How to Login to People Admin as a GSC Employee

Logging into PeopleAdmin SelectSuite as a GSC Employee. People Admin is part of the USNH Central Authentication Service (CAS).

Navigate to: https://jobs.usnh.edu/hr/sessions/new

Click on the blue link "USNH Employees Click Here to Login". This will take you to the CAS login page.
1. Click on **USNH Employees Click here to login**

2. Using your current University user name and password combination. Click LOGIN (username and password are same as you use to log into your laptop or computer device at work)
One
See three blue ellipses on upper left of home page. Choose “Positions” from drop down.

Two
See “User Group” drop down on upper right of home page. Choose “Employee” from drop down (if not already auto populated)

Three
See “Position Descriptions” tab located in Orange bar in upper middle of page. Choose your designation “Staff” or “Faculty” from drop down.
Click blue “Search” button on home page, or click Enter on your laptop keyboard. (your employee position description may auto populate prior to this step)
Click directly on the Operating Title to Review Your Position Description

<table>
<thead>
<tr>
<th>Operating Title</th>
<th>Classification Title</th>
<th>Department</th>
<th>Employee Last Name</th>
<th>Employee First Name</th>
<th>Supervisor</th>
<th>Status</th>
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</thead>
<tbody>
<tr>
<td>HUMAN RESOURCES</td>
<td>HUMAN RESOURCES</td>
<td>GSC Human Resources</td>
<td>Dubois</td>
<td>Anne</td>
<td>HUMAN RESOURCES MANAGER (Margaret Hyndman)</td>
<td>Active</td>
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<td>MANAGER</td>
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Thank you for reviewing your GSC position description

If you have questions about the content of your position description, or feel your position needs updating, please contact your direct supervisor.

For questions about, or assistance with People Admin/Select Suite please contact GSC Human Resources
Anne DuBois: anne.dubois@granite.edu