If you are adding or creating a new position description for your department, before logging into PeopleAdmin complete the Position Description Template.

To Log-In

To log into the PeopleAdmin system, go to https://lipscomb.peopleadmin.com/hr

Use your Lipscomb Network user name and password.

To View Employee Position Descriptions

Go to lipscomb.peopleadmin.com/hr

Log-in using your username and password.

In the Upper Right Corner, Change your user group from “Employee” to “Hiring Manager.”

In the top Right corner, Change modules from Applicant Tracking to Position Management.

Hover over Position Description and select the type of job description you wish to view (Staff/Part-Time, Temporary/Faculty). All the job descriptions for which you have access will appear below.

Select the job description you wish to review and click the Action button on the Right and choose view.

To review another job description; click the Back button and click the Action button on the job description you wish to review.
To Create a New Position Description

Remember
If you are adding or creating a new position description for your department, before logging into PeopleAdmin complete the Position Description Template.

Go to lipscomb.peopleadmin.com/hr Log-in using your username and password.

In the Upper Right Corner, Change your user group from “Employee” to “Hiring Manager”; click the “refresh” button.

In the top Right corner, Change modules from Applicant Tracking to Position Management Hover over Position Description and select the type of job description you wish to view (Staff/Part-Time, Temporary/Faculty). All the job descriptions for which you have access will appear below.

Click the Create New Position Description located on right side of screen

Enter the Job Title

Area, Division and Department should be filled in with the appropriate information

If you currently have this position within your department you may clone or copy a position rather than creating a new one. See instructions below for Cloning or Copying a Position Description

Select Start Position Request in upper right of screen

Select the appropriate classification

Position Information- fill in boxes and check appropriate information
Click “Add Budget Information Entry” and enter budget code, percentage funded (if you need additional budget codes, simply Click “Add Budget Information Entry” again and it will open additional boxes)

For Job Duties and Responsibilities refer to your Position Description Template to cut and paste the information YOU MUST LIST EACH TASK SEPARATELY
Click “Add Job Duties & Responsibilities Entry” to enter each individual tasks-simply Click the “Add Job Duties & Responsibilities Entry” again for additional boxes for each separate tasks
The remainder of the fields you simply make the appropriate selections.

Select the Next button => Position Documents Page
Select the Next button => Supervisory Position
Select the job title of the person who will have direct supervision of this new Position then
Select the Next button => Employee Page
Select the Next button => Review the Position

Select the appropriate response under “Take Action on Position Request”
You may select “Submit for Approval (Move to Dept Head)” or choose “Keep Working on this Request.”
The Position Description will now move thru the Approval Process.

To Clone or Copy a Position Description

Go to https://lipscomb.peopleadmin.com/hr
Log-in using your username and password.

In the Upper Right Corner, Change your user group from “Employee” to “Hiring Manager”; click the “refresh” button.

In the top Right corner, Change modules from Applicant Tracking to Management
Hover over Position Description and select the type of job description you wish to view (Staff/Part-Time, Temporary/Faculty). All the job descriptions for which you have access will appear below.

Click the Create New Position Description
If you currently have this position within your department you may clone or copy a position rather than creating a new one.
Select the job description you wish to review and click the Action button on the Left and choose The Start Position Request This will default in pertinent information from the ‘cloned’ position description into this action and allow for edits.