# Using PeopleAdmin's **Employee Records**

HRD utilizes People Admin, Employee Records for employees to access and submit benefit forms and other personnel documents. Designed to complement our current systems, Employee Records allows for an online personnel file that is accessible only by the employee and at any time.

Begin by Accessing: [PeopleAdmin](#)

Your Username is your email address without the @hartford.edu, password is your ID number. If you regularly use the system, and have previously changed your password, please use those credentials. If you have trouble logging in, please contact Lynn Thibodeau in HRD for assistance by emailing her at thibodeau@hartford.edu .
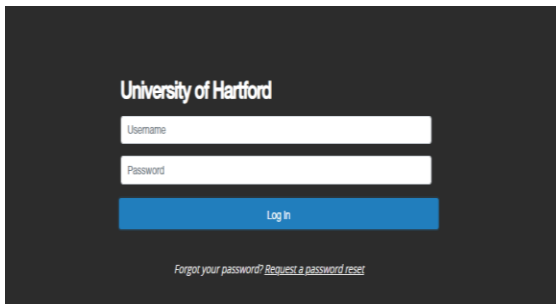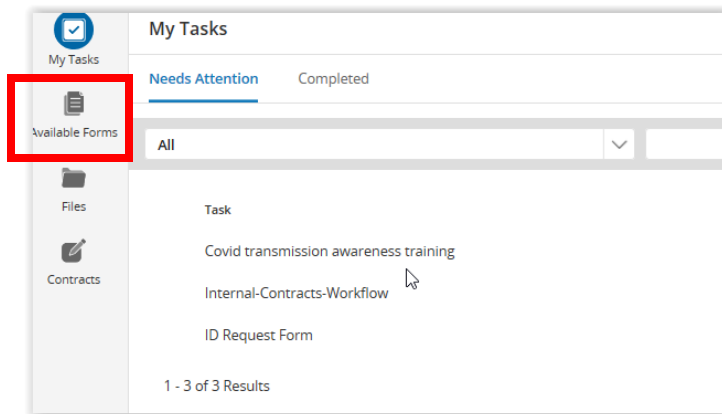

After logging in please follow the below instructions:

1. Click on the ellipse (...) in the top left corner.
2. Select "Employee Records".
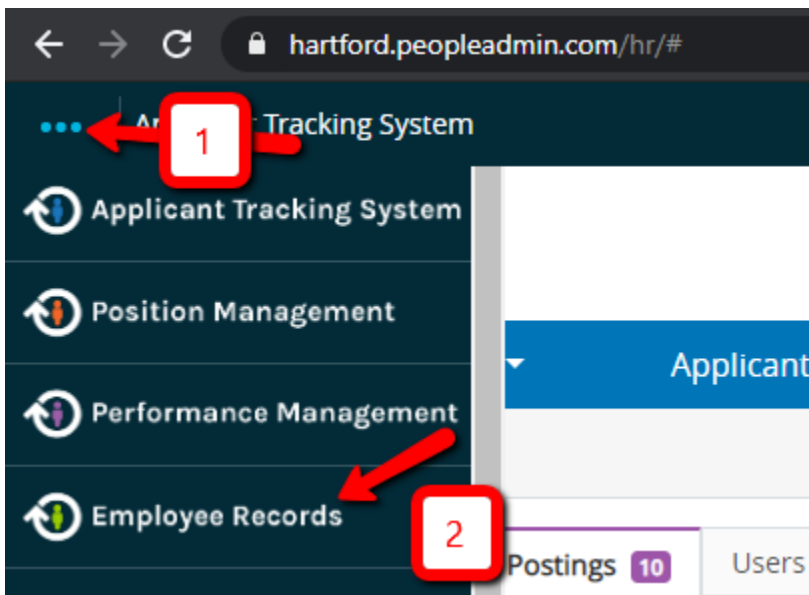
A window should appear that looks very similar to this screen. Click the **Available Forms** button on the left to see the list of possible forms, and follow the link to fill in the appropriate information.

When you have finished the form, click on the blue **"Save Final"** button and complete the **Signature Bar**. Check the box next to your signature and click **Submit**.

Check the status of any form submitted via PeopleAdmin

After you sign it, your completed form can be found any time by logging back into the system as described above. On the left side of the screen, there are a few icons and one of them says **Files**. When you click on **Files**, you will see the list of folders available for you.
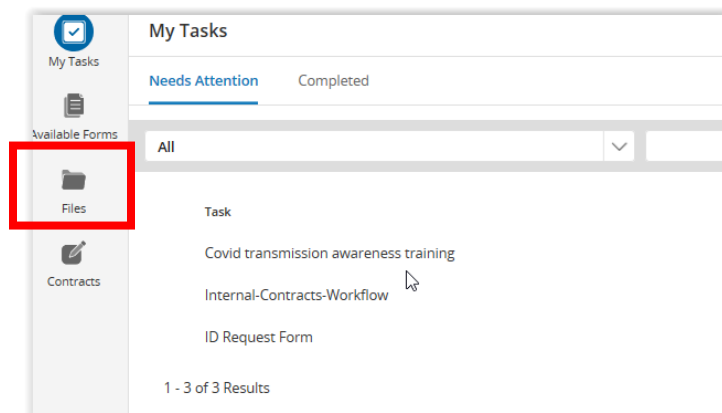
Your submitted form is filed in the appropriate folder. A list of the most common forms and their location is listed below.

If the form has not been fully processed, you will be able to see it at the bottom of the folder window telling you it is still in a workflow. If you click on the file icon for the document, you can find a link to show you the workflow for this form.

When you click on the words "Please Click to View/Hide the Workflow," the exact location of this file in the approval process is visible to you.

Common Form or File Locations

File Name	File Location
Tuition Remission Forms	Security
Flexible Work Schedule	Personnel
Basic Life Insurance Beneficiaries	Medical
Qualifying Event Forms	Medical
Medical, Dental, or Vision Insurance Enrollment	Medical
Direct Deposit Form	Payroll
Full-time Faculty Contracts	Contracts and Agreements