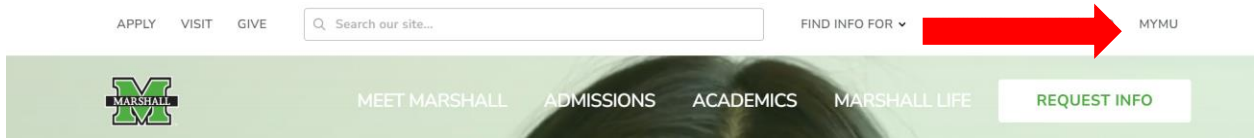


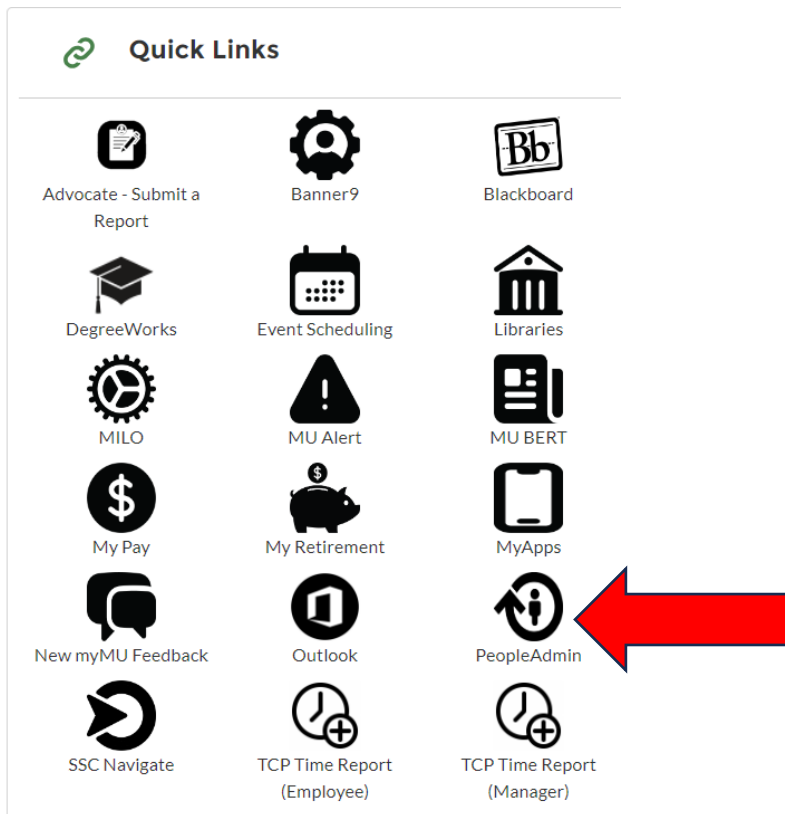


Signing into PeopleAdmin

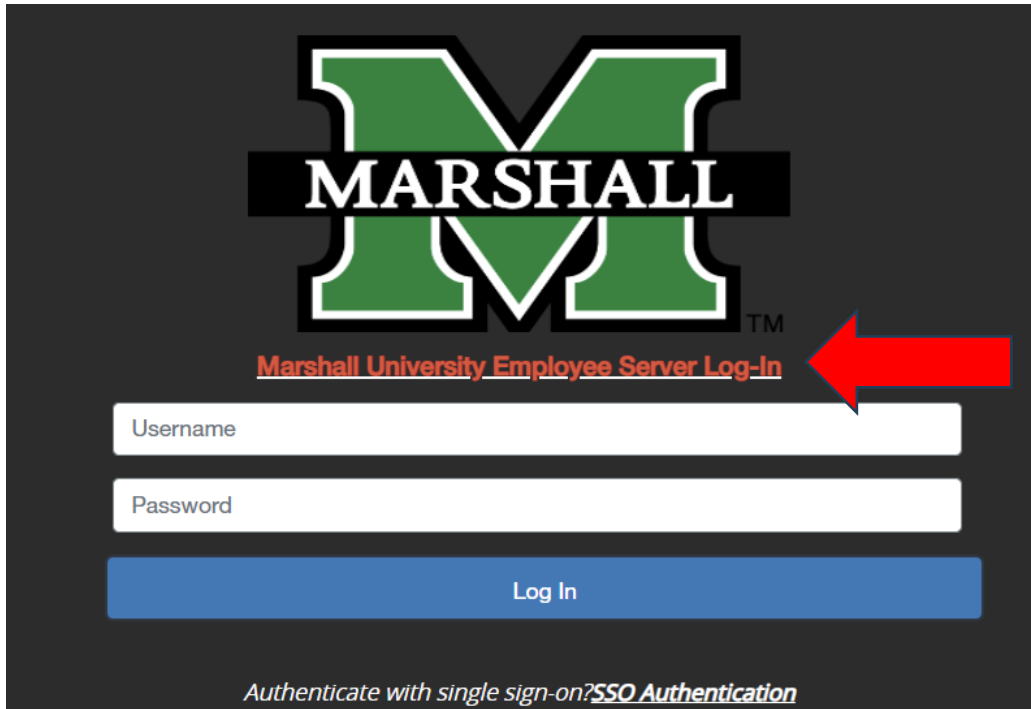
1. Log into PeopleAdmin by going myMU.



You will look for Quick Links and choose the PeopleAdmin icon.



You will then click the red “Marshall University Employee Server Log-In” link. **Do not enter your username and password on this screen!**



2. You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hire”) screen, so you will need to select the User Group of **GA Originator**.

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.



Hiring Proposal Process

1. Click on the “Postings” tab and select the “Graduate Assistant.”



2. Select the posting you wish to begin your hiring your student(s).

PeopleAdmin User Group: GA Dean/Director

Home Postings Hiring Proposals Shortcuts

Postings / Graduate Assistant

Graduate Assistant Postings

[+ Create New Postings](#)

Saved Searches Search [More Search Options](#)

search ✕

search 1 [Delete this search?](#) Selected records 0 [Clear selection?](#) [Actions](#)

	Banner Position Number	Position Title	Department	Active Applications	Workflow State	Semester	(Actions)
<input type="checkbox"/>	GS1065	Graduate Assistant	Human Resources - MU1065	0	Canceled	Fall Semester	Actions
<input type="checkbox"/>	GT1065	Graduate Assistant	Human Resources - MU1065	1	Closed	Fall Semester, Spring Semester	Actions

3. On the “Applicants” tab, click on the applicant you wish to move in the posting work flow.

Postings / Graduate Assistant / Graduate Assistant (Approved - Internal) / Applicant Review

Posting: Graduate Assistant (Graduate Assistant)

Current Status: Approved - Internal

This posting is not available to applicants via search results but may be accessed directly at <http://marshall-sb.peopleadmin.com/postings/5934>

Position Type: **Graduate Assistant** Created by: **Alisha Harbour**
 Department: **Accountancy/Legal Environment - MU2310** Owner: **Human Resources**

Summary | History | **Applicants** | Reports | Hiring Proposals

Saved Searches Search [More Search Options](#)

Active Applications ✕

Active Applications 1 [Actions](#)

	Last Name	First Name	Job Title	Workflow State (Internal)	
<input type="checkbox"/>	Doe	Jane	Graduate Assistant	Under Review by GA Dean/Director	Actions

4. You will get to the Job Application screen where you can mark the applicant(s) to three work flows. Move each applicant to the correct work flow.

“Not Hired (Move to Not Selected for Interview, Not Hired)”

“Approve (move to Proposed Hire)”

“Interviewed, Not Hired (move to Interviewed, Not Hired)”

Job application: Jane Doe (Graduate Assistant)

Current Status: Under Review by GA Dean/Director
Application form: Graduate Assistant Application

Full name: Jane Doe
Address:
1 John Marshall Drive
Huntington, WV 25701
United States of America
Username: owens24
Email: emailaddress@zed.zed
Phone (Primary): 304-208-3274
Phone (Secondary):
Position Type: Graduate Assistant
Department: Accountancy/Legal
Environment - MU2310

Created by: Jane Doe
Owner: GA Dean/Director

Take Action On Job Application

Keep working on this Job application

WORKFLOW ACTIONS

Not Hired (move to Not Selected for Interview, Not Hired)

Cancelled (move to Position Cancelled)

Approve (move to Proposed Hire)

Interviewed, Not Hired (move to Interviewed, Not Hired)

Summary | Recommendations (0 of 0) | History | Reports

Personal Information

Contact Information

First Name	Jane
Middle Name	
Last Name	Doe
Preferred First Name	
Address1	1 John Marshall Drive
Address2	

- Once you have an applicant you wish to hire, you will move them to “Approve (move to Proposed Hire).” You will now start the GA Hiring Proposal.

Job application: Jane Doe (Graduate Assistant)

Current Status: Proposed Hire
Application form: Graduate Assistant Application

Full name: Jane Doe
Address:
1 John Marshall Drive
Huntington, WV 25701
United States of America
Username: owens24
Email: emailaddress@zed.zed
Phone (Primary): 304-208-3274
Phone (Secondary):
Position Type: Graduate Assistant
Department: Accountancy/Legal
Environment - MU2310

Created by: Jane Doe
Owner: GA Dean/Director

Take Action On Job Application

★ View Posting Applied To

★ Preview Application

➕ Start GA Hiring Proposal

Summary | Recommendations (0 of 0) | History | Reports

Personal Information

Contact Information

First Name	Jane
Middle Name	
Last Name	Doe
Preferred First Name	
Address1	1 John Marshall Drive

- You will come to the **Staring GA Hiring Proposal** screen; you will click on the blue “Start GA Hiring Proposal.”

Starting GA Hiring Proposal

Applicant: Jane Doe

Posting: Graduate Assistant

[Start GA Hiring Proposal](#) or [Cancel](#)

- The **Hiring Proposal** screen is where you will enter the student's Marshall ID number and their start/end dates. After entering the information, you will click on "Save" after it saves, then click on "Next."

Position Requests / ... / GA Hiring Proposal / Edit

Editing Hiring Proposal

- Hiring Proposal
- Budget Summary
- Hiring Proposal Documents
- Hiring Proposal Summary

Hiring Proposal

[Check spelling](#)

* Required Information

Candidate Information

First Name	Jane
Last Name	Doe
Address1	1 John Marshall Drive
Address2	
City	Huntington
State	WV
Zip Code	25701
Country	United States of America
Primary Phone	304-208-3274
Email	emailaddress@zed.zed
901 Number	054208 <input type="text"/> X This field is required.

Position Information

Position Title	Graduate Assistant
Description of GA Assignment	GA: Service Assistant
Hours Per Week	Full Time (20 hrs a week)
Pay Rate	Hourly Rate: - 13.00
Posting Number	MU009GA
Banner Position Number	123456

Hiring Proposal Information

Start Date	08/22/2016 <input type="text"/> This field is required.
End Date	12/23/2016 <input type="text"/> This field is required.
Actual Starting Salary	<input type="text"/>
Hiring Proposal Number	

[Save](#) [Next >>](#)

- The new pay funding, tuition type, tuition percentage or flat amount will carry over from the GA posting. If any of the information is incorrect, please reach out to recruiting@marshall.edu to change before the hiring proposal has been accepted.

Will the pay be funded from a grant or third party?

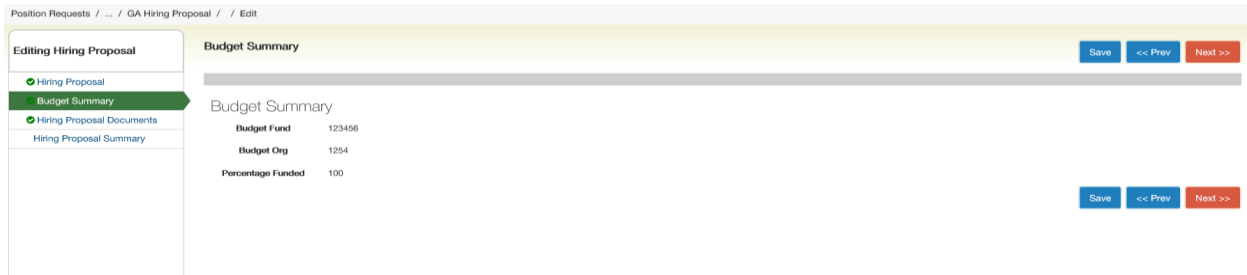
Tuition Type

Tuition Percentage
Please enter percentage amount or enter N/A

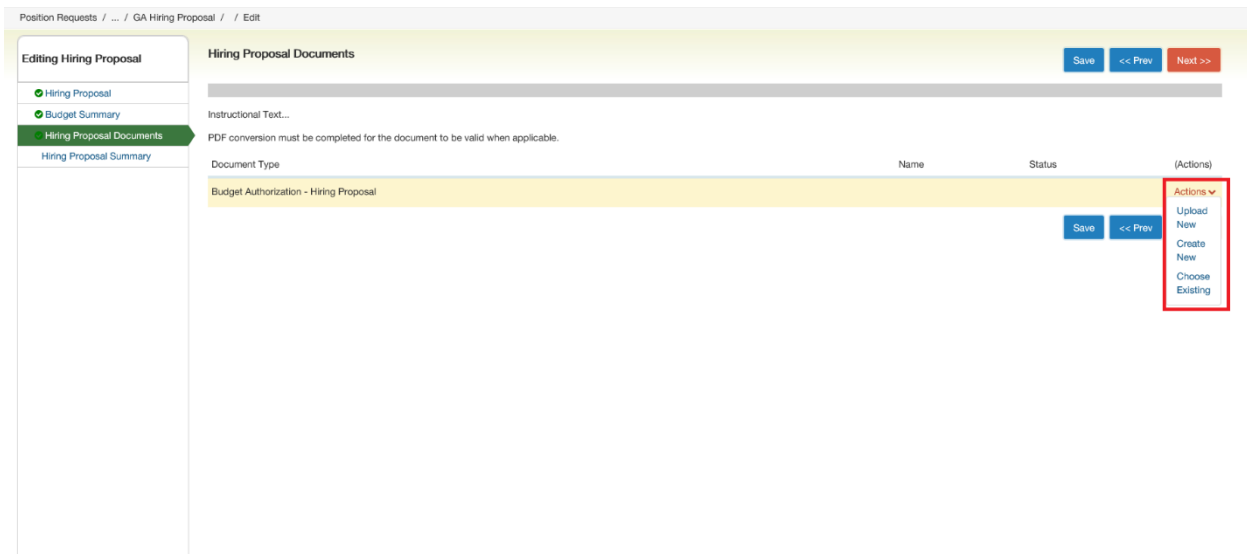
Flat Amount
Please enter flat amount or enter N/A

Will the tuition benefit be funded by a grant or third party?

9. The **Budget Summary** screen is where the budget summary information is displayed. You will click on the “Next” button as there are no options to make any changes.



10. The **Hiring Proposal Documents** screen is where you can upload documents you wish to be associated with this posting. You will hover your mouse over the actions and click on “Upload New.”



The **Upload a Budget Authorization – Hiring Proposal** screen, you will click on the “Browse” button and find your file. Once you have found your file, you will click on the blue “Submit” button.

Postings / ... / Applicant Review / Jane Doe (Proposed Hire) / Edit Hiring Proposal

Upload a Budget Authorization - Hiring Proposal

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

Description

File to upload [Browse...](#)

You will see your file now attached to the posting. Click on the “Save” button and after it saves then click on “Next.”

Position Requests / ... / GA Hiring Proposal / / Edit

Editing Hiring Proposal

- Hiring Proposal
- Budget Summary
- Hiring Proposal Documents**
- Hiring Proposal Summary

Hiring Proposal Documents

Instructional Text...

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

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal	Budget Authorization - Hiring Proposal 08-22-16 10:29:16	PDF conversion in process	

11. The **GA Hiring Proposal** screen, you will review the information and once it is satisfactory you will click on the orange “Take Action on Hiring Proposal” button then select “Move (move to Initiate hiring proposal).”

GA Hiring Proposal: Kimberly Thomas (Graduate Assistant)

Current Status: Draft

Position Type: Graduate Assistant
Department: Human Resources - MU1065
Applicant: Kimberly Thomas
Posting: Graduate Assistant

Created by: Kimberly Thomas
Owner: Kimberly Thomas

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Move (move to Initiate Hiring Proposal)

Summary | History | Settings

Hiring Proposal

12. The hiring proposal will then be sent to the **GA/Dean Director** to approve. See below example.

GA Hiring Proposal: Kimberly Thomas (Graduate Assistant)

Current Status: Initiate Hiring Proposal

Position Type: Graduate Assistant
Department: Human Resources - MU1065
Applicant: Kimberly Thomas
Posting: Graduate Assistant

Created by: Kimberly Thomas
Owner: GA Dean/Director

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- Approve (move to Approve Hiring Proposal)
- Return (move to GA Originator)

Summary | History | Settings

13. The hiring proposal will be sent to the Graduate Office for approval.

14. Once the Graduate Office approves, the **GA/Dean Director** will get the email notification that an offer can be made to your student.

You have received the following Graduate Assistant **Hiring Proposal** for your review.

Hiring Proposal Workflow Status: Approved to Offer

Title: Graduate Assistant

Position Number: GA0001

Department: Advanced Ed Studies - RC2340

Job Posting Number: MU021GA

Hiring Proposal Number:

Please login to <https://marshall.peopleadmin.com/hr> in the **Applicant Tracking Module** to review/approve this action.

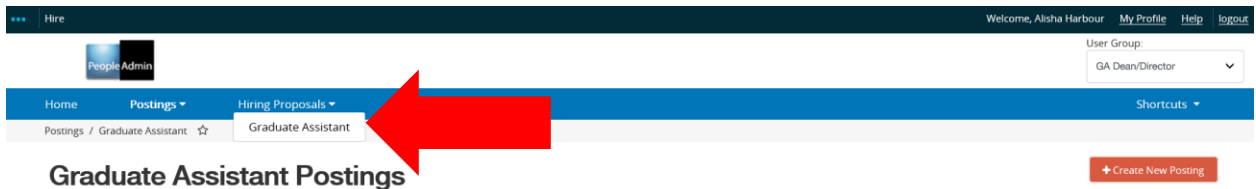
If you have any questions, please contact Human Resource Services at human-resources@marshall.edu

Thank you,

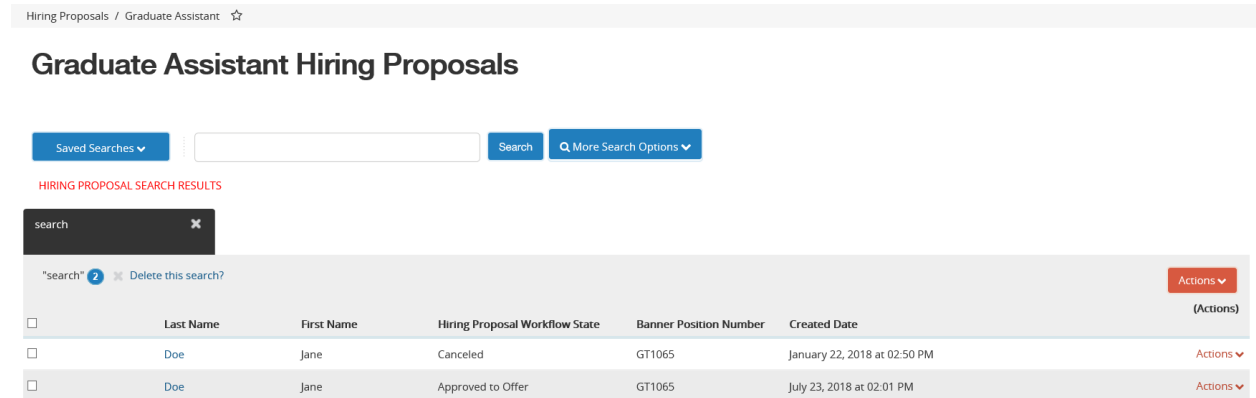
Human Resource Services

Marshall University

15. To access the hiring proposals, you will select the “Hiring Proposals” tab and then “Graduate Assistant.”



The screenshot shows the top navigation bar of the People Admin system. The 'Hiring Proposals' tab is selected and highlighted in blue. A red arrow points to the 'Graduate Assistant' sub-tab within the 'Hiring Proposals' menu. The breadcrumb trail below the navigation bar reads 'Postings / Graduate Assistant'.



The screenshot shows the 'Graduate Assistant Hiring Proposals' search results page. The page has a search bar at the top with a search button and a link to 'More Search Options'. Below the search bar, the results are displayed in a table with columns for 'Last Name', 'First Name', 'Hiring Proposal Workflow State', 'Banner Position Number', and 'Created Date'. There are two rows of results, both for 'Doe, Jane'. The first row is 'Canceled' and the second is 'Approved to Offer'. Each row has an 'Actions' column with a dropdown arrow.

	Last Name	First Name	Hiring Proposal Workflow State	Banner Position Number	Created Date	Actions
<input type="checkbox"/>	Doe	Jane	Canceled	GT1065	January 22, 2018 at 02:50 PM	Actions
<input type="checkbox"/>	Doe	Jane	Approved to Offer	GT1065	July 23, 2018 at 02:01 PM	Actions

On the hiring proposal for the student, the **GA/Dean Director** will use the orange “Take Action on Hiring Proposal” to mark the student as “Offer Accepted.”

- a. After your student has accepted the offer, the **GA/Dean Director** will mark the Hiring Proposal as “Offer Accepted.” This will generate an email notification for your hiring unit to begin the GA contract in Dynamic Forms. The hiring Unit will now complete the contract in

[Dynamic Forms](#). The contract will not be automatically generated in PeopleAdmin. Please fill out all required areas of the form. Any questions that arise please email: graduatestudies@marshall.edu.

- b. The contract will be coming to the **GA Originator and the GA/Dean Director roles**. It will not go to the student's email.
- c. Print the contract from your email and have your student sign and date.
- d. The student will then need to email the contract to graduatestudies@marshall.edu after signing.

Graduate Assistant / ... / Jane Doe (Proposed Hire) / GA Hiring Proposal / Summary

GA Hiring Proposal: Jane Doe (Graduate Assistant)

Current Status: Approved to Offer

Position Type: Graduate Assistant	Created by: Alisha Harbour
Department: Human Resources - MU1065	Owner: GA Dean/Director
Applicant: Jane Doe	
Posting: Graduate Assistant	

Summary | History | Settings

✔ Hiring Proposal

Candidate Information

Take Action On Hiring Proposal ▾

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Offer Accepted (move to Offer Accepted)

Offer Declined (move to Offer Declined)

Cancel (move to Canceled)

