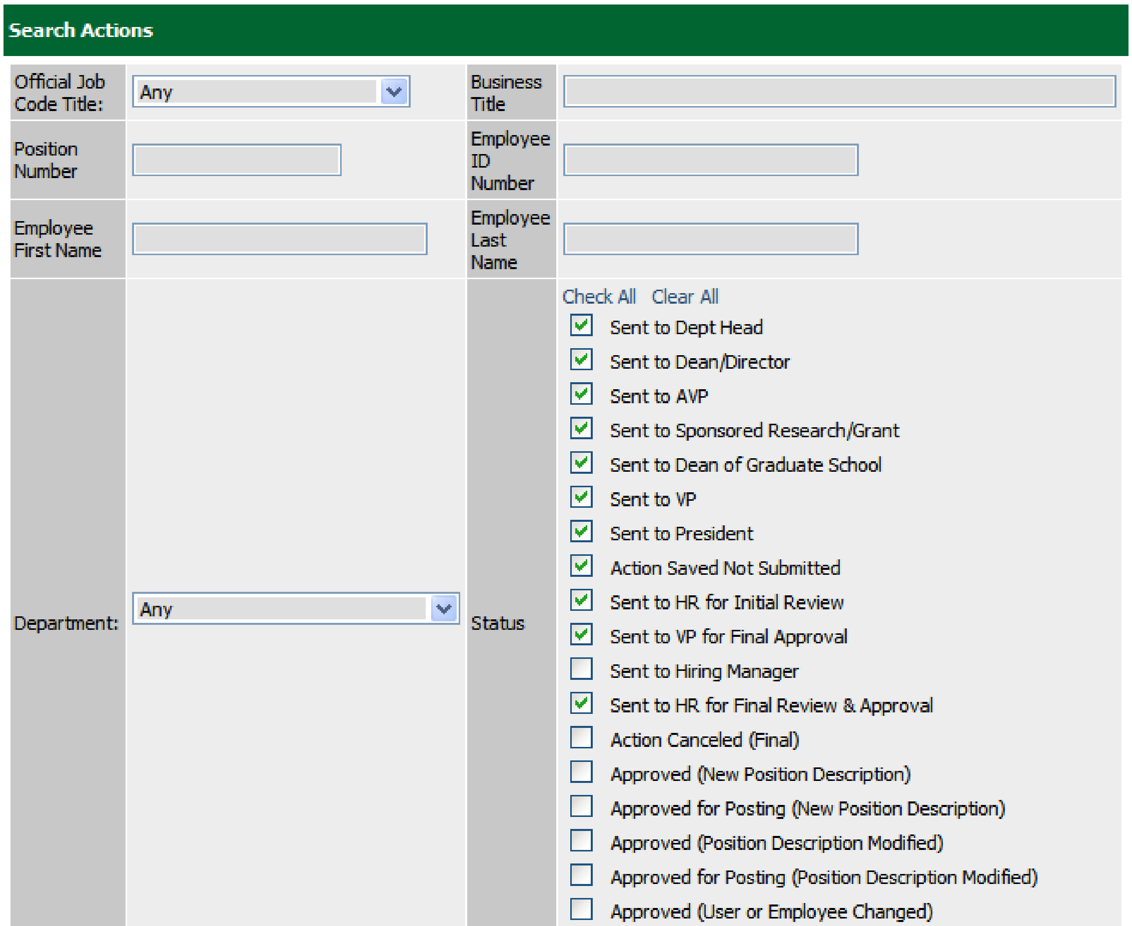
To approve, you may choose from one of the approve options in the Action Status window. Make your selection and choose continue, then click confirm.



Search Actions

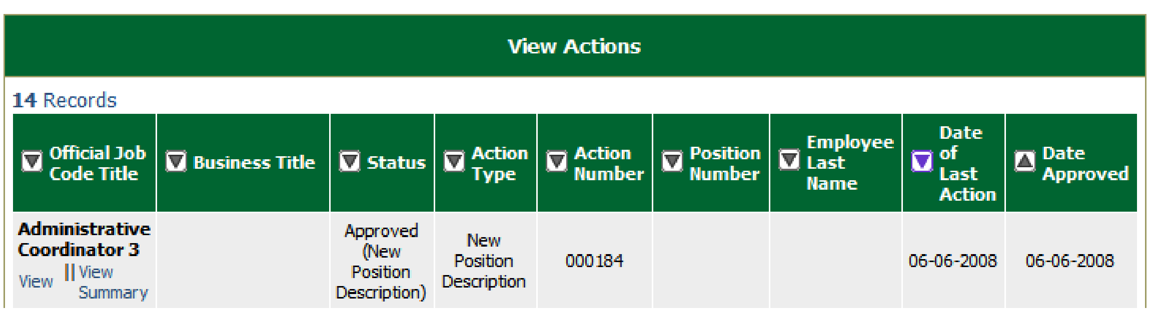
You may filter your selection by specific search criteria, or you may leave the search criteria blank to retrieve all of the approved position descriptions you have access to in the system.

Search Actions



Once you search for your position request, you should see a table that shows you the position and it's current status in the "Status" column. You may click the view link to review details or comments from other approvers.

View Actions



Pending Actions

As HR, you will see all pending position description requests. If your position request has been submitted for review, you can click on "**Pending Actions**". Click the view link under the title to reopen your request and make changes or submit to the next level approver or just approve.

Pending Actions

Pending Actions

2 Records

Official Job Code Title	Business Title	Action Number	Status	Action Type	Date of Last Action
Accountant 2 View	Accountant 2	000187	Sent to Dept Head	Modify Existing Position Description	06-10-2008
Instructor View	Instructor of Sociology	000183	Sent to VP	Advertise and Replace for Existing Unclassified & Faculty Positions	06-04-2008

Modify Existing Position

Other than requests that will create a brand new position description in the system, most requests will be updates to existing position descriptions. Whether this involves a change in classification or not, we are still just updating the official position description with new information. Click on **Begin New Action** to modify a position.

Begin New Action

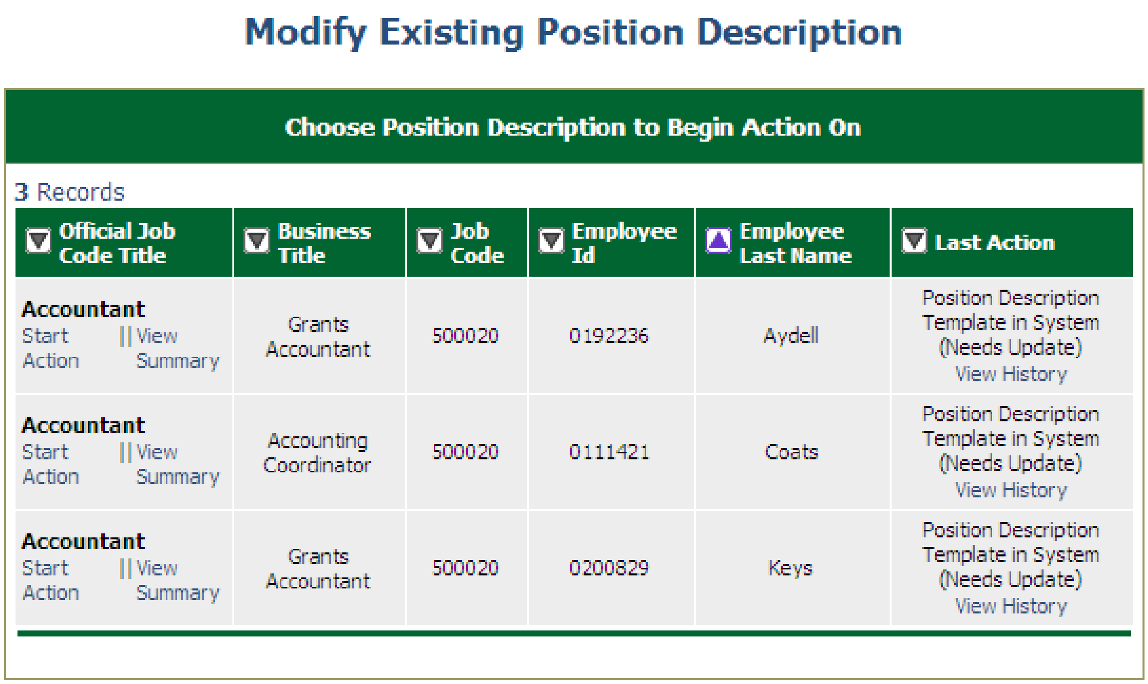
Begin New Action

7 Records

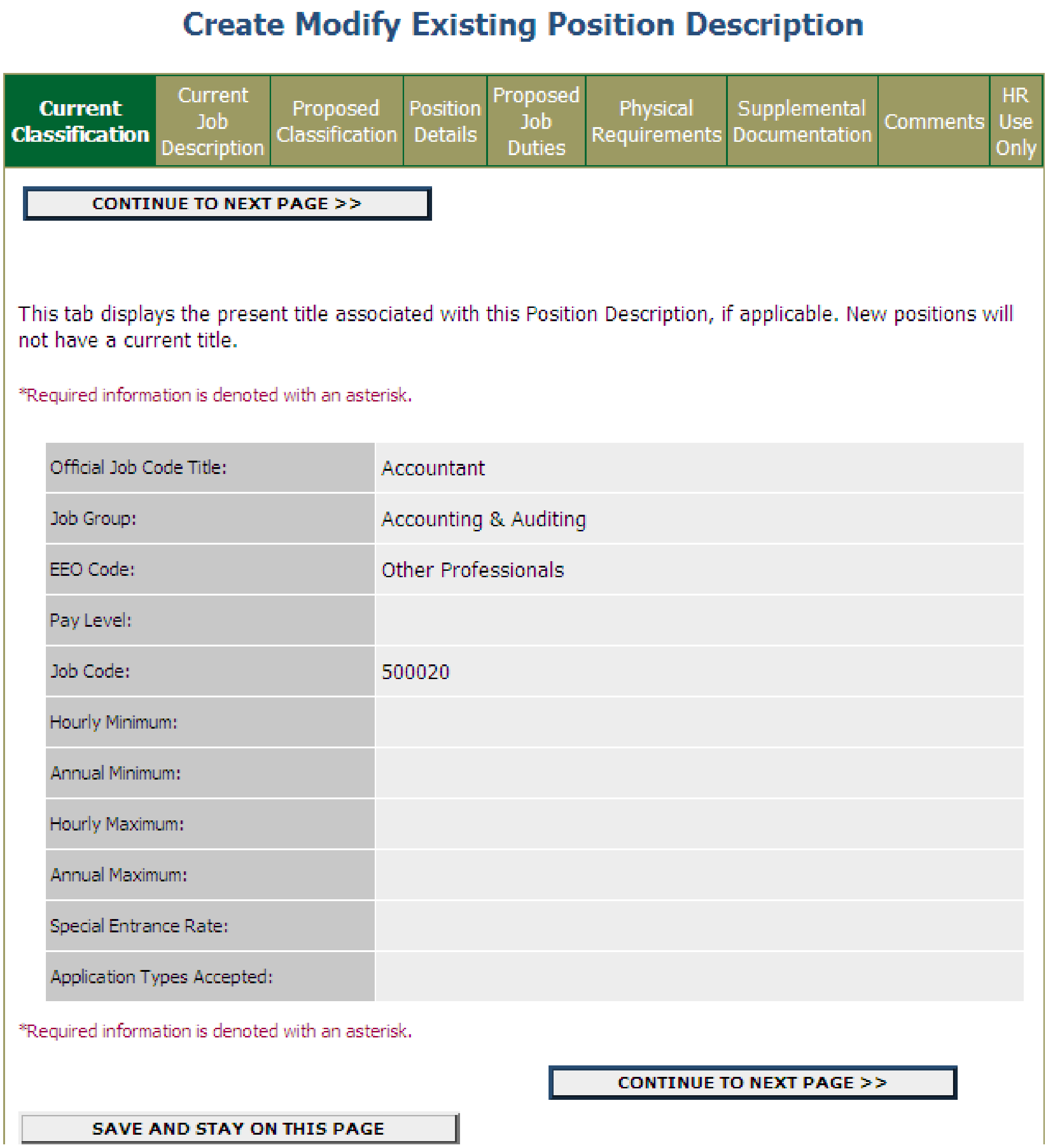
Action	Description
New Position Description Start Action	Use this action to request a new position.
Modify Existing Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassifed or faculty position.
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classifed position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.
Update User or Employee Information on Position Description Start Action	**HR Use Only:** Use this action to update employee information or user access on an existing position.
Inactivate Position Description Start Action	**HR Use Only:** Use this action to mark an existing position as inactive.

Select the request you wish to begin. For this example, a Modify Existing Position Description has been selected.

Once you have started your request, you must find the existing position description you wish to modify. You should see a screen similar to the following:



Once you have found the position you would like to update, click the '**Start Action**' link below the position title.



Create Modify Existing Position Description

Current Classification	Current Job Description	Proposed Classification	Position Details	Proposed Job Duties	Physical Requirements	Supplemental Documentation	Comments	HR Use Only

CONTINUE TO NEXT PAGE >>

This tab displays the present title associated with this Position Description, if applicable. New positions will not have a current title.

*Required information is denoted with an asterisk.

Official Job Code Title:	Accountant
Job Group:	Accounting & Auditing
EEO Code:	Other Professionals
Pay Level:	
Job Code:	500020
Hourly Minimum:	
Annual Minimum:	
Hourly Maximum:	
Annual Maximum:	
Special Entrance Rate:	
Application Types Accepted:	

*Required information is denoted with an asterisk.

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

You will be able to either click the tab you wish to modify or you can go through each page and update anything that has changed on the position.

NOTE: the information is already filled in from the official position you are updating. It is not necessary to start from scratch each time you want to do an update to an existing position.

Inactivate Position

As HR, you have access to inactivate a Position Description. If a position no longer needs to be available in your PeopleAdmin System, you may use the “Inactivate Position Description” action to make it unavailable. * NOTE – This will not remove it from the system, only make it inactive for other users. Click on **Begin New Action** to inactivate a position.

Begin New Action

Begin New Action

7 Records

Action	Description
New Position Description Start Action	Use this action to request a new position.
Modify Existing Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassifed or faculty position.
Advertise and Replace for Existing Classified Positions Start Action	Use this action to request to advertise and replace an existing classifed position.
Advertise and Replace for Existing Graduate Assistants Start Action	Use this action to request to advertise and replace an existing graduate assistant position.
Update User or Employee Information on Position Description Start Action	**HR Use Only:** Use this action to update employee information or user access on an existing position.
Inactivate Position Description Start Action	**HR Use Only:** Use this action to mark an existing position as inactive.

Search for the position by using one of the fields in the search screen.

Inactivate Position Description

Search Positions to Begin Action On

Official Job Code Title:	Any	Business Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

SEARCH CLEAR RESULTS

Click the search button to find your position and then click on **Start Action** request.

Inactivate Position Description

Choose Position Description to Begin Action On

3 Records

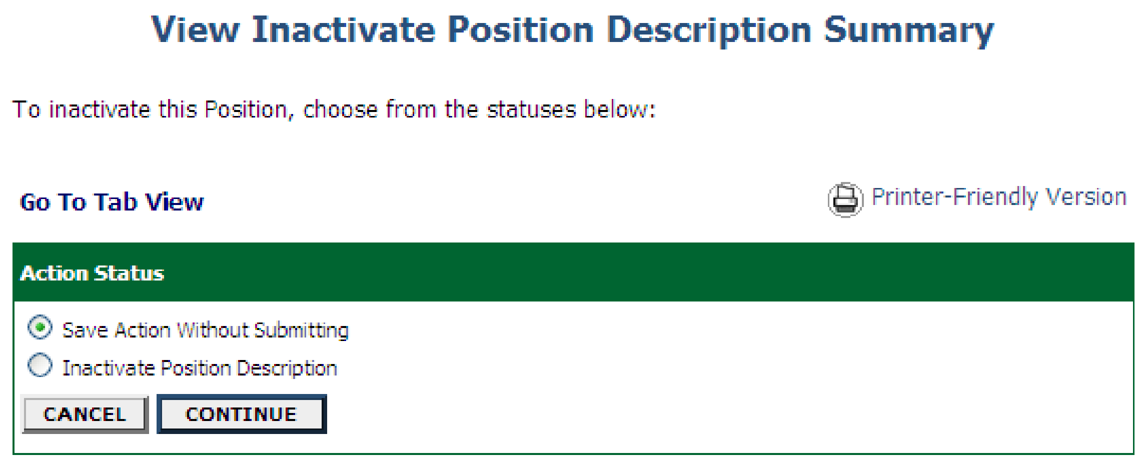
Official Job Code Title	Business Title	Job Code	Employee Id	Employee Last Name	Last Action
Accountant Start Action || View Summary	Grants Accountant	500020	0192236	Aydell	Position Description Template in System (Needs Update) View History

Once you choose “Start Action” you will be viewing the job description that you are about to inactivate. Review the position and click on continue to next page.

Create Inactivate Position Description

Current Job Description	
Employee Details	
Employee First Name:	Denee
Employee Last Name:	Aydell
Employee ID Number:	0192236
Classification Details	
Official Job Code Title:	Accountant
Job Group:	Accounting & Auditing
EEO Code:	Other Professionals
Pay Level:	
Job Code:	500020
Hourly Minimum:	
Annual Minimum:	
Hourly Maximum:	
Annual Maximum:	
Special Entrance Rate:	
Application Types Accepted:	
Position Details	

On the Summary page, you will only have the option to choose "Inactivate Position Description".



Update User or Employee Access to a Position Description

Another HR Only action is the Update User or Employee Information on a Position Description. This action will allow HR to:

a) Assign permission for other Hiring Managers/Supervisors to see a position in the system.
b) Update the Employee Record on a Job Description (for example, if an employee's name changes, you can update that information on the Job Description.)

***NOTE – If you remove the employee name on the position, it will remove the employee record from the system. Always use the Hiring Proposal to seat a new employee into the Job Description. Only use the Update Employee to update the current employee record.**

Click **Start Action** under Update User or Employee.

Begin New Action

Begin New Action

7 Records

Action	Description
New Position Description Start Action	Use this action to request a new position.
Modify Existing Position Description Start Action	Use this action to request an update or reclassification of an existing position.
Advertise and Replace for Existing Unclassified & Faculty Positions Start Action	Use this action to request to advertise and replace an existing unclassifed or faculty position.
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Update User or Employee Information on Position Description Start Action	**HR Use Only:** Use this action to update employee information or user access on an existing position.
Inactivate Position Description Start Action	**HR Use Only:** Use this action to mark an existing position as inactive.

Use the search screen to find the position you are updating and click **Search.**

Update User or Employee Information on Position Description

Search Positions to Begin Action On

Official Job Code Title:	Any	Business Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

SEARCH CLEAR RESULTS

Click on Start Action to open the request to change forms.

Update User or Employee Information on Position Description

Choose Position Description to Begin Action On

3 Records

Official Job Code Title	Business Title	Job Code	Employee Id	Employee Last Name	Last Action
Accountant Start Action || View Summary	Grants Accountant	500020	0192236	Aydell	Position Description Template in System (Needs Update) View History

The first page will be a view of the current job description only. Click **Continue to Next Page.**

Create Update User or Employee Information on Position Description

Current Job Description | Position Details

Employee Details

Employee First Name:	Denee
Employee Last Name:	Aydell
Employee ID Number:	0192236

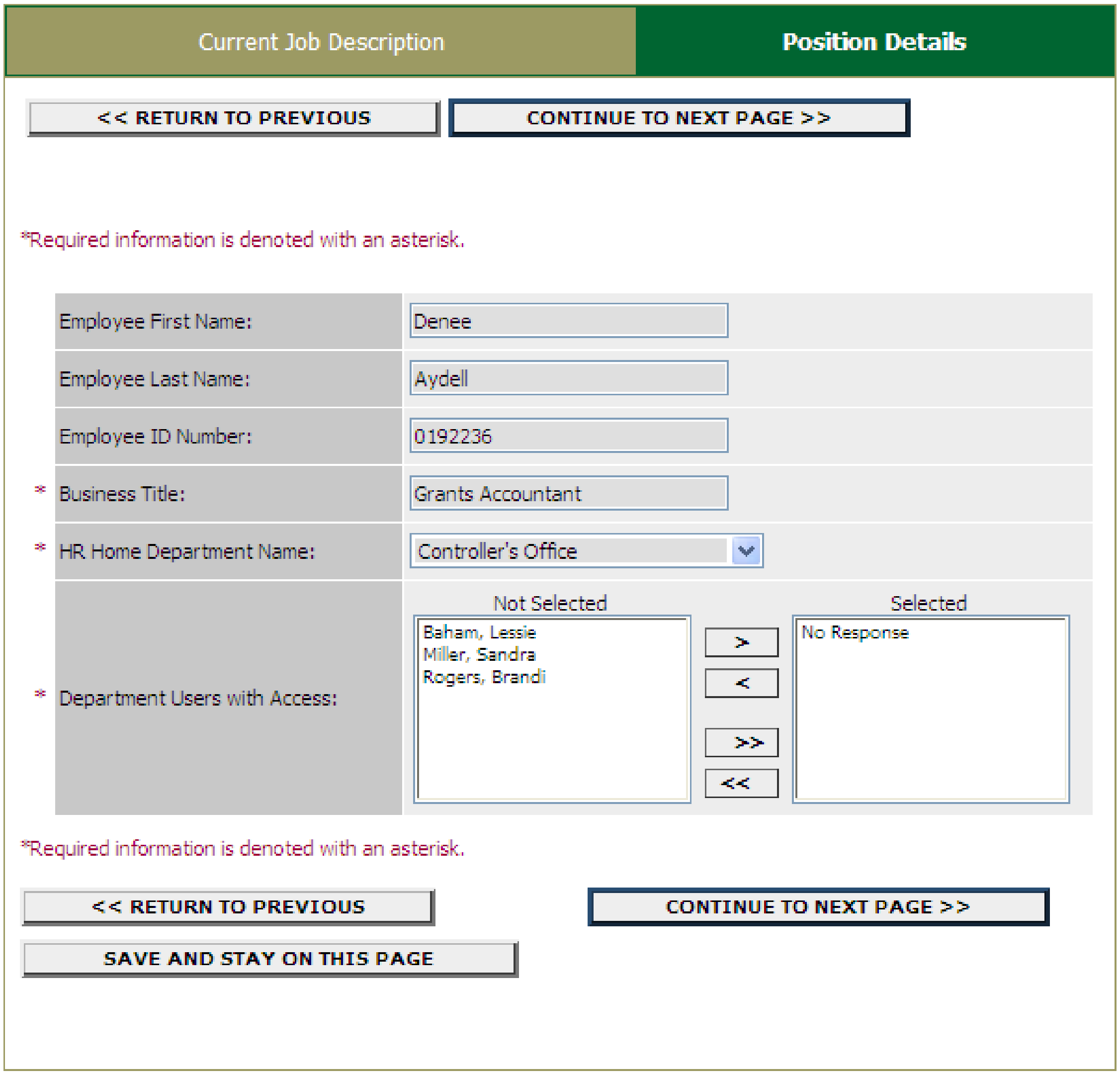
Classification Details

Official Job Code Title:	Accountant
Job Group:	Accounting & Auditing
EEO Code:	Other Professionals
Pay Level:	
Job Code:	500020

On the Position Details, you will be able to modify the Employee record or the supervisor account. You can modify the:

a) Employee Name, Middle, Last, ID Number
b) HR Home Department
c) Business Title
d) Departmental User With Access

Create Update User or Employee Information on Position Description



Current Job Description | Position Details

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

*Required information is denoted with an asterisk.

Employee First Name:	Denee
Employee Last Name:	Aydell
Employee ID Number:	0192236
* Business Title:	Grants Accountant
* HR Home Department Name:	Controller's Office
* Department Users with Access:	Not Selected: Baham, Lessie; Miller, Sandra; Rogers, Brandi — Selected: No Response

*Required information is denoted with an asterisk.

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

Once you make your updates, click on Continue to Next Page. You will only have the option to approve updates.

View Update User or Employee Information on Position Description Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click the **Continue** button. To edit the position description, click the **Edit** link. To exit the position description without making any changes, click the **Cancel** button.

Edit Printer-Friendly Version

Action Status

- (•) Save Action Without Submitting
- ( ) Approve (Change User or Employee)

CANCEL CONTINUE

Searching Positions

The link "Search Positions" will allow you to search and view all approved job descriptions in the system. You can use any field to find the position you wish to view. Click the search button to see all approved job descriptions.

Search Positions

Search Positions

Official Job Code Title:	Any	Business Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

SEARCH CLEAR RESULTS

View Positions

Approved Position Descriptions						
2 Records						
Official Job Code Title	Business Title	Job Code	Employee Id	Employee Last Name	Last Action	Date of Last Action
Accountant 2 View Summary	Accountant 2	139350		Dimattia	Position Description Template in System (Needs Update) View History	05-29-2008
Accountant 2 View Summary	Accountant 2	139350		Blades	Position Description Template in System (Needs Update) View History	05-29-2008

You can click "View Summary" to see the job description in a printer friendly version, or choose View History to see the history of the positions and approvals.

CREATING A POSTING

To create a Posting, begin by clicking a link under the header "Create Posting". Depending on your user type, your options could include:

- From Scratch
- From Position

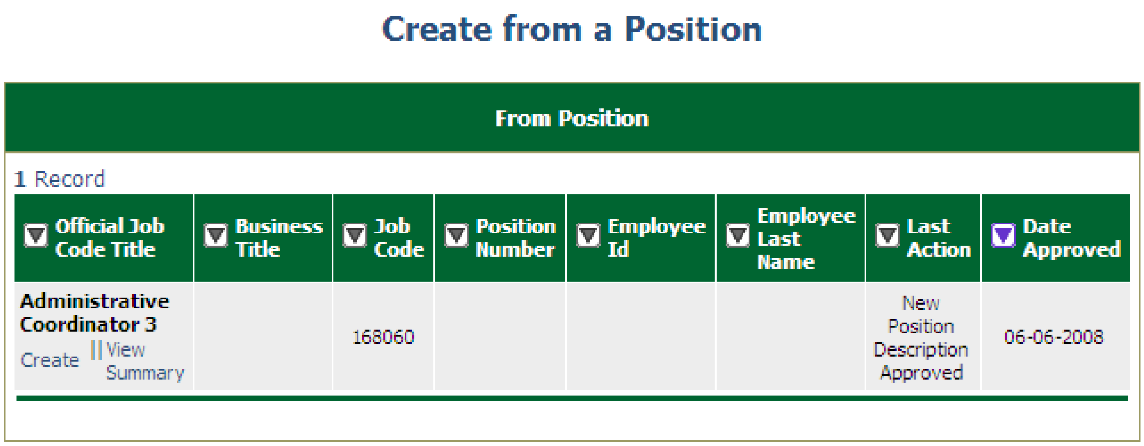
Requisition Information

In the following example, the "From Position" option was selected. Search for the position you wish to use to create a posting from by using the search fields. Click **Search.**

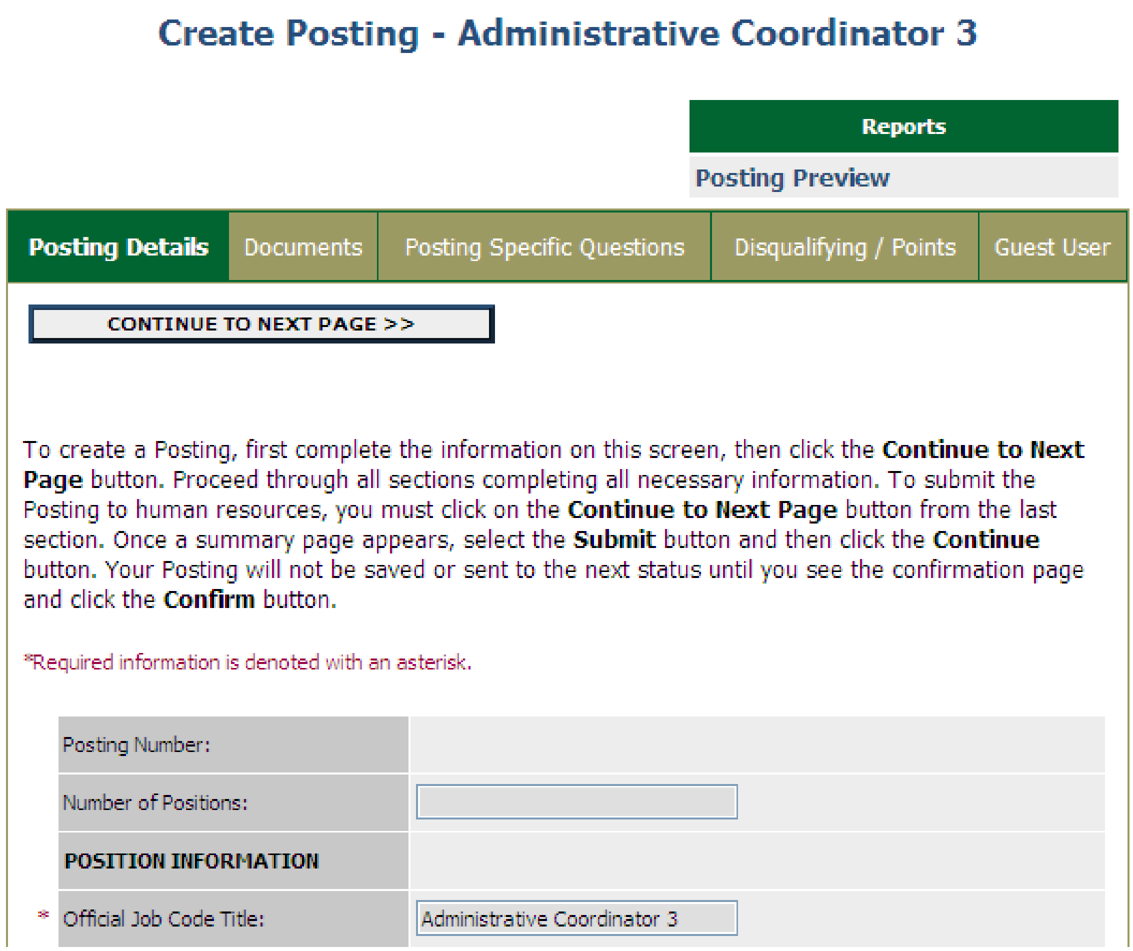
Create from a Position

Create from a Position			
Official Job Code Title:	Any	Business Title	
Position Number		Employee ID Number	
Employee First Name		Employee Last Name	

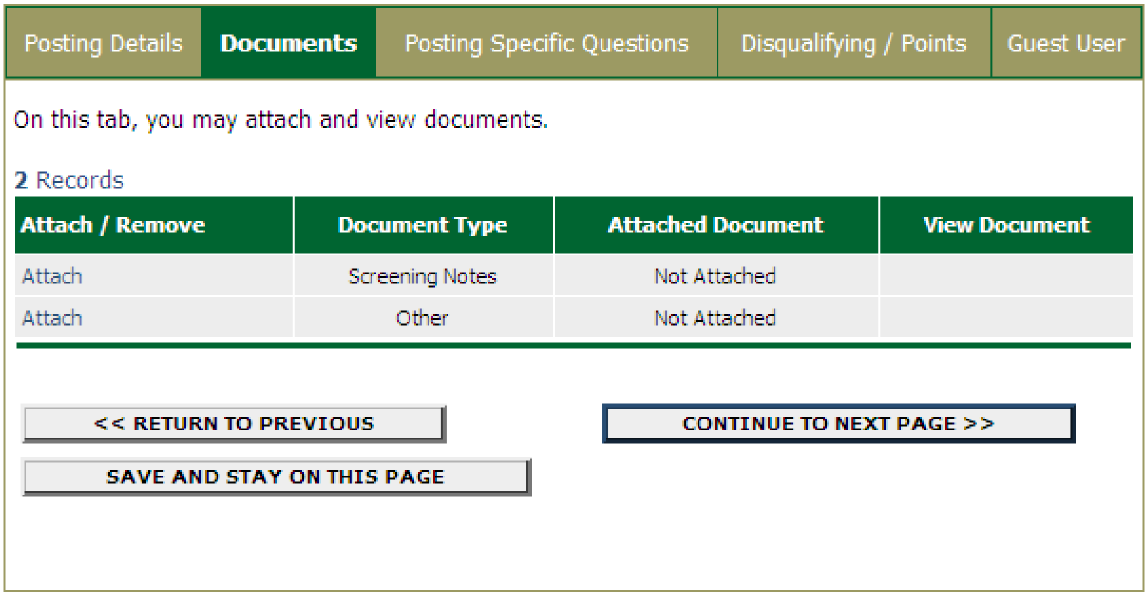
You will see a table with your search results. You can click **Create** under the position title.



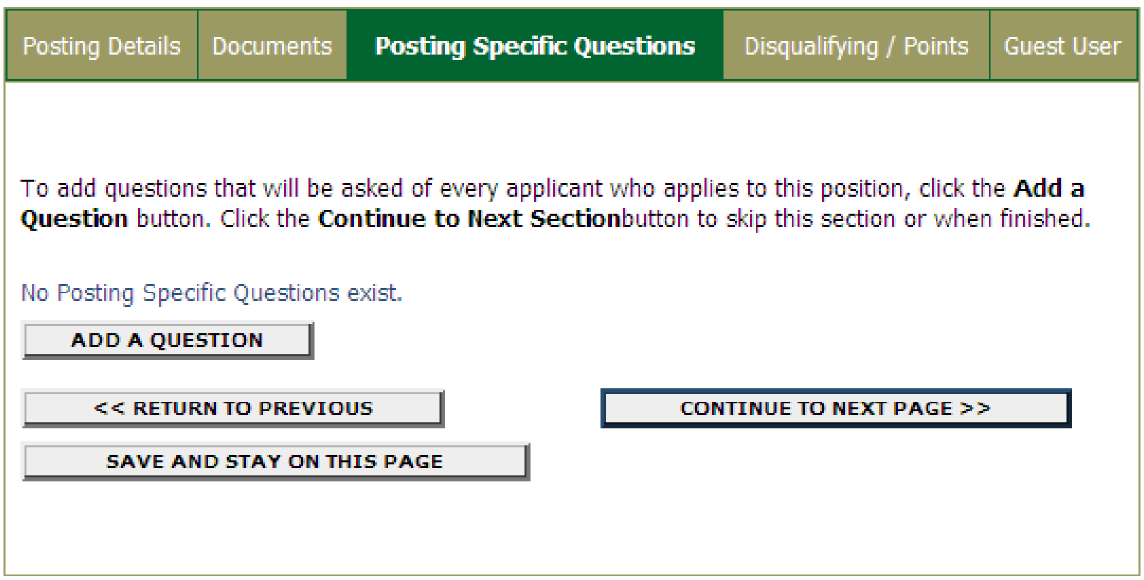
There are several tabs across the top of the screen. When you first click create, the “Posting Details” tab data fields should pull in all information from your job description.



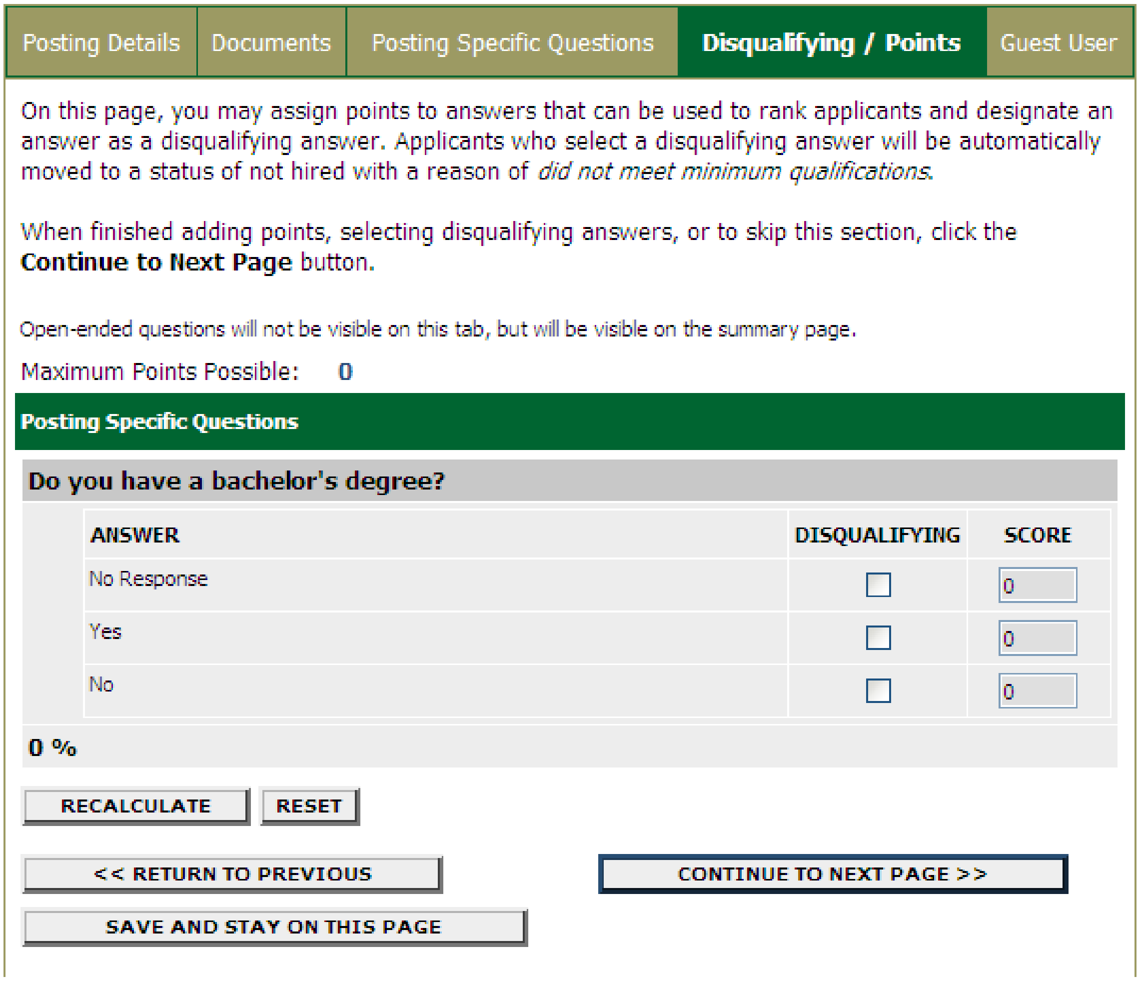
Review and confirm all fields and click on **Continue to Next Page**. Documents tab will appear on the following page. You may review the job duties and continue to next page.



Posting Specific Questions will appear and you may review these and continue to the next page.

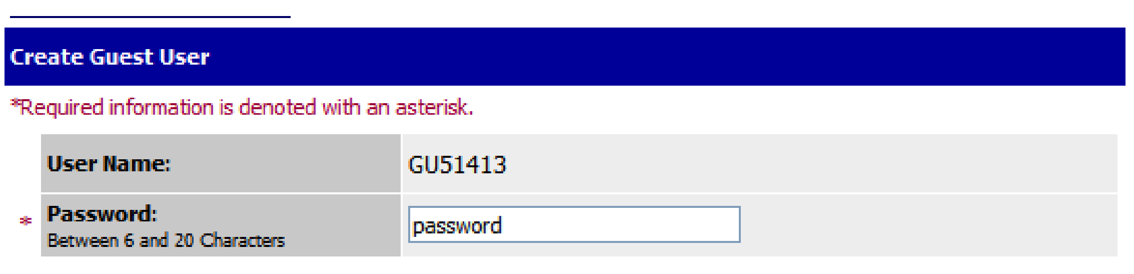


Disqualifying/Points will appear on the next page. You can review the Disqualifying/Points and continue to the next page.

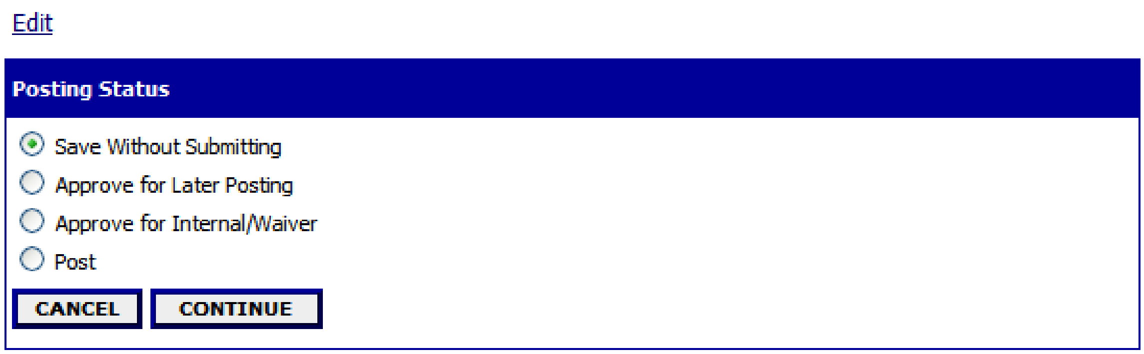


The Guest User account will be the next page. To Activate a Guest User account, click on the link that says “Activate Guest User”.

You will be able to specify the password and can give the login credentials to the members of the search committee.



Click **Continue to Next Page**. You may enter any comments or any notes in the notes and history section. Once you complete the requisition form, you will have the ability to approve the posting.



The approvals for HR as follows:

a) **Approve for Later Posting** – Use this if there is a Job Open Date of a future date, the system will automatically post the position for you on this date.
b) **Approve for Internal/Waiver** – Use this to approve for internal or waiver postings. You can copy the quick link on the posting details page to send out internally. This approval status will not be visible to external applicants.
c) **Post** – Will immediately post this to the external web.

Quick Guide to Creating a Posting

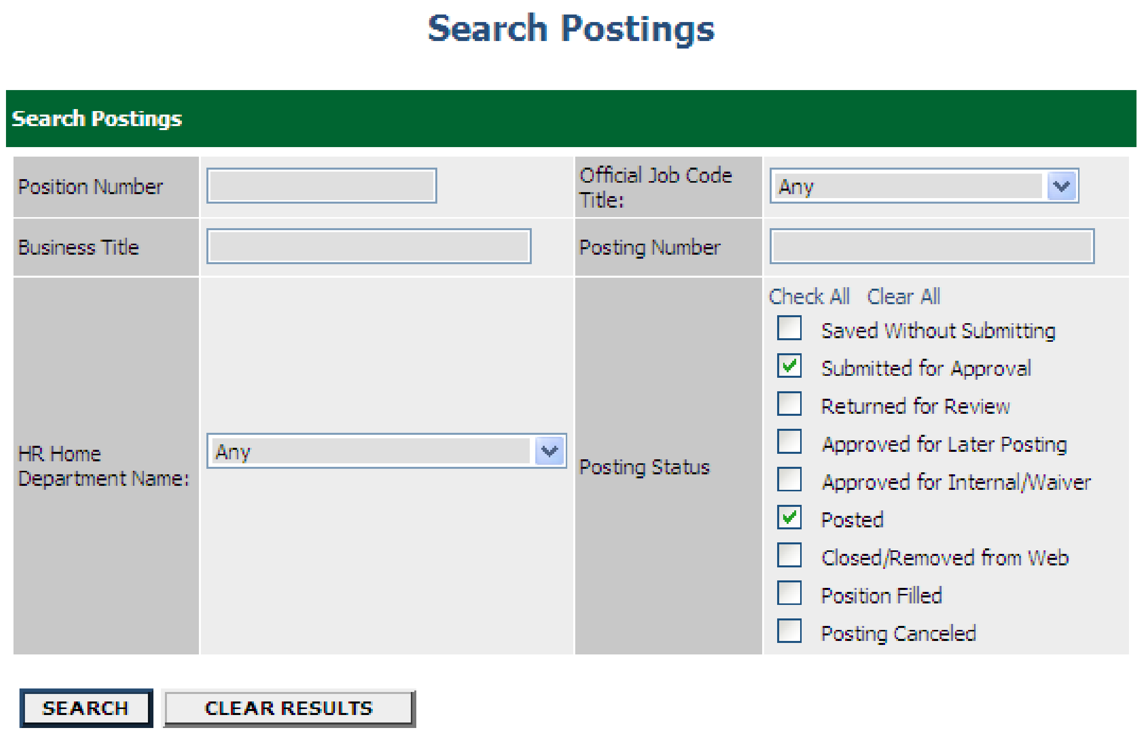
1) From the HR site, click **Create Posting: From Position**.
2) Fill in the Posting details
    a. When finished, click **Continue to Next Page**
3) Add screening question(s) (optional…to skip, click **Continue to Next Page**)
    a. From "Screening Questions" section, click **Add A Question**
    b. Click **Search**
    c. Select one of the previously entered questions, or click **Create A Question**
    d. Enter the text of the question
    e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
    f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
    g. Click **Submit Question** to attach the question to the Requisition
    h. Enter additional screening questions, or click **Continue to Next Page**
4) Assign points to each answer for closed-ended screening questions (to skip, click **Continue to Next Page**). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration. When finished, click **Continue to Next Page**
5) Assign a "Guest User" if appropriate, then click **Continue to Next Page**

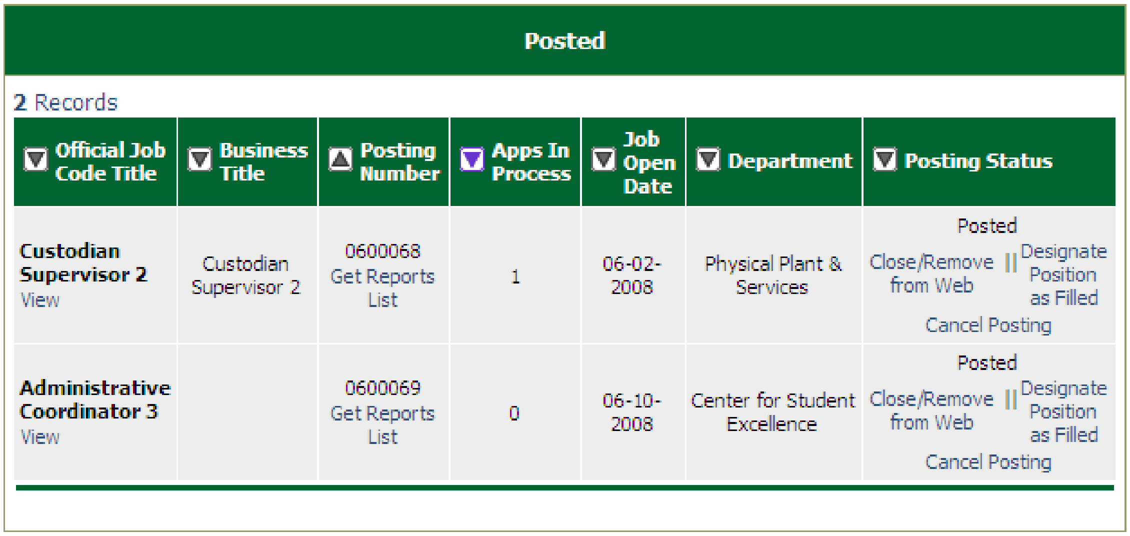
Review the Requisition, and edit if necessary. When finished, select the appropriate step and then click **Confirm** on the following screen.

Search Postings/Reports List/Review Applicants

As HR, you can search for all postings by clicking the "**Search Postings**" link on the left hand side of the screen. You can use the search criteria to locate your postings. Search for postings at the status of posted/closed to:

a) Review all applicants that have applied
b) Run reports by clicking the
Get Reports List
Located under the posting number column.



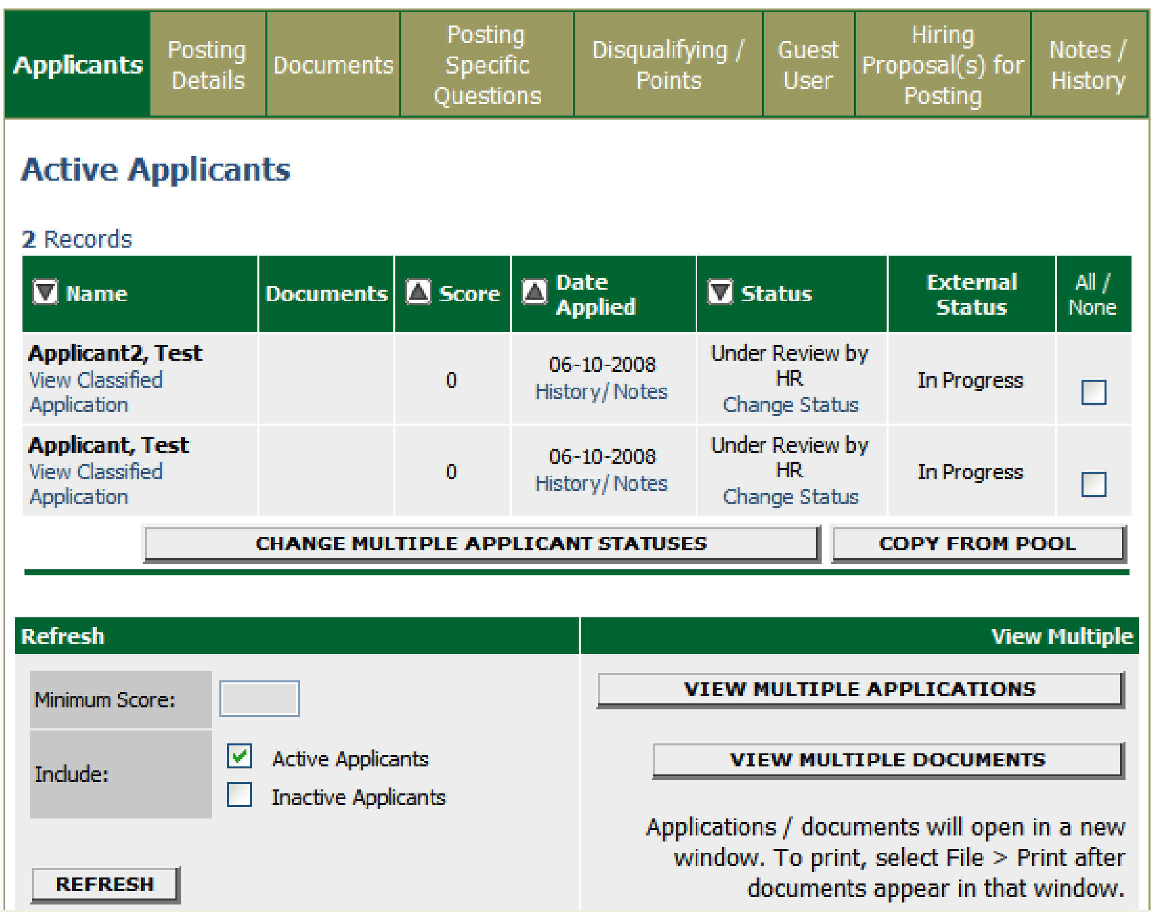


Posted

2 Records

Official Job Code Title	Business Title	Posting Number	Apps In Process	Job Open Date	Department	Posting Status
Custodian Supervisor 2 View	Custodian Supervisor 2	0600068 Get Reports List	1	06-02-2008	Physical Plant & Services	Posted Close/Remove from Web || Designate Position as Filled Cancel Posting
Administrative Coordinator 3 View		0600069 Get Reports List	0	06-10-2008	Center for Student Excellence	Posted Close/Remove from Web || Designate Position as Filled Cancel Posting

To review applicants that have applied to this posting, click the view link under the title of the job.



Applicants | Posting Details | Documents | Posting Specific Questions | Disqualifying / Points | Guest User | Hiring Proposal(s) for Posting | Notes / History

Active Applicants

2 Records

Name	Documents	Score	Date Applied	Status	External Status	All / None
Applicant2, Test View Classified Application		0	06-10-2008 History/ Notes	Under Review by HR Change Status	In Progress	☐
Applicant, Test View Classified Application		0	06-10-2008 History/ Notes	Under Review by HR Change Status	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES | COPY FROM POOL

Refresh

Minimum Score:

Include: ☑ Active Applicants ☐ Inactive Applicants

REFRESH

View Multiple

VIEW MULTIPLE APPLICATIONS

VIEW MULTIPLE DOCUMENTS

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

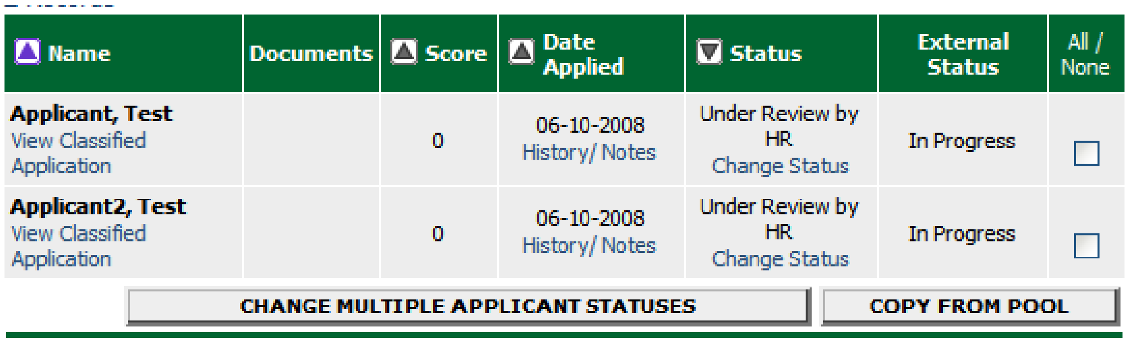
The tab labeled “Applicants” is a screen listing the Applicants for this Posting. Additional summary information is also provided in this table, including links to uploaded documents (such as resumes and cover letters), date applied, etc. Each column may be sorted by the arrows next to the column heading.

From this screen, you may perform a number of tasks, including:

- Sort and view Applicants by different criteria
- View and print applications
- View and print uploaded documents
- Add notes to a applicant’s record
- Change an applicant’s status

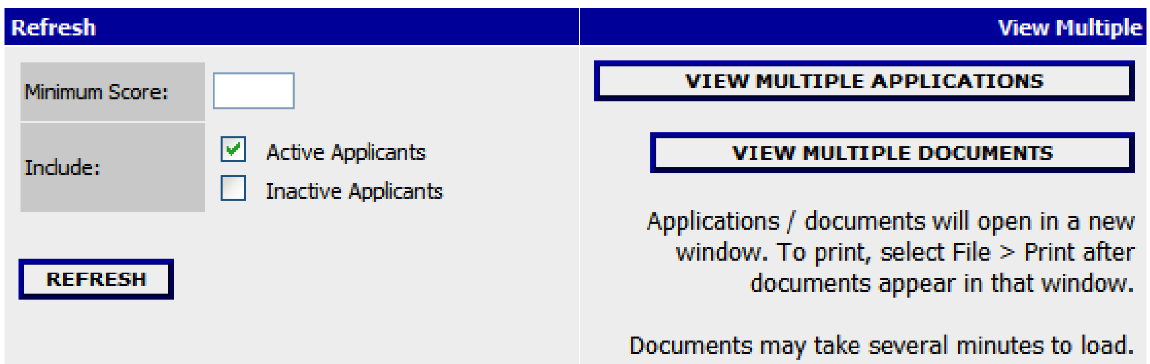
Sorting and Viewing Applicants by Different Criteria

To sort applicants by Name, Date Applied, etc., click the arrow next to the corresponding column heading. Clicking the arrow again reverses the sort order.



Name	Documents	Score	Date Applied	Status	External Status	All / None
Applicant, Test View Classified Application		0	06-10-2008 History/ Notes	Under Review by HR Change Status	In Progress	
Applicant2, Test View Classified Application		0	06-10-2008 History/ Notes	Under Review by HR Change Status	In Progress	

The section at the bottom of the screen labeled "Refresh" enables you to view only the applicants who meet the criteria you filter (view) them by.



You may also choose to show Active Applicants, Inactive Applicants, or both. This is performed by checking the boxes next to “Active Applicants” (active Applicants are still under review) and “Inactive Applicants” (inactive Applicants are no longer under review). Click the **Refresh** button to refresh the screen.

Active Applicants

1 Record

Name	Documents	Score	Date Applied	Status	External Status	All / None
Applicant, Test View Classified Application		0	06-10-2008 History/ Notes	Under Review by HR Change Status	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES | COPY FROM POOL

Inactive Applicants

1 Record

Name	Documents	Score	Date Applied	Status	External Status	All / None
Applicant2, Test View Classified Application		0	06-10-2008 History/ Notes	Not Hired Change Status	In Progress	☐

CHANGE MULTIPLE APPLICANT STATUSES

Refresh		View Multiple
Minimum Score:		VIEW MULTIPLE APPLICATIONS
Include:	☑ Active Applicants ☑ Inactive Applicants	VIEW MULTIPLE DOCUMENTS

Viewing and Printing Applications

To view and print a single Application, click the "View Application" link under the applicant's name from the "Active Applicants" screen (shown on the previous page). After clicking on this link, a screen similar to the following will appear in a new browser window. It may take a few moments for the information to load into the new window.

Select File > Print from your browser's menu to print the application. There is a signature line at the bottom of the page for obtaining the applicant's signature, if necessary.

To close the window, click the "Close Window" link, or click the X in the upper right corner of the window (this will NOT log you out of the system – it will simply return you to the list of applicants on the "View Posting" screen).

To view and print multiple applications at the same time, perform the following steps:

1. Check the boxes next to the corresponding Applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Applications** button.

3. A new window will appear (it may take several moments to load). This window contains all the applicant information you selected to print.
4. Select File > Print from your browser's menu to print the application(s).

Viewing and Printing Documents

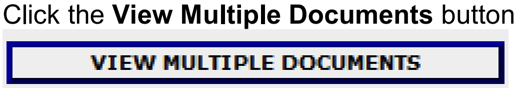
This process is very similar to printing applications, except the documents are loaded using the Adobe Acrobat Reader software. This is done to preserve the integrity of the documents' formatting, and to assist in preventing viruses from entering the system via documents attached by Applicants.

To view and print a single document (such as a resume or cover letter) that the applicant attached when applying for the Posting, click the link of the document under the column labeled "Documents" from the "Active Applicants" screen.

After clicking the link, a new window will appear (it may take several moments to load) in Adobe Acrobat Reader. This window contains the document for the Applicants you selected to print. Select File>Print from the Adobe Reader menu to print the document. To close the window, click on the "X" in the upper right-hand corner of the window (this will NOT log you out of the system – it will simply return you to the list of Applicants on the "View Posting" screen).

To view and print multiple documents at the same time, perform the following steps:

1. Check the boxes next to the corresponding applicants you wish to print (or click "All"). These boxes are located on the right side of the page.
2. Click the **View Multiple Documents** button.

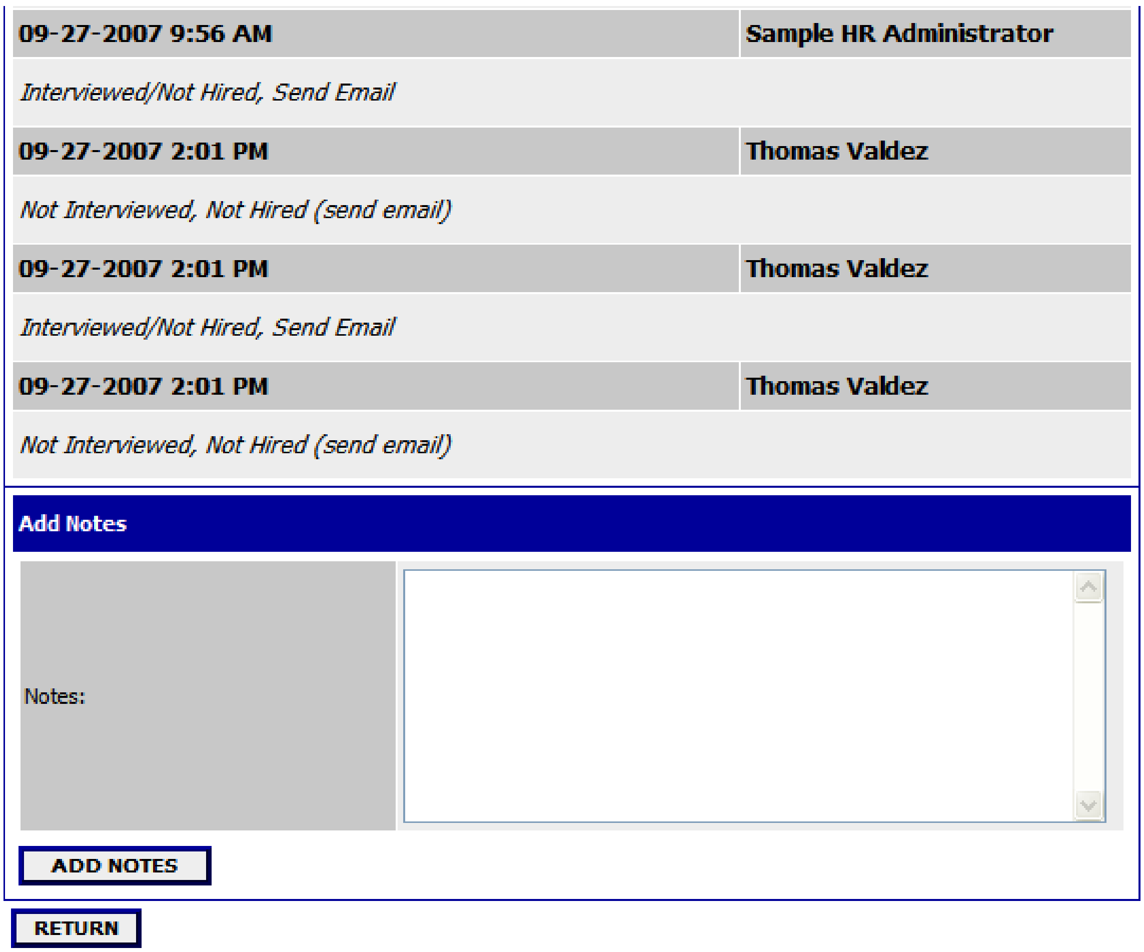


3. Select File>Print from the Adobe Acrobat menu.

Adding Notes to an Applicant's Record

While in the Active Applicants screen, you may add notes to an applicant's record. These notes are saved by the system and can be viewed by all users within the system.

To view the notes for an individual, click the "History/Notes" link under the "Link To" column. After clicking the link, a screen similar to the following will appear:



Once you have completed entering a note for that applicant, click the **Add Notes** button. A confirmation page will appear; after clicking **Confirm** on that page you will see the note you created added to the applicant record. To return to the applicant list, click the **Return** button.

While in the Active Applicants screen, you may view an applicant's history. Every time an applicant changes status (i.e. submits their application, withdraws their application, is no longer under consideration, etc.), a record is made automatically in the Notes/History section, which is viewable on this screen.

Common History entries you may see for each applicant include:
Incomplete – Attached Application (indicating the applicant clicked the "Apply to this Position" button)
Incomplete – Attached Questions (indicating the applicant clicked the "Submit Questions" button)
Incomplete – Attached Documents (indicating the applicant clicked the "Finished Attaching Documents" button)

Completed Application Process (indicating that the applicant completed all necessary steps in applying for that position)
Others may appear, depending on your institution's hiring process.

The **Modified By** column shows you who was responsible for moving the applicant through that step. An action taken by **Template** or **System Generated** indicates that the system automatically moved the applicant to that step in the process.

Click **Return** to return to the previous screen.

Changing the Status of Applicants

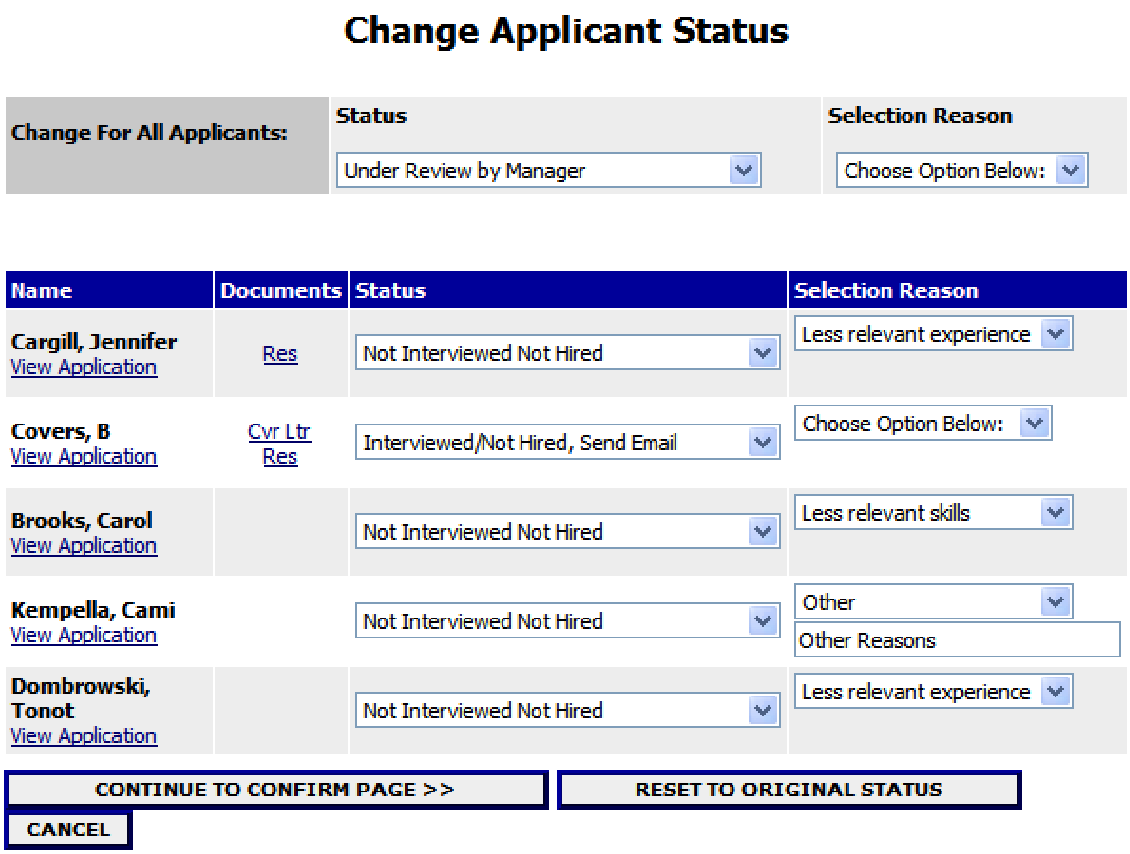
While in the Active Applicant display screen, you can change the status of applicants as you review their applications, interview them, and make a final decision. To change the status of one applicant, click the "Change Status" link under the Status column heading.

To change the status of multiple applicants at the same time, check the box under the "All/None" column for each applicant that you wish to change, then click the button labeled **Change Multiple Applicant Statuses**. You may also click the "All" link to select all applicants at the same time. To deselect all applicants, click the "None" link.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Covers, B View Application	Cvr Ltr || Res	100	09-11-2007	Interviewed/Not Hired, Send Email Change Status	In Progress	☑
Brooks, Carol View Application		100	09-13-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Kempella, Cami View Application		100	09-14-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Dombrowski, Tonot View Application		100	09-14-2007	Not Interviewed Not Hired Change Status	In Progress	☑
Mroczek, Patricia View Application		100	09-16-2007	Hired	In Progress	☐

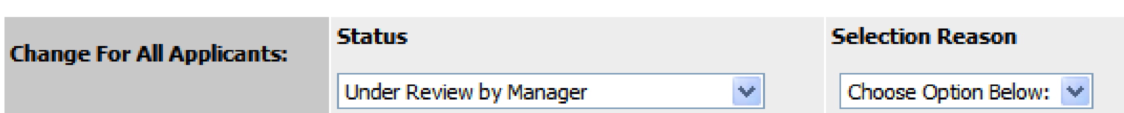
CHANGE MULTIPLE APPLICANT STATUSES

After clicking the **Change Multiple Applicant Statuses** button, a screen similar to the following will appear:



Under the "Status" column appears a drop down menu of the statuses an applicant could be changed to. Select the status to which you wish to change each applicant, and then click the **Continue to Confirm Page** button. To reset the statuses to their original values, click the **Reset to Original Status** button. To return to the previous screen, click **Cancel**.

You may change all selected applicants' statuses at the same time, <u>to the same status</u>, by using the "Change For All Applicants" feature at the top of the screen. After setting all applicants' statuses using the "Change For All Applicants" feature, you can change individual applicant statuses below.



After clicking on the **Continue to Confirm Page** button, you will come to a confirmation page. Select the **Save Status Changes** button to complete the action. Select the **Cancel** button to return to the previous screen to edit your changes.

Change Applicant Status

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Interview Pending	
Covers, B View Application	Cvr Ltr Res	Interview Pending	
Brooks, Carol View Application		Interview Pending	
Kempella, Cami View Application		Interview Pending	
Dombrowski, Tonot View Application		Interview Pending	

SAVE STATUS CHANGES >> | CANCEL

Hiring Proposal

When you have identified a candidate that you wish to hire, you will need to fill out a Hiring Proposal for this candidate and send through the electronic approval process built in to your site. To start a Hiring Proposal, click on the “Change Status” link under the candidate you wish to hire.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Under Review by Manager Change Status	In Progress	☐

Once you click change status, you will need to select the “Recommend for Hire” option. Click on Continue to Confirm Page and Save Status Changes.

Name	Documents	Status	Selection Reason
Cargill, Jennifer View Application	Res	Recommend for Hire	Choose Option Below:

CONTINUE TO CONFIRM PAGE >> | RESET TO ORIGINAL STATUS | CANCEL

A link will appear under the applicant that says “Begin Hiring Proposal”.

Name	Documents	Score	Date Applied	Status	External Status	All / None
Cargill, Jennifer View Application	Res	100	09-11-2007	Recommend for Hire Begin Hiring Proposal || Change Status	In Progress	☐

Click the Begin Hiring Proposal link and you should see a screen with two types of Hiring Proposal selection choices. The options are:

Begin Hiring Proposal for Job Description

Begin New Action

6 Records

Action	Description
Unclassified/Faculty Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the unclassified or faculty position listed below.
Unclassified/Faculty Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into an unclassified or faculty position other than the position listed below. Note: You will have the opportunity to search all positions.
Classified Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the classified position listed below.
Classified Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a classified position other than the position listed below. Note: You will have the opportunity to search all positions.
Graduate Assistant Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the graduate assistant position listed below.
Graduate Assistant Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a graduate assistant position other than the position listed below. Note: You will have the opportunity to search all positions.

Hiring Proposal for Different Position Description: You will use this if you have one posting, but more than one open position. You can hire applicants from the "Master" posting into the open position descriptions.

Action	Description
Hiring Proposal for Different Position Description Start Action	Use this action to request a candidate for hire into a position other than the position listed below. Note: you will have the opportunity to search all positions.

Hiring Proposal for Position Description Listed Below: You will use this to hire the applicant selected directly into the position description that you see at the bottom of the page. See below:

Hiring Proposal for Position Description Listed Below Start Action	Use this action to request a candidate for hire into the position listed below.

Currently Selected Position

Below is the Position selected when this Posting was first created. To proceed with this Position, click the **Begin Hiring Proposal for Selected Position** link above.
1 Record

EEO Classification Title	EEO Code	Current Employee Last Name	Last Action
PeopleAdmin Focus Testing Title	55	Mroczek	Access to Position Description Changed

Once you choose your Hiring Proposal selection, click "**Start Action**". You will see an open form where you can specify the detail about the candidate you wish to hire. Once you complete the Hiring Proposal, continue through the tabs until you are at the Summary Page.

Create Unclassified/Faculty Hiring Proposal for Position Description Listed Below

Hiring Proposal	Faculty Appointment Only	Course Assignments	Supplemental Documentation	Comments

CONTINUE TO NEXT PAGE >>

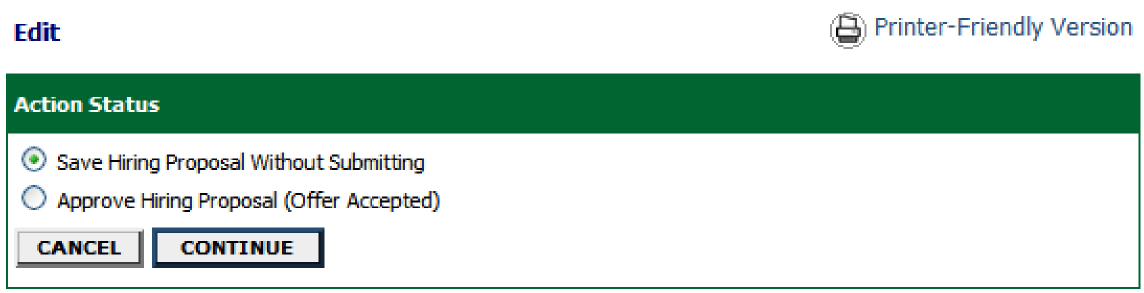
*Required information is denoted with an asterisk.

Employee First Name:	Test
Employee Last Name:	Applicant
Employee ID Number:	
Business Title:	
Position Number:	
* HR Home Department Name:	Not Assigned
* Department Users with Access:	Not Selected: Baham, Lessie; Miller, Sandra; Rogers, Brandi — Selected: No Response
Type of Appointment:	No Response
Start Date:	

On the summary page choose which option you wish to take on your request. You may either:

a. Save without Submitting
b. Approve Hiring Proposal

Make your selection and click on **Continue.**


Edit

Printer-Friendly Version

Action Status

- Save Hiring Proposal Without Submitting
- Approve Hiring Proposal (Offer Accepted)

CANCEL CONTINUE

Searching Hiring Proposal

To check the status of your Hiring Proposal, you may search for it at any time. Click on the left hand side of the screen "Search Hiring Proposals".


Job Postings
Search Hiring Proposals
Search Postings

You will be able to search using any of the specified criteria on the search page. Click search once you have marked your search criteria.


Search Hiring Proposals

Search Hiring Proposals

Official Job Code Title:	Any	Business Title	
Position Number		Status	Check All Clear All ☐ Hiring Proposal Sent to Dept Head ☐ Hiring Proposal Sent to Dean/Director ☐ Hiring Proposal Sent to Sponsored Research ☐ Hiring Proposal Sent to AVP ☐ Hiring Proposal Sent to VP ☐ Hiring Proposal Sent to President ☐ Hiring Proposal Sent to Dean of Graduate School ☐ Hiring Proposal Saved Not Submitted ☐ Hiring Proposal Sent to Hiring Manager ☑ Hiring Proposal Sent to HR ☐ Offer Accepted - Hiring Proposal Approved

SEARCH CLEAR RESULTS

Once you locate your Hiring Proposal, you may click **View** under the title to either:

a) View the Hiring Proposal as it is being sent through approval.
b) Approve a Hiring Proposal that has been sent to you.
c) Edit a Hiring Proposal that you saved.

View Hiring Proposals

Hiring Proposals

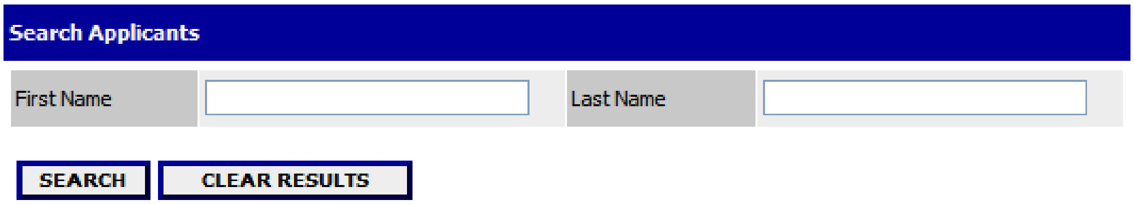
1 Record

Official Job Code Title	Business Title	Status	Action Type	Position Number	Candidate Last Name	Date First Submitted to HR	Date of Last Action	Date Approved
Custodian Supervisor 2 View || View Summary	Custodian Supervisor 2	Hiring Proposal Saved Not Submitted	Unclassified/Faculty Hiring Proposal for Position Description Listed Below	00031306	Applicant			

Searching Applicants by Name and Conf Number Search

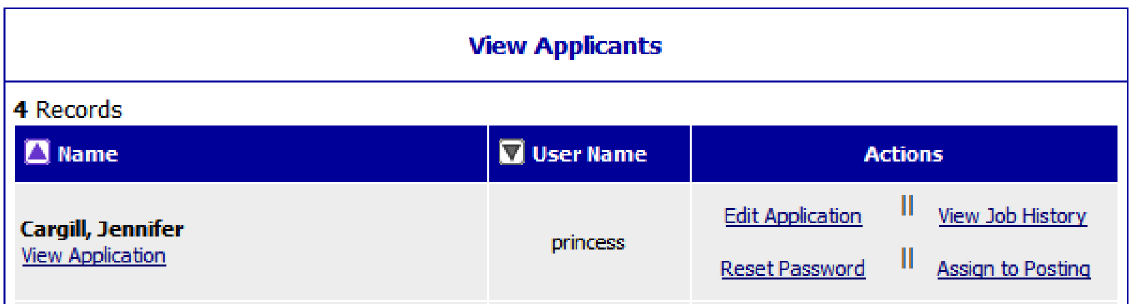
You may search for a specific applicant by first name and last name. To begin, click the “Search Applicants” link under Applicants on the left side of the screen and a screen similar to the following will appear:

Search Applicants



This screen will most commonly be used when an applicant calls your office and asks for the status of his/her application. After obtaining the applicant's name, click the **Search** button. The following screen will appear after clicking the **Search** button on the Search Applicants page.

Search Applicants



You may also search the first and last name fields by partial names by entering just the portion of the name for which you wish to search. For example, if you enter "LIZ" in the first name field, you would receive all applicants who have "LIZ" in their first name. This would include "Liz", "Lizzy" as well as "Elizabeth". The search is not case sensitive.

To reverse the order of the sort, click on the arrow next to the title of the column (e.g. "Name").

Options under the "Action" column:

- **View Job History** – this will display a list of the job openings for which the applicant has applied. You will have the ability to review the applicant status, attach additional documents for applicants, remove any applicant documents and change the applicant status.
- **Reset Password** – this will allow you to reset an applicant's password. For security purposes, you are not able to view their password, just reset their password to their user name.
- **Assign to Posting** – this will allow you to assign an applicant to a job opening.
- **Edit Application** – this will allow you to modify certain fields on an application after an applicant has applied to a position. You will only be able to modify those fields that frequently change (email address, phone number, address).

Viewing Postings for which an Applicant Has Applied

Click **View Job History**, which will take you to a screen similar to the following. From this screen you can change the applicant's status, or view details of the individual's application for the Posting for which the applicant has applied.

Applicant Job History

3 Records

Name	Documents	Manage Docs	Link To	Postings Applied To	Posting Number	Date Applied	Status	External Status
Cargill, Jennifer View Application	Cvr Ltr || Res	Manage Documents	History/ Notes	Cdkemp's Title View	0600053	09-11-2007	Not Interviewed, Not Hired (send email) Change Status	In Progress
Cargill, Jennifer View Application	Res	Manage Documents	History/ Notes	PeopleAdmin Focus Testing Title View	0600051	09-11-2007	Hiring Proposal In Progress	In Progress
Cargill, Jennifer View Application		Manage Documents	History/ Notes	PeopleAdmin Focus Testing Title View	0600051	09-19-2007	Under Review by Manager Change Status	In Progress

RETURN TO PREVIOUS

Resetting an Applicant's Password

The applicant site is set up with a self-retrieval mechanism for Applicants who forget their password. However, it is possible that you may need to reset an individual's password for them. From the Search Applicants results screen, click **Reset Password** and the following screen will appear. Press **Confirm** to confirm the change, or cancel to return to the previous screen.

Confirm Reset Applicant Password

By clicking **Confirm >>** below, this applicant's password will be reset to be the same as their User Name.

1 Record

Applicant Name	User Name
Cargill, Jennifer	jacargill

CONFIRM >> **CANCEL**

After you click **Confirm**, the applicant's password and username will be the same. You should instruct the applicant to change his/her password the next time he/she logs in.

Assigning an Applicant to a Posting

The system allows HR users to assign Applicants to Postings from the applicant search results. To begin, click on "Assign to Posting". This will take you to the search screen. Click on the "Search" button after you specify criteria or just click "Search" to pull up all jobs.

Apply Applicant to Posting

Position Number		EEO Classification Title:	Any
Job Title:	PeopleAdmin Training Job Title	Posting Number	
Department	Any		

SEARCH **CLEAR RESULTS**

The following screen appears:

Apply Applicant to Posting

Applicant Name: **Cargill, Jennifer**

Choose Job to Apply To

1 Record

EEO Classification Title	Posting Number	Job Close Date	Posting Status
PeopleAdmin Training Title View	0600054 Apply to this Posting	Open Until Filled	Posted

You may apply the applicant to any Posting on the screen by selecting the “Apply to this Posting” link. You will then have the ability to answer or skip any posting specific questions. If you skip them, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you choose to answer questions, you will be able to attach documents or skip attaching documents for the applicant. If you skip attaching documents, the applicant will be left at a status of “Incomplete”, from which they will be able to log in and complete the application process from the Manage Jobs screen.

If you click the “Finish Attaching Documents” button, the applicant will be qualified and moved to the appropriate status. You can always change this status when you are finished.

Conf Number Search

The confirmation number search will allow you to search for an applicant record based on the confirmation they received once they applied for a specific position. You can also search for an applicant record based on Name, Posting Number, or Position Status.

Confirmation Number Search

From this area, you may search for a particular application record for an applicant.

Confirmation Number Search

Posting Number		Position Status	Any
First Name		Last Name	
Confirmation Number			

SEARCH CLEAR RESULTS

Once you search for the applicant record, you can view the applicant's application, view, add and remove documents, view History and Notes and check the status of the applicant.

View Position-Applicant Records

To view the applicant's application, click on the "View" link below the name. You may change the sort order of the list by clicking on the column heading.

View Position-Applicant Results

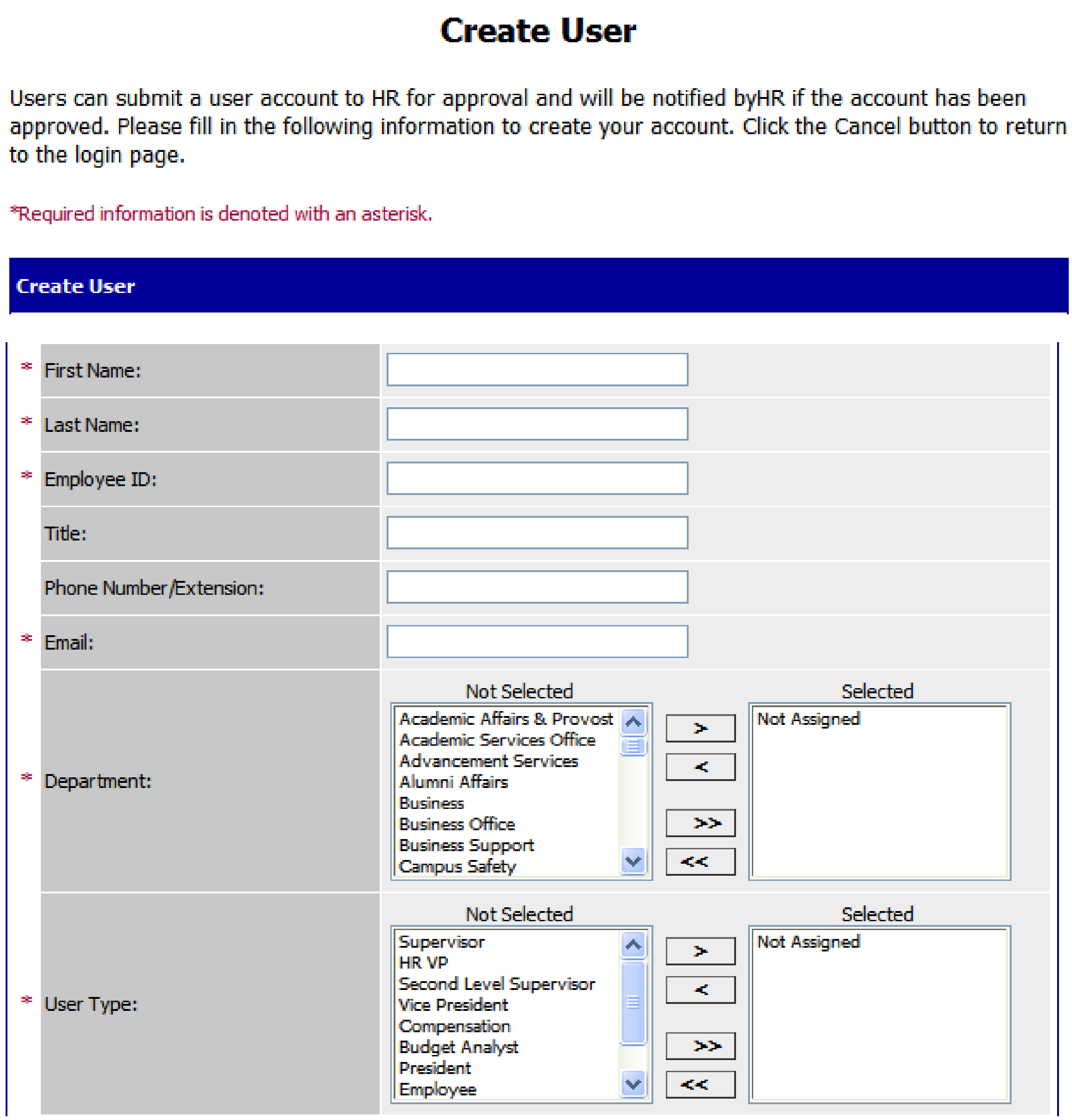
1 Record

Name	Documents	Manage Docs	Confirmation Number	EEO Classification Title	Posting Number	Link To	Status
Cargill, Jennifer View Application	Res	Manage Documents	553039	PeopleAdmin Focus Testing Title	0600051	History/ Notes	Hiring Proposal In Progress

Manage User Accounts

Create User (LDAP)

To create a user account in the system, you must have an existing user account created on your internal network. Click the link that says “Create User Account”. You will need to specify the Name, Employee ID, Title, Phone, Email, Department, User type and Email Notification Group.



Create User

Users can submit a user account to HR for approval and will be notified byHR if the account has been approved. Please fill in the following information to create your account. Click the Cancel button to return to the login page.

*Required information is denoted with an asterisk.

Create User

* First Name:	
* Last Name:	
* Employee ID:	
Title:	
Phone Number/Extension:	
* Email:	
* Department:	Not Selected: Academic Affairs & Provost, Academic Services Office, Advancement Services, Alumni Affairs, Business, Business Office, Business Support, Campus Safety; > < >> <<; Selected: Not Assigned
* User Type:	Not Selected: Supervisor, HR VP, Second Level Supervisor, Vice President, Compensation, Budget Analyst, President, Employee; > < >> <<; Selected: Not Assigned

Email Notification Groups

The PeopleAdmin system sets up email notifications based on specific **USERS** and **ACTIONS** in the system. The lettering:

- PD – stands for Position Description
- PM – Stands for Performance Management
- Hiring Proposal – will only be related to Hiring Proposal actions

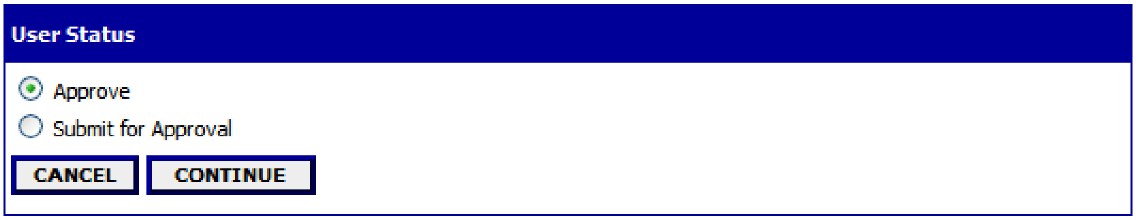
The text following the alpha character will tell you which user type should receive this email.

Email Notification Group:	Check All Clear All ☐ User Account Approved ☐ HR - User Account Submitted for Approval ☐ HR - Initial Review & Allocate ☐ HR - Final Review & Approval ☐ HR - Hiring Proposal - Sent to HR ☐ HM - PD for Review ☐ HM - Hiring Proposal for Review ☐ Dept Head - PD for Review ☐ Dept Head - Hiring Proposal for Review ☐ Dean/Director - PD for Review ☐ Dean/Director - Hiring Proposal for Review ☐ VP - PD for Review ☐ VP - PD Final Approval ☐ VP - Hiring Proposal for Review ☐ Sponsored Research - PD for Review ☐ Sponsored Research - Hiring Proposal for Review ☐ Dean of Graduate School - PD Approval ☐ Dean of Graduate School - Hiring Proposal for Review ☐ President - PD for Review ☐ President - Hiring Proposal for Review ☐ AVP - PD for Review ☐ AVP - Hiring Proposal for Review

In this email notification example, this email would be checked off for anyone who was designated as a Vice President. This means, if a Position Description is sent to the Vice President for review, the Vice President will get an email as long as this email is checked under their user account.

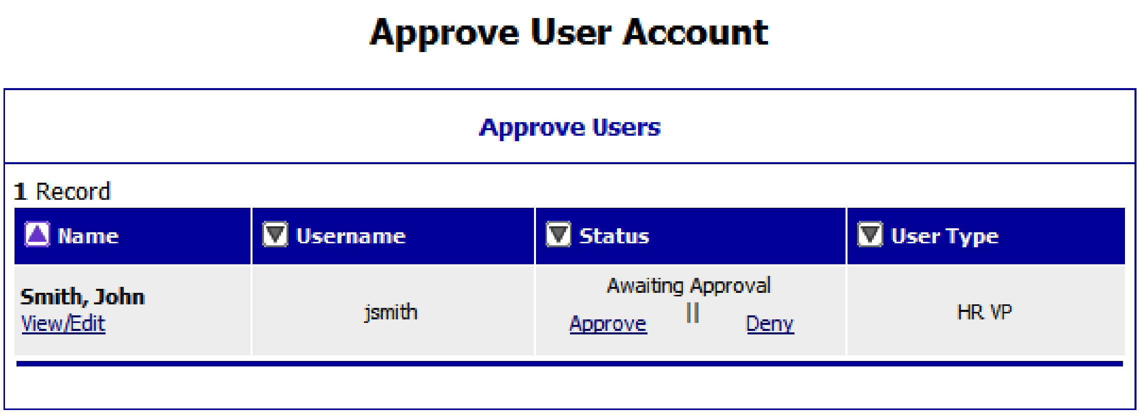
☐ PD-Action Submitted to Vice President for Final Review

Once you have set up your new account, you can click on the approve option.



Approve Users

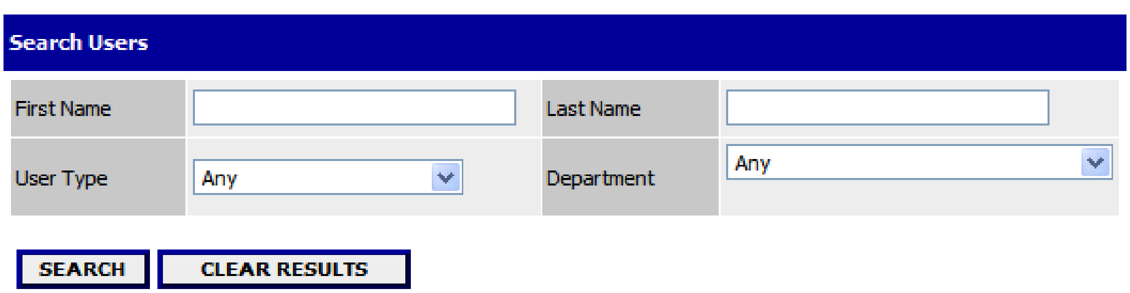
If a user submits an account request to HR, you can approve their account under the Approve User Account link.



Always be sure you click View/Edit under their name to assign them a user type and email notification.

Search Users

When you click the search users link, you will be able to search for any user account in the system using the search table.



Click on search to see all user accounts in the system.

Search Users

View Users			
2 Records			
Name	Username	User Type	Status
Kemp, Camilla View/Edit	ckemp Log in as || Reset Password	Employee	Approved Inactivate
Kemp, CamillaT View/Edit	cdkemp Log in as || Reset Password	HR VP	Approved Inactivate

Once you locate the user account, you can:

- Click the View/Edit link to modify any details about a user account
- Click Log In As to log in as a specific user
- Reset Password
- Inactivate

Logging Out

To ensure the security of the data provided by applicant, **the system will automatically log you out after 60 minutes if it detects no activity.** Anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the Logout link located on the bottom left side of your screen.