PeopleAdmin Changes at UC Davis Health

Beginning Summer 2021, all of UC Davis will use PeopleAdmin for classification and compensation requests and actions. PeopleAdmin is UC Davis' web-based tool for creating, editing, and viewing position descriptions, in order to make classification and compensation decisions for staff employees.

Where You Submit Compensation Service Requests

CURRENT	WITH PEOPLE ADMIN
All classification and compensation actions are submitted via an AggieService case, and routed to Comp for review and approval.	All classification and compensation actions are submitted in PeopleAdmin, and routed to Comp for review and approval.
Communication, returning documents for editing, etc. done through email or AggieService.	Documents and actions can be returned to originator for additional work within PeopleAdmin.

Making Common Compensation Service Requests

	CURRENT	WITH PEOPLEADMIN
Open Recruitment	PD is created/modified on MS Word template, signatures gathered, attached to an AggieService case, routed to Comp for review and approval. Decision is communicated in the AggieService case.	PD is created/modified in PeopleAdmin, routed in PeopleAdmin for approval(s), PeopleAdmin emails notification of decision.
Reclassify a Position	Modify and sign PD, an AggieService case is created and routed for management (or designee) approval, forwarded to Comp afterwards for review and approval, decision communicated in the AggieService case. **Result of Classification Review:** Document sent to department as attachment in AggieService case, once the reclassification review has been completed by Comp.	Initiate a PeopleAdmin action, modify PD, route for management (or designee) approval, forward to Comp afterwards for review and approval, PeopleAdmin sends notification of decision. **Result of Classification Review:** Document is sent to department via PeopleAdmin email notification, once the reclassification review has been completed by Comp.

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Learn more at *hr.ucdavis.edu/peopleadmin*

Making Common Compensation Service Requests (continued)

	CURRENT	WITH PEOPLEADMIN
Position Description Update	Modify and sign PD, an AggieService case is created and routed for management approval, forwarded to Comp afterwards for review and approval, decision communicated in the AggieService case.	Initiate a PeopleAdmin action, modify PD, route for management approval, forward to Comp for review and approval, PeopleAdmin sends notification of decision.
Equity Increase	An AggieService case is created, routed to Comp for review and approval, decision communicated in the AggieService case.	PeopleAdmin action is created, routed to Comp for review and approval, decision is communicated in PeopleAdmin.
Request Stipend	AggieService case is created, routed to Comp for review and approval, decision communicated in the AggieService case.	PeopleAdmin action is created, routed to Comp for review and approval, decision communicated in PeopleAdmin.
One-Time Payments	Requested in AggieService.	Requested in PeopleAdmin.

Managing Position Descriptions & Signatures

	CURRENT	WITH PEOPLEADMIN
PD Creation/ Modification	Use MS Word and HR templates.	Use PeopleAdmin. **Bonus:** create new positions by cloning existing PD.
PD Storage	Stored locally on a computer or shared drive, approved PDs with wet signatures stored in the OnBase application in HR as formal PD library archive and as part of electronic personnel file in OnBase. OnBase access is all or none.	Approved PDs and working drafts stored in PeopleAdmin, signed PDs with PeopleAdmin stored in the official employee personnel file, OnBase.
PD Approval for Posting	PD provided to Talent Acquisition for posting through the creation of a job opening in TAM.	Approved PDs directly accessible to Talent Acquisition in PeopleAdmin. Signatures gathered electronically via DocuSign at point of hire.
Reclass & Update Reviews	PD submitted with signatures in AggieService.	Signatures obtained through DocuSign after PD is approved by Comp in PeopleAdmin.

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