

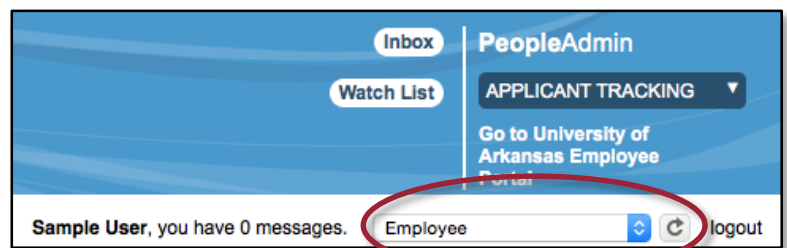
Quick Reference Guide: Viewing Direct Reports

Instructions: Use this Quick Reference Guide to log into PeopleAdmin 7 and to view the positions that you supervise. For more detailed training resources, navigate to <http://hr.uark.edu/supervisors/946.aspx>.

How to Log in to PeopleAdmin 7

Use the steps below to log into PeopleAdmin 7 (PA7) to view the positions you supervise.

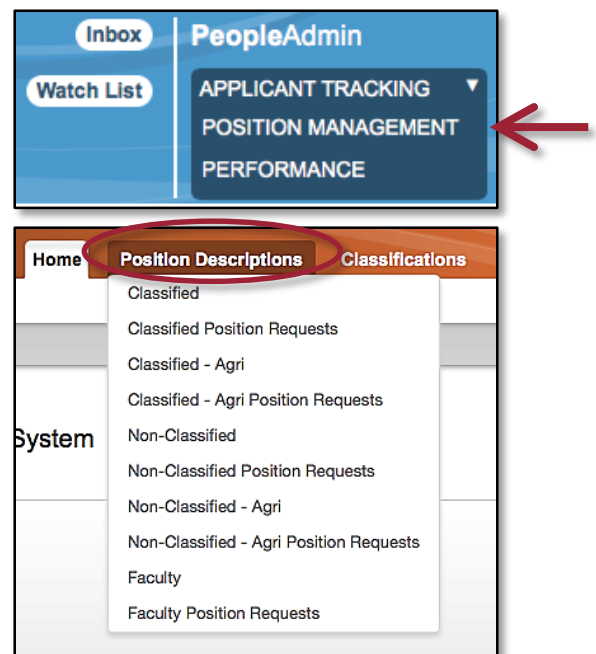
1. Open a **web browser** (e.g. Firefox, Safari, Chrome or Internet Explorer).
2. **Navigate** to <http://www.jobs.uark.edu/hr/shibboleth>
3. Enter your **UARK ID** (the ID used for e-mail, the component that precedes @uark.edu), followed by your UARK ID/e-mail **password**. Enter your **email address password** in the password field.
4. Click **Login**.
5. Select **Employee** as the user type.
6. Click the Refresh Icon.



Viewing Your Direct Reports

Follow these steps to view the position descriptions that report to you.

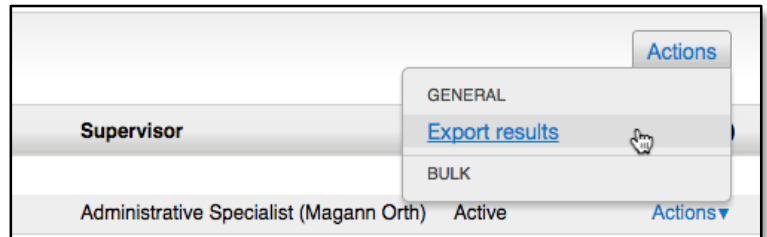
1. Select the **Position Management** Module in the upper right hand corner.
2. Hover over **Position Descriptions** and select the appropriate position type to view the positions you supervise.
3. The listing will show your direct reports. If these are not correct, please contact your HR Partner or reference Updating a Supervisor Quick Reference Guide.



Download a List to Excel

To view all position types that report to you in one report, follow the instructions below:

1. Select the positions that **report to you**.
2. Hover on **Actions** and select **Export Results**.
3. Go to **Downloads** and view **Excel**.



Repeat this process for all position types you supervise. After each excel document is downloaded for all position types that you supervise, compile the information into one Excel spreadsheet by copying/pasting the rows.