

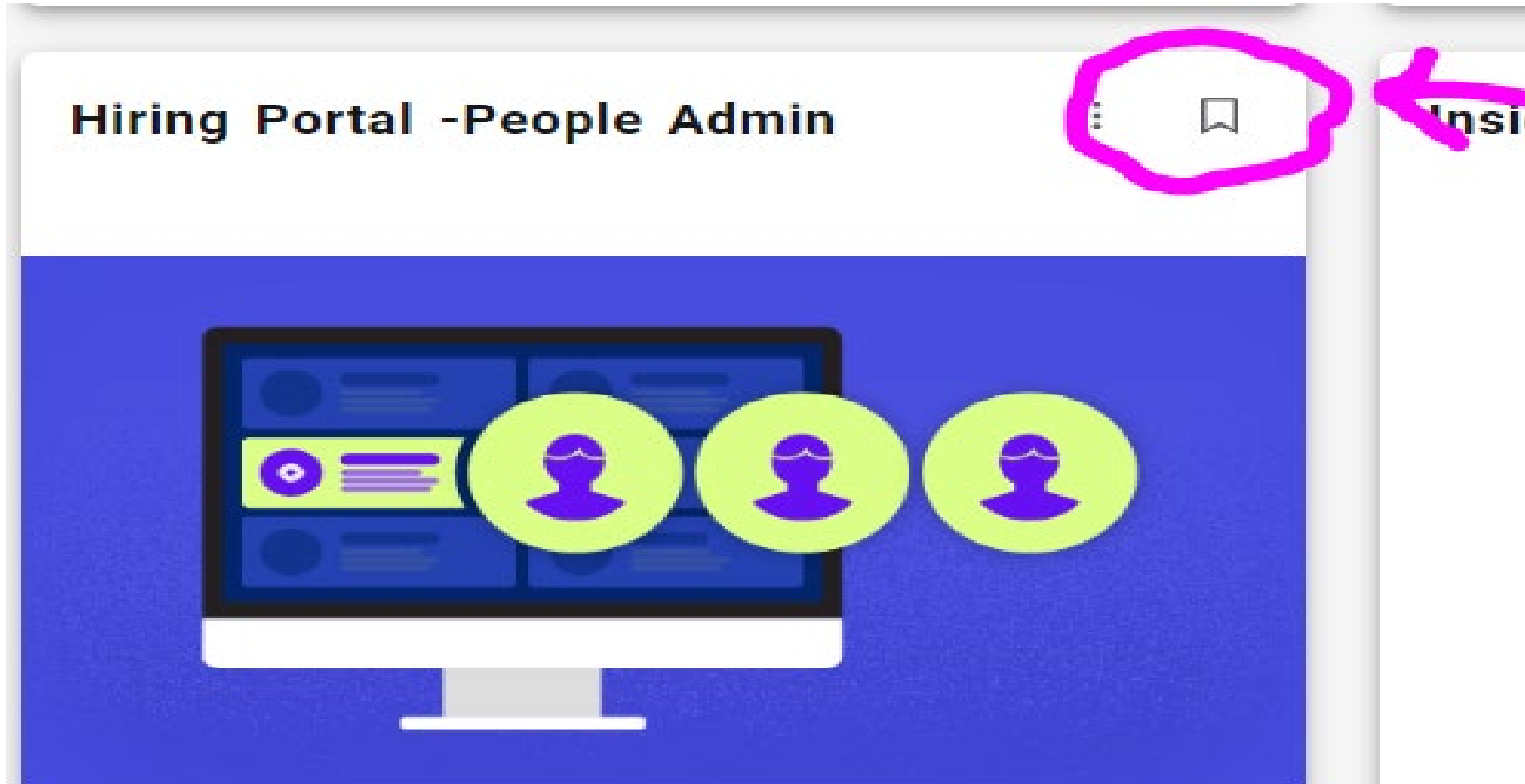
# Accessing Employee Records in the People Admin System

# How do I access People Admin?

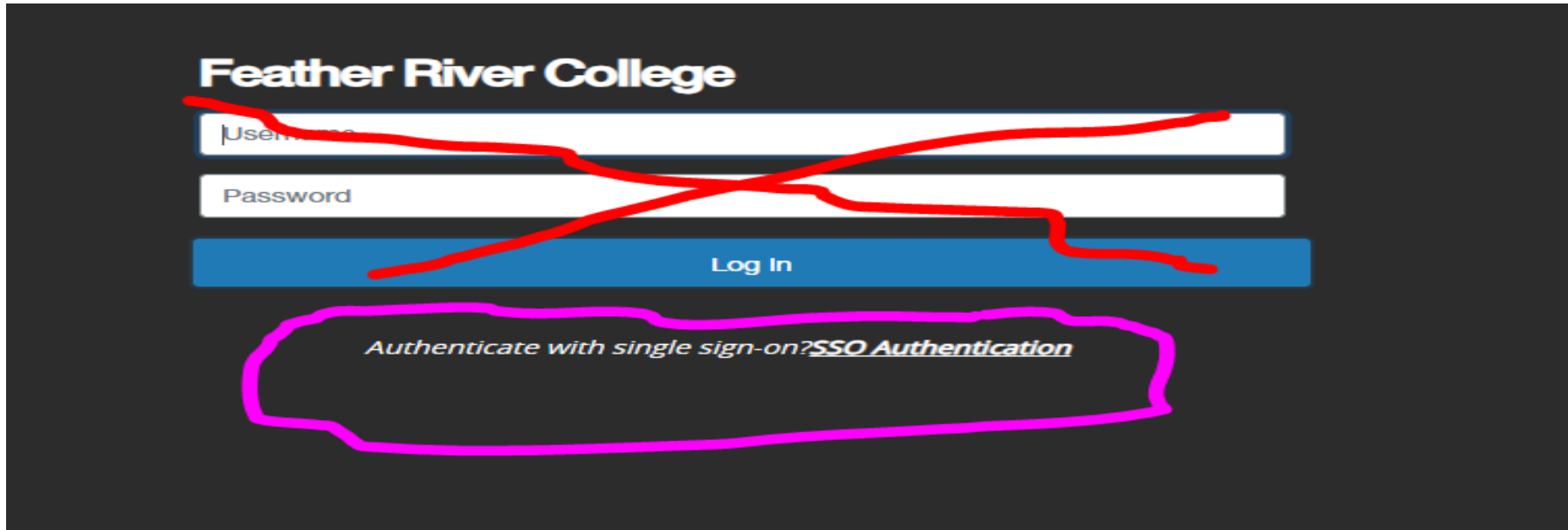
Accessing People Admin is simple. Please follow these easy steps

1. If you haven't already, find the "Hiring Portal" card on your MyFRC dashboard.
2. Click on the Save to homepage icon.

You can now access People Admin with one click.



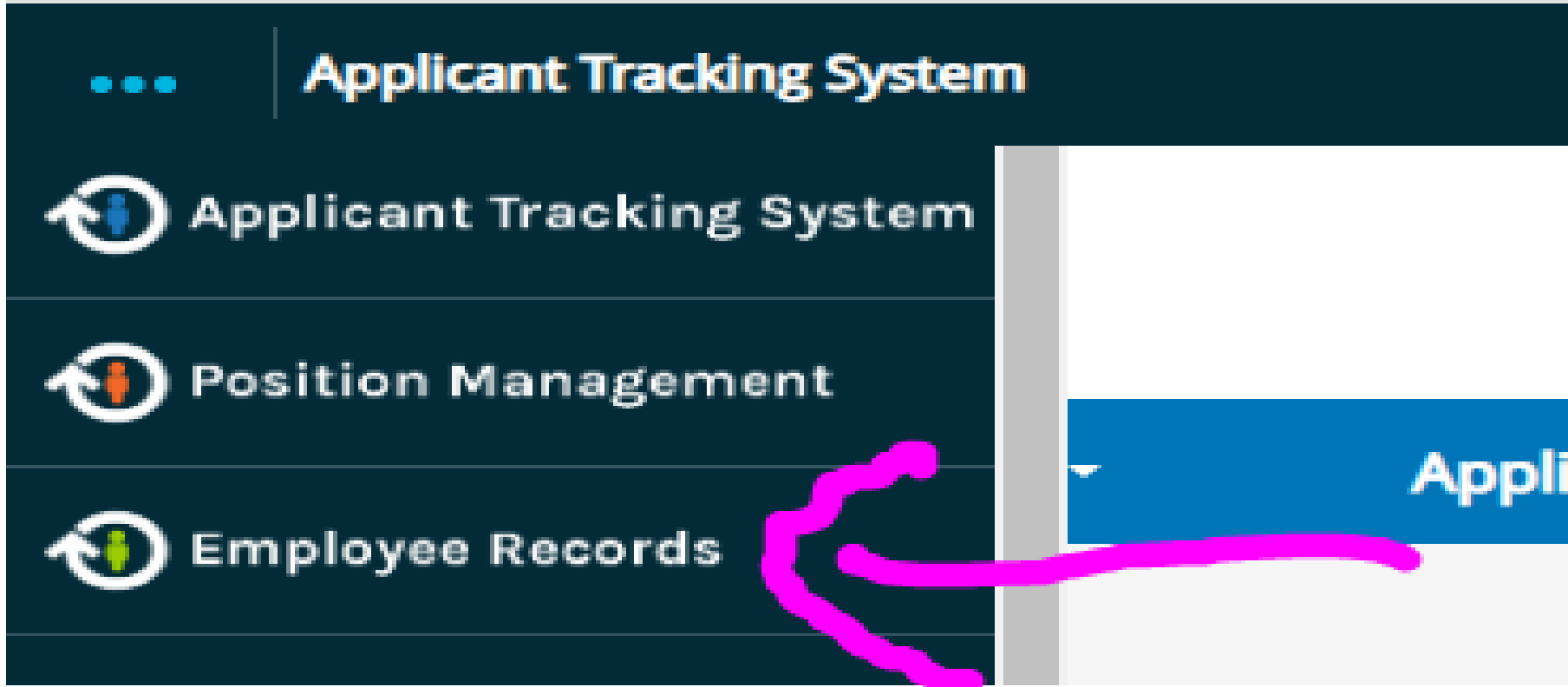
## Authenticate with single sign-on.



The image shows a login interface for Feather River College. At the top, the text "Feather River College" is displayed in white on a dark background. Below this are two white input fields: "Username" and "Password". A blue button labeled "Log In" is positioned below the password field. A red scribble is drawn over the "Username" and "Password" fields and the "Log In" button. Below the "Log In" button, the text "Authenticate with single sign-on? [SSO Authentication](#)" is displayed in white. This text is enclosed in a pink hand-drawn outline.

When logging in to the People Admin sight,  
**DO NOT USE THE LOG-IN FEATURE.**

Instead, click on the SSO Authentication link  
as shown here.



## Navigating the System

When you first log in, you should automatically be taken to the Employee Records Page. If not, click on the three dots in the top left-hand corner of the Applicant tracking page and go to the Employee Records link.

# Employee Records

You can now access Employee Records. Here, you can electronically access and submit changes to your tax documents (such as your W-4 and CA DE4), make changes to your 403b or 457 retirement accounts, make an address change, and submit a Personal Necessity and B Form's for approval. More services will also be available in the coming months.

The screenshot shows the 'Employee Records' interface with a blue header. The left sidebar contains icons for 'My Tasks', 'Available Forms', and 'Files'. The main content area is titled 'My Tasks' and has two tabs: 'Needs Attention' (selected) and 'Completed'. Below the tabs is a filter dropdown set to 'All' and a search input field. A table with columns 'Task' and 'Related Staff' is visible, but it contains no data, with the text 'No Data Found' at the bottom.

The screenshot shows the 'Available Forms' section of the interface. The left sidebar has icons for 'My Tasks', 'Available Forms' (selected), and 'Files'. The main content area is titled 'Available Forms' and features a search bar. Below the search bar, three document icons are displayed with the following titles: '2023 403 TDS\_SRA', '2023 457 TDS\_SRA', and 'Address Change Form'.

The HR office would like to thank everyone for their patience and support as we navigate this new system. We understand that change can be difficult and will work with everyone to make this transition as seamless and painless as possible.