



Human Resource Services

Creating a Position in Position Management (Orange Screen)

Before you begin: The Hiring Freeze Exception Form has been removed.

Staff, Faculty Coach, and Faculty Equivalent Positions

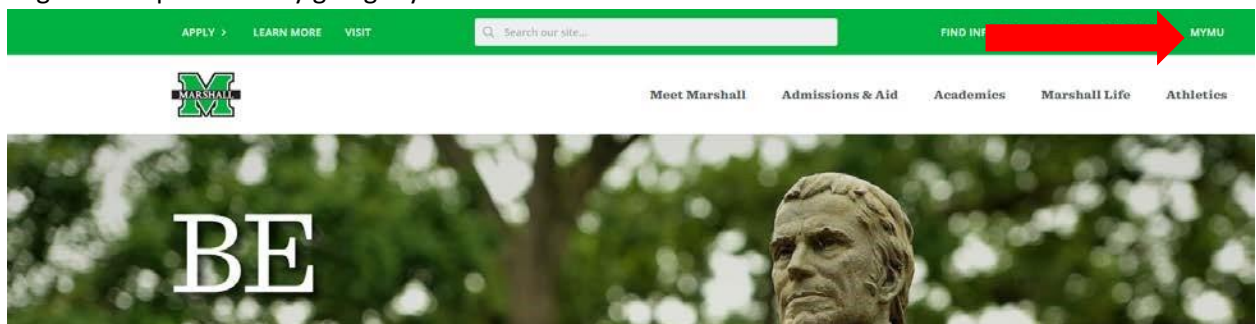
- If a department is requesting a **new position**:
 - the [New Position Review Form](#) must be completed and reviewed before entering anything in PeopleAdmin.
 - HR will let you know when to proceed in PeopleAdmin.

Faculty Positions (Academic Affairs)

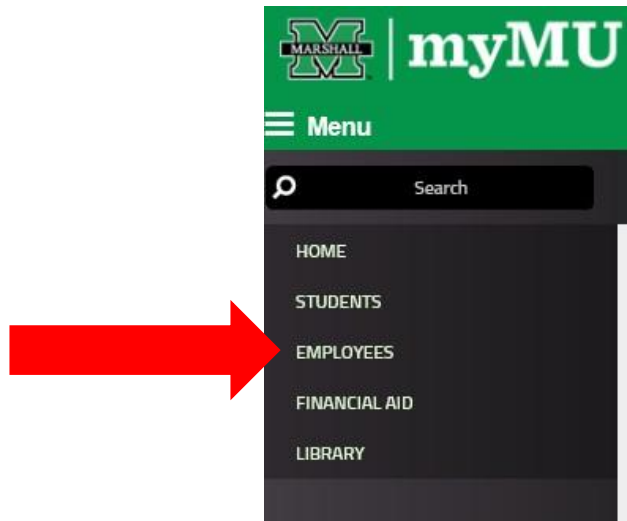
- If a department is requesting a **new position**, please contact Mary Chapman, chapmanm@marshall.edu to obtain a position number. Once you have a position number, you will then proceed to PeopleAdmin to create the position.
- If it is an existing position, the department can proceed with the position in PeopleAdmin and does not need to wait for approval from HR.

Creating a Position in the Position Management Screen (Orange Screen)

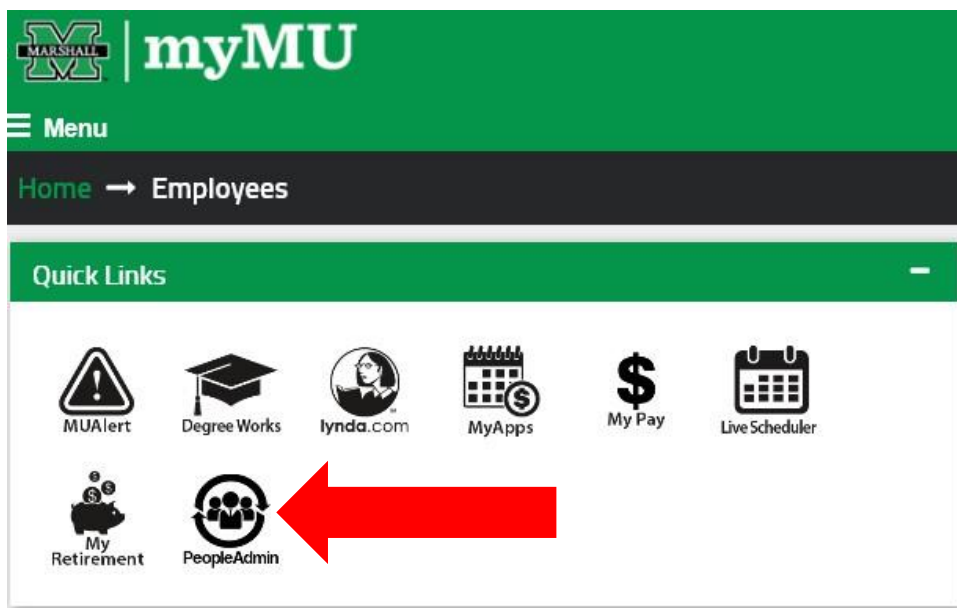
1. Log into PeopleAdmin by going myMU.



You will select the **EMPLOYEES** option.



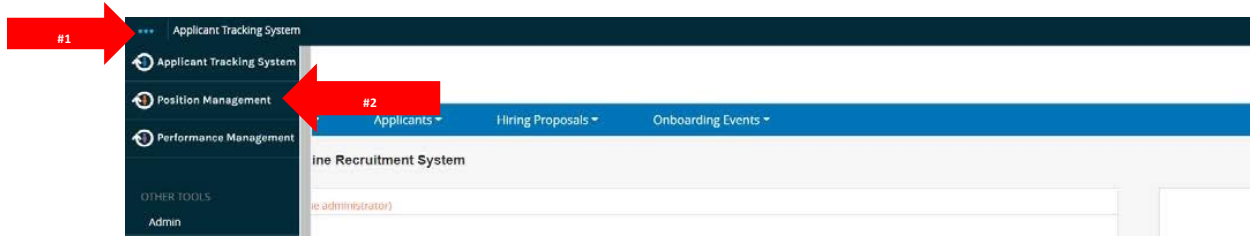
Then select the PeopleAdmin button.



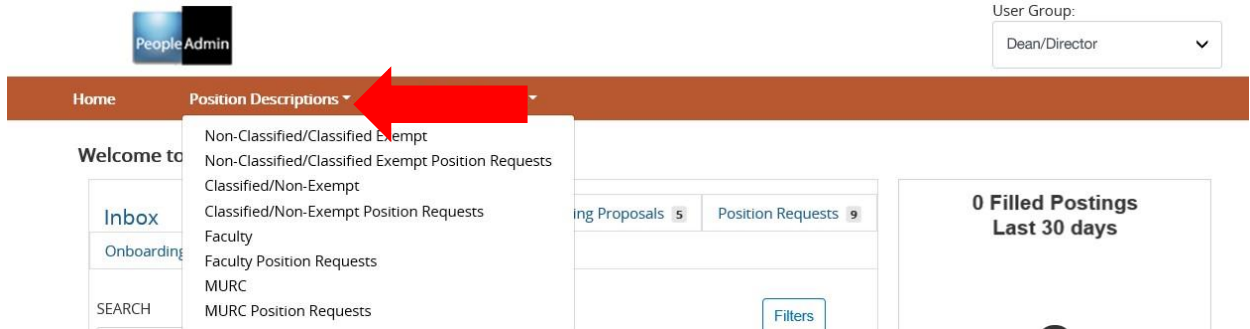
2. You will be defaulted to the Employee Group on the **Applicant Tracking System** (blue) screen, so you will need to select the User Group of **Dean/Director** and select the **Position Management** screen.

- a. **Selecting the Correct User Group:**

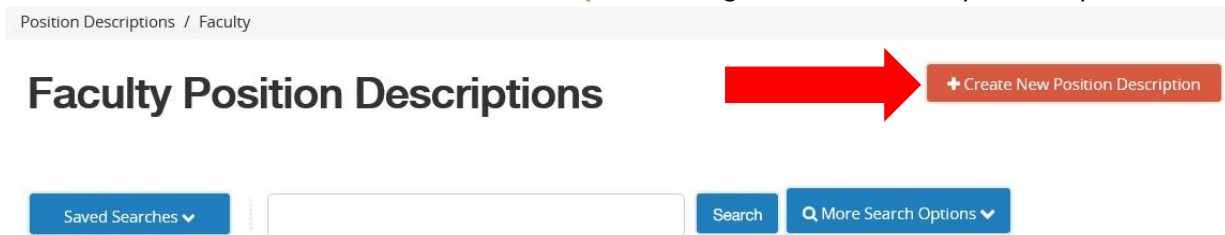
You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.



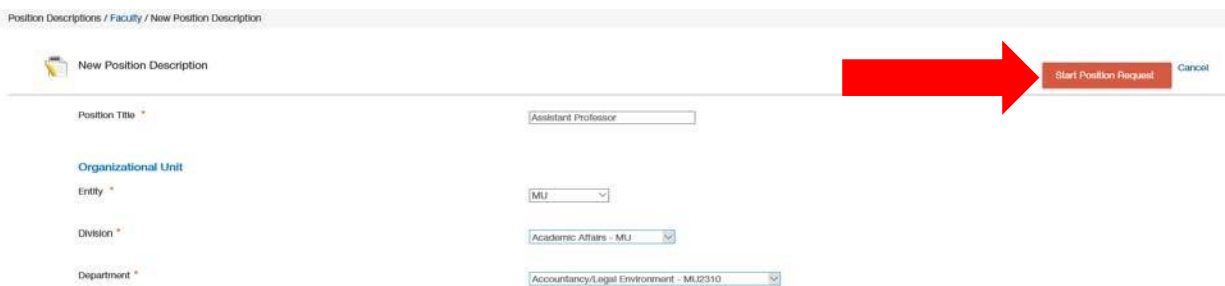
3. You will click on the **Position Description** tab and select the correct **position type** to begin creating your position in PeopleAdmin.



4. You will select the **+Create New Position Description** orange button to create your new position.



5. The **New Position Description** screen is where you will enter the position title, entity (MU or MURC), division, and department for this position. Once you have entered all of the information you will click on the **Start Position Request** on the right side.



6. The Position Justification screen is where you will enter the justification of need in the box highlighted red, it will not let you continue until you have entered text into this box.



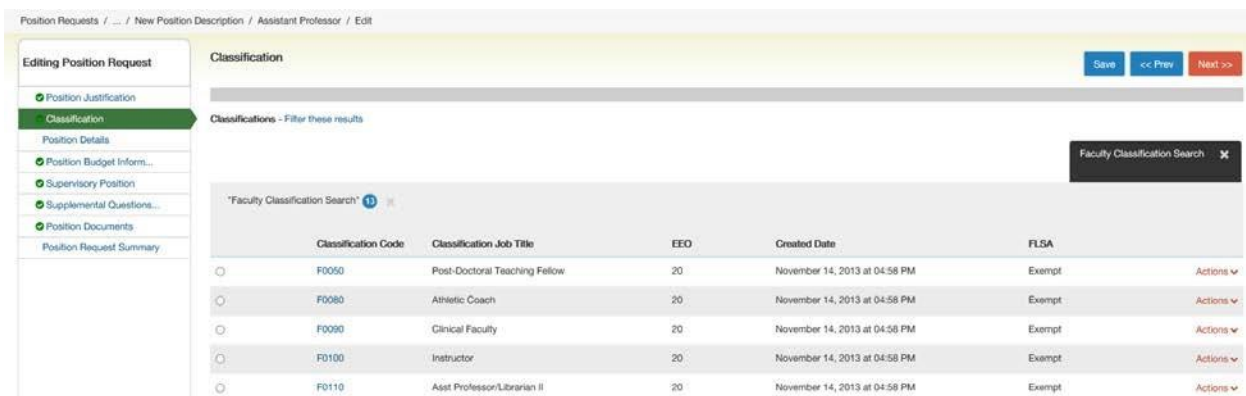
7. At the **Position Justification** screen, you will explain:
- The need for the position including the negative impact on business operations, safety concerns, and/or accreditation requirements.
 - Include any methods for funding and the proposed funding sources.

Search Waivers- The waiver is approved only in rare circumstances.

If you are requesting a waiver, please include the information in the justification screen. You will also need to upload the following in the document section:

- **Resume/CV of for the individual**
- **Justification Memo**
- After you have entered the information, you will click the **“Next”** button.

8. The **Classification** screen is where you will add the classification of the position you are creating. You will select the classification using the “radio” buttons. After you selected your classification, click **“Next”**.



9. The **Position Details** screen is where you will add the banner position number, e-class, job description, qualifications and so on. You must complete everything highlighted in red and that tells you it is a required field to continue to the next step. Click **“Next.”** If you have forgotten to

complete a section, it will give you an error at the top of the screen letting you know something still needs to be completed on this page.

Position Requests / New Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details**
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

Position Details Save << Prev Next >>

[Check spelling](#)

Required Information

Classification Details

Classification Title

Classification Code

FLSA

Position Information

Position Title

Barrow Position Number

F - Class

Job Description

This field is required.

Required Qualifications

This field is required.

10. At the **Position Budget Information** screen, you will enter the budget information for this position. After you enter the budget information if it has changed, you will click “Save” after it saves, then click the “Next” button.

11. At the **Supervisory Position** screen, if the supervisor has changed for this position, you will select the correct supervisor for the position using the “radio” button. You will click on the “Next” button.

Job Title	Assistant Professor view
Position Number	000406
Position Type	Faculty
Org Unit	Criminal Justice - MU2662
First Name	Samuel
Last Name	Dameron
Email	emailaddress@zed.zed

Position Title	Department	Status	Actions
<input checked="" type="radio"/> Assistant Professor	Criminal Justice - MU2662	Active	Actions
<input type="radio"/> Asst Football Coach-Defense	Football - MU7044	Active	Actions
<input type="radio"/> Professor	COHP-Nursing - MU9510	Active	Actions
<input type="radio"/> Clinical Instructor	COHP-Nursing - MU9510	Active	Actions

***If the supervisor’s name does not appear, please email recruiting@marshall.edu with the banner position number, position type, and the name of the supervisor that needs to be added. Once we have updated the posting, we will notify you via email.**

12. At the **Supplemental Questions for posting** screen, currently you do not have to enter anything at this screen. Just click the “Next” button.

Position Requests / ... / New Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

Supplemental Questions for Posting Save << Prev Next >>

Included Supplemental Questions Add a question

Position	Required	Category	Question	Status
x				

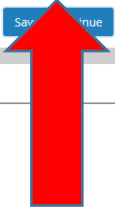
Save << Prev Next >>

13. On the **Applicant Document** screen, please **do not** add the documents here.

“Click save and continue” this page and **you will have the opportunity to the documents when you create your posting.**

Applicant Documents Save << Prev Save & Continue

Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letters of Reference	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	High School Diploma/G.E.D.	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other Document	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Criteria Form	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
9	Other Attachment	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
10	Offer Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
11	Contract	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



14. At the **Position Documents** page, you can upload your job description and organizational chart

If you are requesting a waiver, please also upload the following:

- Resume/CV of for the individual**
- Justification Memo**

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Position Documents
- Position Request Summary

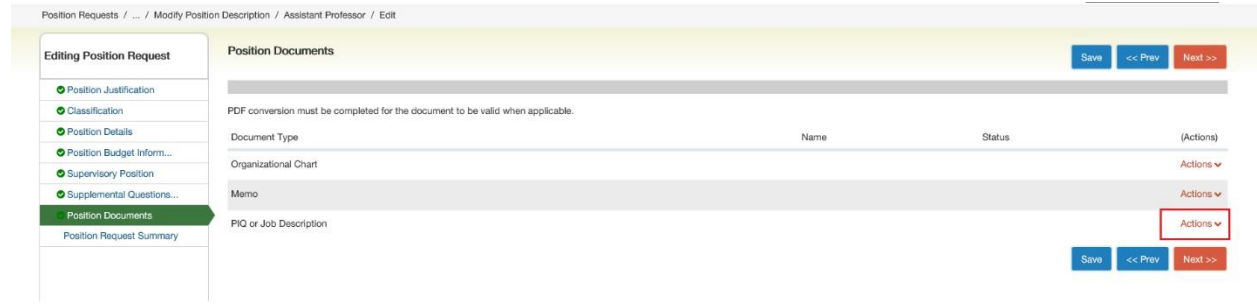
Position Documents Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions
Memo			Actions
PIQ or Job Description			Actions

Save << Prev Next >>

To upload a document, you will hover your mouse over the “Actions” and then select the “Upload New” option.



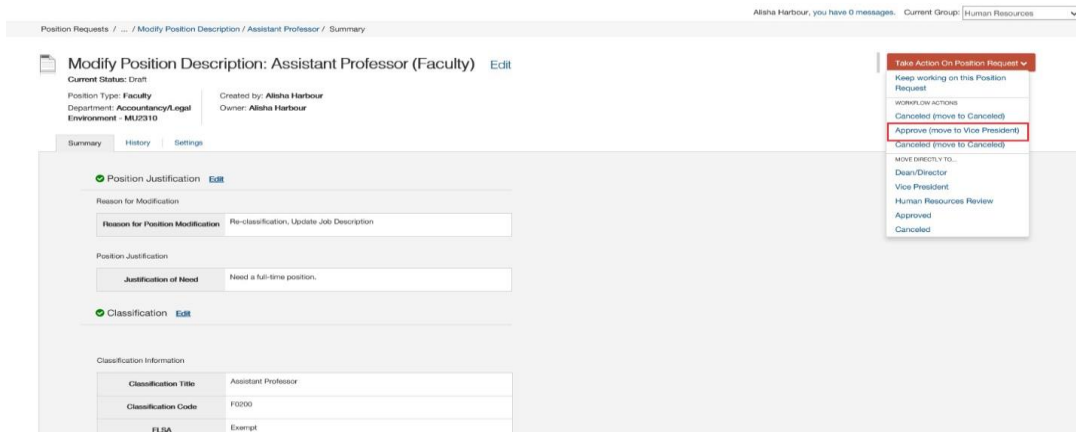
You will then click the gray “Browse” button, find the file you wish to upload and then click on the blue “Submit” button.



Click on the “Next” button.



15. On the **Summary** page, please review your changes. Once you are satisfied use the “Take Action on Position Request” and “Approve (move to Vice President).”



16. Once your position has been approved through the position management workflow, we will notify the creator via email. You will begin your posting on the **Applicant Tracking System** (blue) screen.

If additional information is required or the position has not been approved by the Strategic Hiring Committee, it will be returned to the Dean/Director queue.

17. Once the position has been approved, you will receive the standard email from Human Resource Services.

Good morning –

This position description has been approved and you may proceed with the posting workflow.

Thanks!

Mary

From: human-resources@marshall.edu <human-resources@marshall.edu>
Sent: Tuesday, June 14, 2022 8:46 AM
To: Chapman, Mary <chapmanm@marshall.edu>
Subject: Action Submitted for Review

PeopleAdmin Notification: [Workflow Action Status Change](#)

You have received this notification to review/approve the following posting/position in your workflow status.

Workflow Status: Approved

Banner Position Number: 001567

Title: Assistant Professor

Department: Elementary & Secondary Education - MU611E

Action Number:

Please log into <https://marshall.peopleadmin.com/hr/login> to review this action. If you have any questions, please contact Human Resource Services at human-resources@marshall.edu.

Thank you,
Marshall University
Human Resource Services

The instructions to complete your posting in Applicant Tracking (blue screen) can be found here:
<https://www.marshall.edu/human-resources/files/Revised-with-New-Interface-Creating-a-Posting-for-Applicant-Tracking.pdf>

