

Note: This is for Current PeopleAdmin System Users Only

1. Log in to USC Jobs using SingleSign On Authentication.

2. Once on the Home page, select the role of Employee and choose either the Applicant Tracking or Position Management module and then click on My Profile.

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Greetings Human Resources Contacts and Hiring Managers and WELCOME to the new PeopleAdmin 7.0 system! The University of South Carolina has recently upgraded to a new version of our USC Jobs employment website as of June 27,	
2017. New human resources actions and job postings can now be submitted in the updated website. Any job postings or applications previously submitted online with	My Links
The University of South Carolina will remain active until they are moved to the final status of "Filled", "Canceled" or HR user access to the previous USC Jobs website is	Applicant Portal
	Previous Version of this Site



PeopleAdmin Quick Reference Guide Requesting an additional User Group Assignment

3. Click on the Take Action On User button and select Request Group Change.

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User: Connie Thompson Current Status: Approved Connie Thompson Employee Username: Supervisor: N/A Email: emailaddress@zed.zed Phone:	Ta TIEM ACTIONS Edit Profile Request Group O Manage System	ke Action On User Change Emails
Summary Manage Emails		

4. At the bottom of the page, select the new user group from the dropdown that you are requesting to be added to your account and click Request New Group.





5. The next screen will display the user group you have requested along with the organizational scope assigned to the group. You will then select the organizational unit(s) to which you would like to be added by checking in the appropriate box and then clicking Request Group Assignment.

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Users / Connie Thompson () / G	roup Assignments				
New Group Ass	gnment For Connie Thompson () Request Group Assignment	Cancel			
Group:	Academic Affairs Coordinator				
Scope	Department				
Organizational Units	 University of South Carolina (University of South Carolina) USC Columbia (USC Columbia) Division of Human Resources (Division of Human Resources) Division of Human Resources (62010) 				
	Request Group Assignment				

6. The request will be automatically submitted to the Division of Human Resources for approval. You will see the pending request with the options to withdraw or edit the request on your screen. The approval process can be expedited if you notify your primary HR College/Division Contact outside of PeopleAdmin to email the required documents to peoplead@mailbox.sc.edu to grant approval of the pending request.

Requested					
Title	Scope	Organizational Units For Assignment	Status		(Actions)
Academic Affairs Coordinator	Department	Division of Human Resources	Pending	Withdraw Request Edit Request	>

7. Upon review and action by Human Resources, you will receive an email notification regarding disposition of the pending request.