

People Admin Employee Records – Onboarding Forms Quick Access Guide

Welcome to Illinois Tech! We're excited that you're here and are looking forward to assisting you through your onboarding period! This sheet is your guide to accessing all of your electronic forms and documents.

If you're covering any dependents, you'll need to upload proof of relationship documents. Please email Viktoria Rill at vrill@illinoistech.edu, or Anjuli Rabindranath at arabindr@illinoistech.edu and we'll send you a request you can attach these documents to.

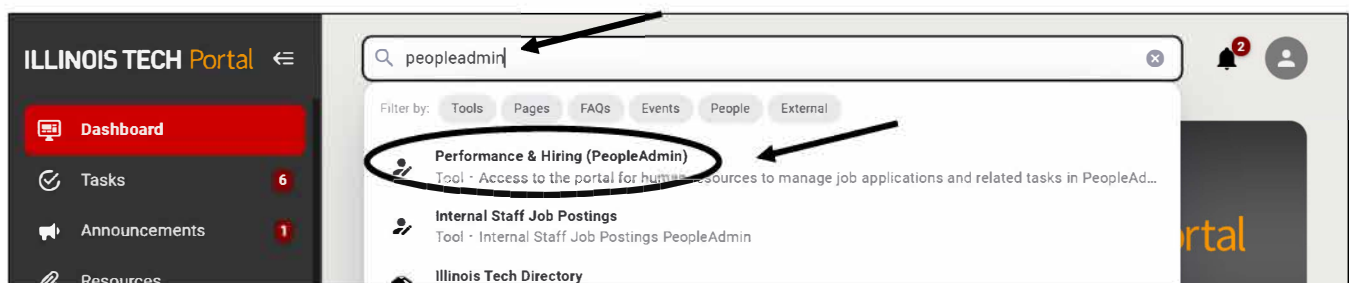
How to access your e-forms and tasks:

You'll receive emails notifying you that checklists have been assigned to you. Each checklist contains both required forms and "tasks" that provide links to additional information you may find helpful.

You should be able to access your checklists by clicking on the links in the email notifications. If asked for login information, individuals who applied through IIT's online application system can log in using the credentials you set up when using the application site.

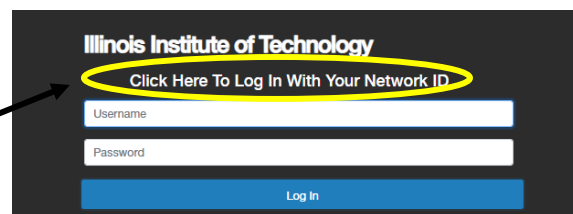
You can also access your online forms by going through the Illinois Tech Portal, if you did not apply through the online system or are having trouble accessing checklists via the email links. To do so, first access the Illinois Tech Portal by going to portal.iit.edu. Please go ahead and log into the Illinois Tech portal with your credentials if prompted to do so. To access PeopleAdmin from there, please follow the following instructions:

- When you're on your dashboard, please click on the search bar at the top and type in PeopleAdmin. From the search results that appear please select the **'Performance & Hiring (PeopleAdmin)'** link.

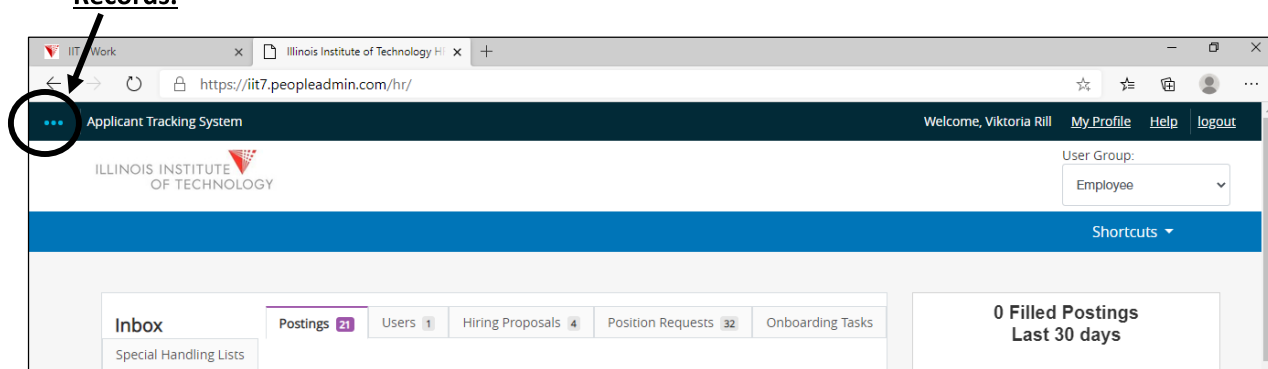


- If the next screen you get says “Click here to log in using your network ID” – don’t actually enter information in the boxes, just click on those words

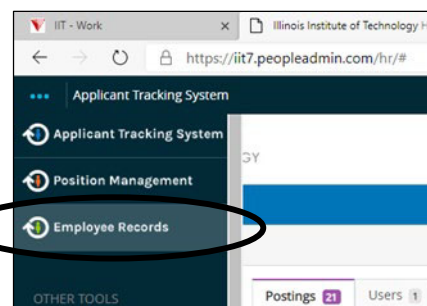
Click on these words.
Don’t fill in the boxes. Don’t click the blue button.



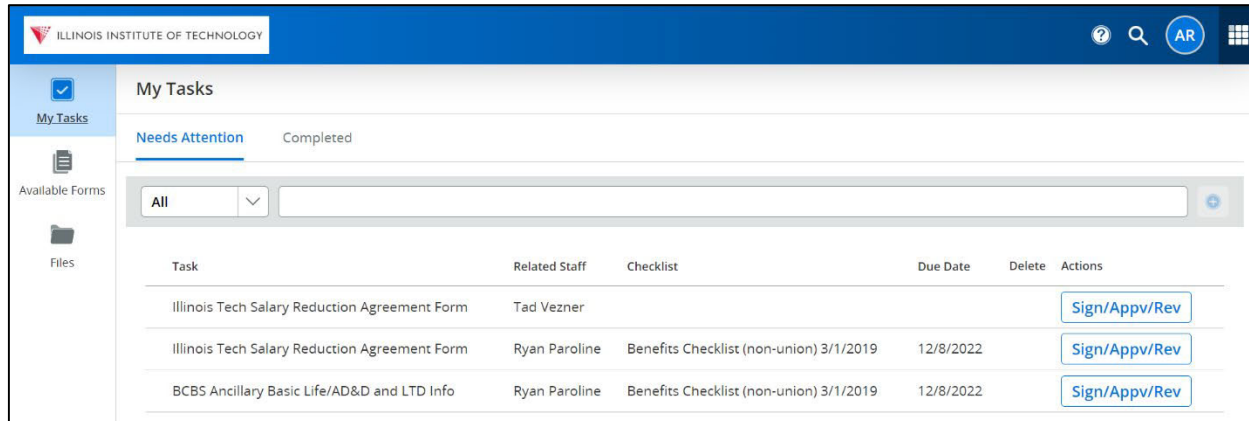
- When the page refreshes, your screen will look something like this (where it says Applicant Tracking System, it may say “Position Management” or something else). Go to the upper left-hand corner and click on the 3 blue dots. **If you see the blue dots, do this even if it says you’re in the Employee Records.**



- When the left-hand menu expands, click on Employee Records. **Even if the page says Employee Records, if you have the blue dots in the upper left hand corner, click on them and click Employee Records again.**



- When the page refreshes, you should then be able to see the tasks you'll need to complete:

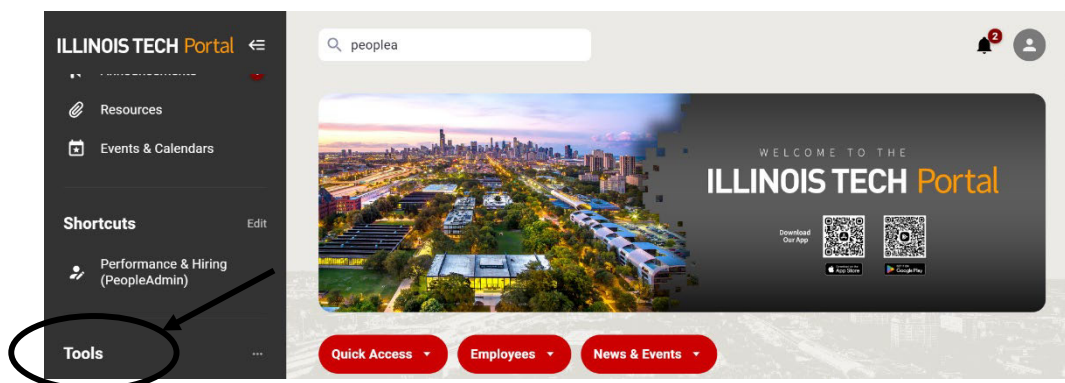


How to add PeopleAdmin to your shortcut menu in the Illinois Tech Portal Page

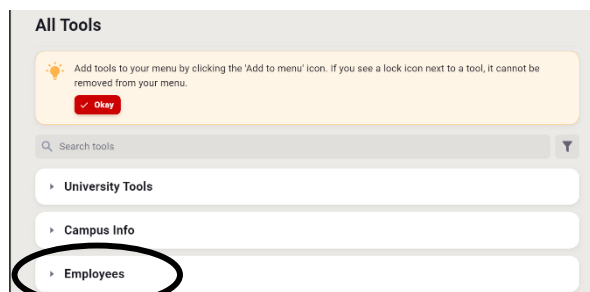
If you'd like to add PeopleAdmin to your Illinois Tech Portal Page shortcut menu for easy access please follow the following instructions:

Access the Illinois Tech Portal by going to portal.iit.edu. Please go ahead and log in the Illinois Tech portal with your credentials if prompted to do so.

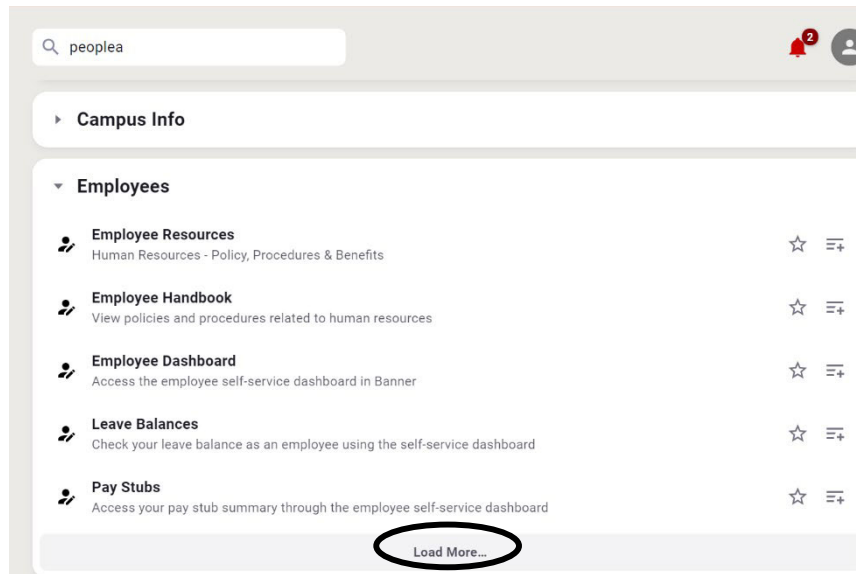
- When you're on your dashboard, on the left-hand side, scroll down to **tools**, and select that.



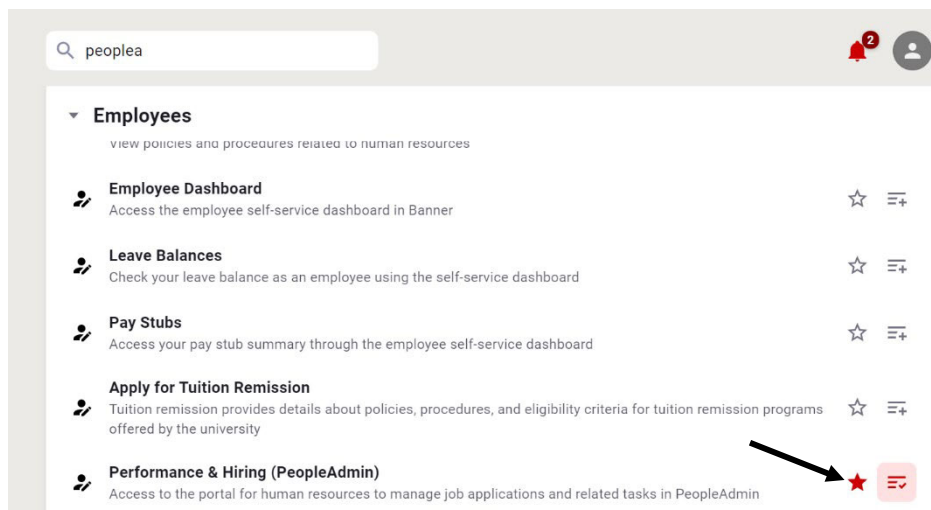
- It should bring you to the 'All Tools' page. Scroll down and Select Employees to bring up the drop-down menu.



- From the drop-down menu select 'Load More'



- From the additional links, you'll see the link for Performance & Hiring (PeopleAdmin). Click on the star and add to menu icon next to the link to add it to your shortcut menu.



- You should now be able to see and access PeopleAdmin from your shortcut menu on the left-hand side of your portal.

