

Creating a Position in

Position Management (Orange Screen)

<u>Before you begin</u>: The Hiring Freeze Exception Form has been removed.

Staff, Faculty Coach, and Faculty Equivalent Positions

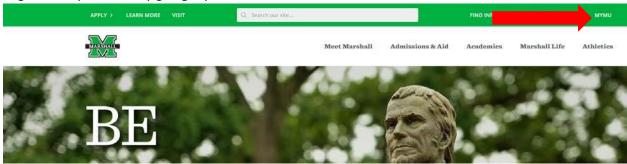
- If a department is requesting a **new position**:
 - the <u>New Position Review Form</u> must be completed and reviewed before entering anything in PeopleAdmin.
 - $\circ~$ HR will let you know when to proceed in PeopleAdmin.

Faculty Positions (Academic Affairs)

- If a department is requesting a **new position**, please contact Mary Chapman, <u>chapmanm@marshall.edu</u> 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.

	Menu	myMU
Q		Search
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Then select the PeopleAdmin button.

→	туM	U				
Home → F	Employees					
Quick Links	5					-
MUAlert	Degree Works	lynda.com	MyApps	\$ My Pay	Live Scheduler	
My Retirement	PeopleAdmin					

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.

#1	+++ Applicant Tracking System	
	Applicant Tracking System	
	1 Position Management	#2
	Performance Management	Applicants Hiring Proposals Onboarding Events
		ine Recruitment System
	OTHER TOOLS	ae administrator)
	Admin	

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

				User Group:
People	Admin			Dean/Director
Home	Position Descriptions •	- 4		
Welcome to	Non-classifica/classifica exemptit osition requests			
Inbox	Classified/Non-Exempt Classified/Non-Exempt Position Requests	ing Proposals 5	Position Requests 9	0 Filled Postings Last 30 days
Onboarding	Faculty Faculty Position Requests			
SEARCH	MURC MURC Position Requests		Filters	_

4. You will select the "+Create New Position Description" orange button to create your new position. Position Descriptions / Faculty

Faculty Position Descriptions	+ Create New Position Description
Saved Searches V	Search Q More Search Options V

 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.

Position Descriptions / Faculty / New Position Description		
New Position Description		Start Position Request Cancel
Position Title *	Assistant Professor	
Organizational Unit		
Entity *	[MU ~]	
Division *	Academic Attains - MU	
Department *	Accountancy/Legal Environment - MU2310	

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.

fiting Position Request	Position Justification	Save
Position Justification		
Classification	To Check spelling	
Position Details	* Hequired Information	
O Position Budget Inform	Position Justification	
Supervisory Position	1 Ostion Oustineation	
Supplemental Questions		
O Position Documents		
Position Request Summary	Justification of Need	
	This field is required.	
		Save

- 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
- **o** 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**".

Editing Position Request	Classificati	on				Save	<< Prev Next >
Position Justification							
Classification	Classification	s - Filter these results					
Position Details							
Position Budget Inform						Faculty Cla	ssilication Search
Supervisory Position						-	
Supplemental Questions	"Faculty (Classification Search" 🕦 🛒					
Position Documents							
Position Request Summary		Classification Code	Classification Job Title	EEO	Created Date	FLSA	
	0	F0050	Post-Doctoral Teaching Fellow	20	November 14, 2013 at 04:58 PM	Exempt	Action
	0	F0080	Athletic Coach	20	November 14, 2013 at 04:58 PM	Exempt	Action
	0	F0090	Glinical Faculty	20	November 14, 2013 at 04:58 PM	Exempt	Action
		F0100	Instructor	20	November 14, 2013 at 04:58 PM	Exempt	Action
	0	FOTOD	I TOTO SPORT				- Contraction

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.

diting Position Request	Position Details				Save
O Position Justification	15				 4 14
O Classification	Check spelling				
Position Details	* Perguined Edurmation				
O Position Budget Inform	Classification Deta	ile			
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O Position Documents	Classification Code				
Position Request Summary	FLSA				
	Position Informatio	n			
		Ansistant Professor			
	Position Title	Paraserana reconsistor			
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	Job Description				
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	Required Qualifications				
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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.

Editing Position Request	Position Budget Info	rmation			Save << Prev Ne
Position Justification					
Classification	* Check spelling				
Position Details	* Bequired Information				
Position Budget Inform	Budget Summa	00.4			
Supervisory Position					
Supplemental Questions	Budget Fund	123456			
Position Documents	Budget Org	1234			
Position Request Summary	Percentage Funded	100	-		
	Remove Entry?				
	-				
	Add Budget Summary I	Entry			
					Save << Prev No

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.

Editing Position Request	Superviso	ry Position				Save	<< Prev Next a
Position Justification							
Classification	Selected Su	pervisor					
Position Details							
O Position Budget Inform		Job Title	Assistant Professor view				
Supervisory Position		Position Number	000406				
Supplemental Questions	_	Position Type	Faculty				
Position Documents		Org Unit	Criminal Justice - MU2662				
Position Request Summary		First Name	Samuel				
	Position Des	Last Name Email criptions - Filter these results	Dameron emailaddress@zed.zed				
		Email criptions - Filter these results Position Descriptions* (170)	emaileddress@zod.zed	Previous 7 2 3 4 5 6 7	8 9 38 39 Next→		Vosition Descriptions
		Email criptions - Filter these results	emaileddress@zod.zed	Previous 2 3 4 5 6 7 Department Criminal Justice - MU2082	8 9 38 39 Next→	Faculty F Status Active	
	Faculty	Email criptions - Filter these results Position Descriptions (10) Position Title	emailed:ress@zed.zed	Department	8 9 38 39 Next→	Status	Action
	Faculty	Email criptions - Filter these results Position Descriptions 100 Position Title Assistant Profess	emailed:ress@zed.zed	Department Criminal Justice - MU2662	8 9 38 39 Next→	Status Active	Action Action Action

**If the supervisor's name does not appear, please email <u>recruiting@marshall.edu</u> 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.

Editing Position Request	Supplemental Questions for Posting			Save << Prev Next >>
O Position Justification				
Classification	Included Supplemental Questions			Add a question
O Position Details				
Position Budget Inform	Position Required Category	Question	Status	×
Supervisory Position				
Supplemental Questions				Save << Prev Next >>
Position Documents				
Position Request Summary				

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.

Applica	ant Documents				Save <<	Prev
Order	Name	Not Used	Optional	Required		
1	Resume	۲	0	0		
2	Cover Letter	۲	0	0		
3	Curriculum Vitae	۲	0	0		
4	Teaching Philosophy	۲	0	0		
5	Letters of Reference	۲	0	0		
6	High School Diploma/G.E.D.	۲	0	0		
7	Other Document	۲	0	0		
8	Criteria Form	۲	0	0		
9	Other Attachment	۲	0	0		
10	Offer Letter	۲	0	0		
11	Contract	۲	0	0		

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

diting Position Request	Position Documents		Sa	ve << Prev Next >
Position Justification				
Classification	PDF conversion must be completed for the document to be valid when applicable.			
Position Details	Document Type	Name	Status	(Actions
Position Budget Inform	Organizational Chart			Actions
Supervisory Position	Organizational Unan			
Supplemental Questions	Memo			Actions
Position Documents	PIQ or Job Description			Actions
Position Request Summary				
			Sa	ve << Prev Next >:

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

Editing Position Request	Position Documents		Sav	e << Prev Next >>
Position Justification				
Classification	PDF conversion must be completed for the document to be valid when applicable.			
Position Details	Document Type	Name	Status	(Actions)
OPosition Budget Inform	Organizational Chart			Actions
Supervisory Position	Organizational Chart			Actions
Supplemental Questions	Memo			Actions
Position Documents	PIQ or Job Description			Actions
Position Request Summary				/iodono ·

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

Admin / Manage Documents
Upload a PIQ or Job Description
To upload your document, provide a name and description of the document. To choose a file to upload, click the Choose File button and select the file from your computer. When you are ready to submit your document, click the Submit button.
Name PIQ or Job Descriptio
Description
File to upload Browse
Submit

Click on the "Next" button.

diting Position Request	Position Documents			Save << Prev Next >	
Position Justification					
Classification	PDF conversion must be completed for the	document to be valid when applicable.			
Position Details	Document Type	Name	Status	(Action	
Position Budget Inform				Actions	
Supervisory Position	Organizational Chart			Actions	
Supplemental Questions	Memo			Actions	
Position Documents	PIQ or Job Description	PIQ or Job Description 08-16-16 15:32:12	PDF complete	Actions	
Position Request Summary	Pig or soo bescription	The of and dependent of the to take. In	Por compete	Photocity is a	

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)."

osition Requests / / Modify Position Description / Assistant Professor / Summary			
Modify Position Description: Assistant Professor (Faculty) Edit Garrent Blance: Dart Position Type Flandby Department: Accounterport, data Environment: ALX2010 Garrent Blance: Dart Created by: Aliaba Harbour Device: Aliaba Harbour Garrent Blance: Dart Created by: Aliaba Harbour Device: Aliaba Harbour Garrent Blance: Dart Created by: Aliaba Harbour Device: Aliaba Harbour Dev	Table Actions Clin Residued to Manage sources on this Position Hereits and the Clinical State of the Clinicated Shows to Clinicated Approval (Invoire to Vice President)		
Classification Ext	Cancelled (more to Cancelled) More trends (more than the Cancelled) Dear/Orector Vice President Human Resources (Parkew Approved Cancelled		
Classification Information Classification Title Arbitrart Professor			
Classification Code F0200			
FLBA Exempt			

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: <u>human-resources@marshall.edu</u> <<u>human-resources@marshall.edu</u>> Sent: Tuesday, June 14, 2022 8:46 AM To: <u>Chapman</u>, Mary <<u>chapman</u>m@marshall.edu</u>> 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: <u>https://www.marshall.edu/human-resources/files/Revised-with-New-Interface-Creating-a-Posting-for-Applicant-Tracking.pdf</u>