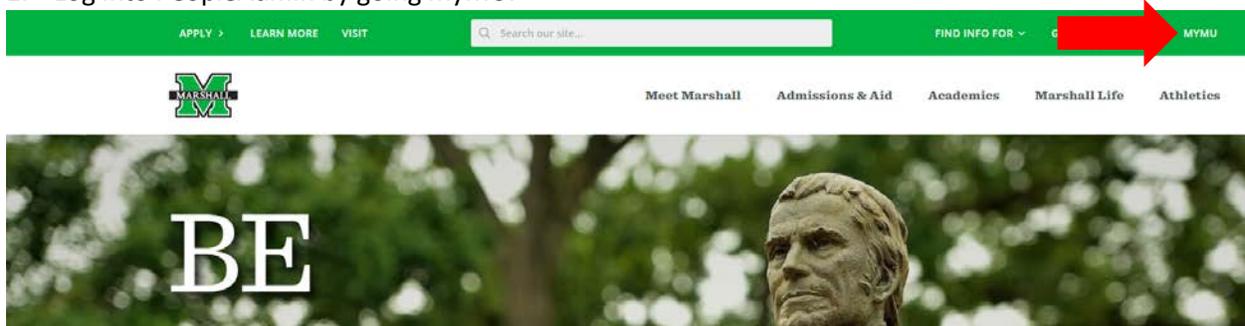


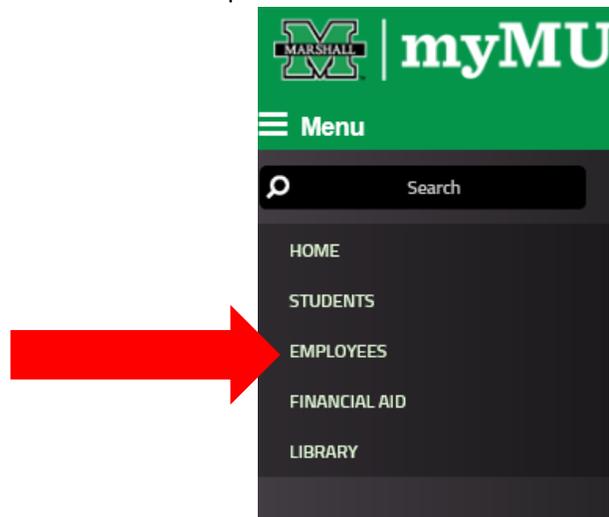


## Signing into PeopleAdmin

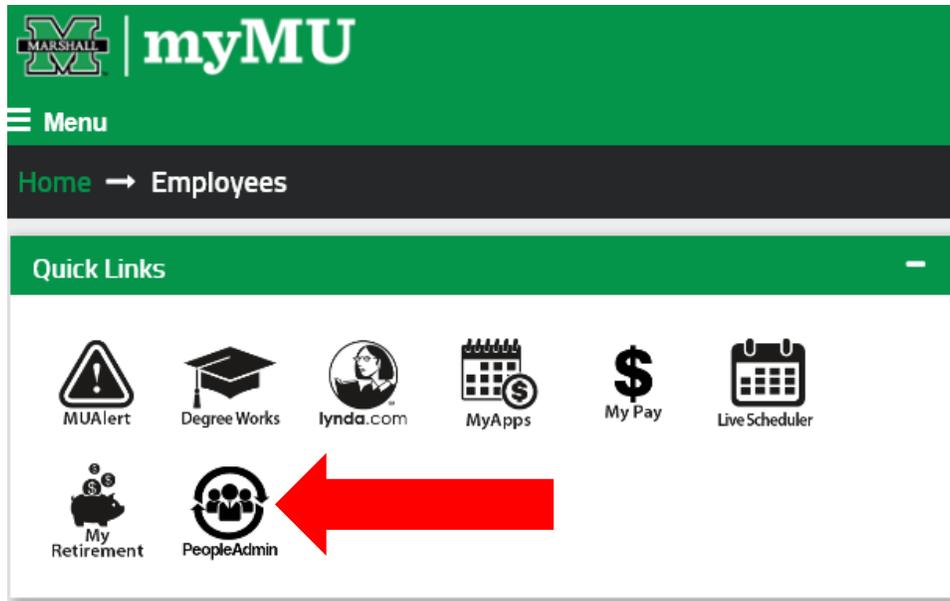
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



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

**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 Shortcut

Postings / Graduate Assistant

## Graduate Assistant Postings

+ Create New Po

Saved Searches Search More Search Options

search

"search" 8 Delete this search? Selected records 0 Clear selection? Actions (Actions)

<input type="checkbox"/>	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

- 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  
Department: Accountancy/Legal Environment - MU2310  
Created by: Alisha Harbour  
Owner: Human Resources

Summary History Applicants Reports Hiring Proposals

Saved Searches Search More Search Options

Active Applications

"Active Applications" 1 Actions

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

- 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 901# 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	<input type="text" value="654258"/> <span style="color:red">✖</span> <small>This field is required.</small>

#### 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	<input type="text" value="06/22/2018"/> <span style="color:red">✖</span> <small>This field is required.</small>
End Date	<input type="text" value="12/23/2018"/> <span style="color:red">✖</span> <small>This field is required.</small>
Actual Starting Salary	<input type="text"/>
Hiring Proposal Number	

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

- 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.

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

**Editing Hiring Proposal**

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

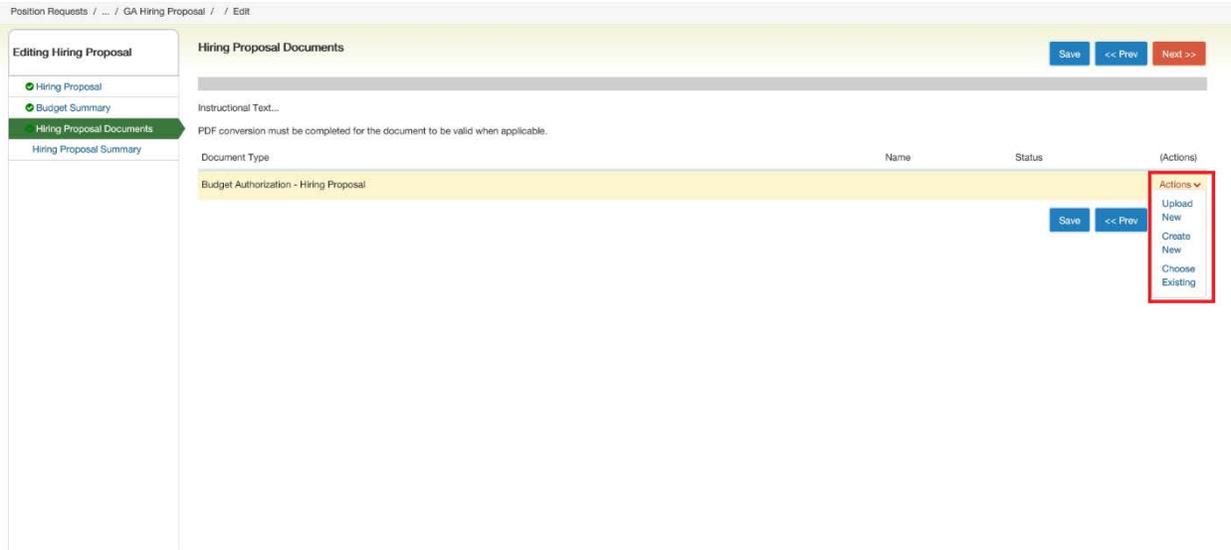
### Budget Summary

Budget Fund	123456
Budget Org	1254
Percentage Funded	100

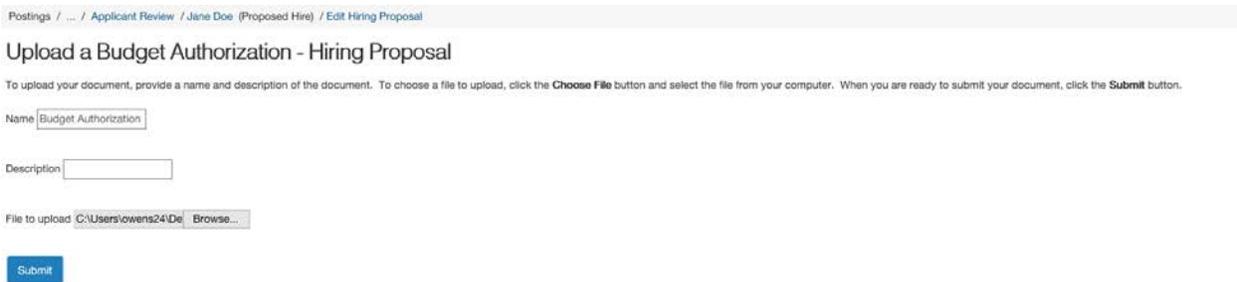
[Save](#) [<< Prev](#) [Next >>](#)

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

- 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.



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



10. 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 “Approve (move to Approve Hiring Proposal).”

### GA Hiring Proposal: Jane Doe (Graduate Assistant) [Edit](#)

**Current Status:** Draft

Position Type: Graduate Assistant      Created by: Alisha Harbour  
 Department: Accountancy/Legal      Owner: Alisha Harbour  
 Environment - MU2310  
 Applicant: Jane Doe  
 Posting: Graduate Assistant

**Take Action On Hiring Proposal** ▼

Keep working on this Hiring Proposal

WORKFLOW ACTIONS

Approve (move to Approve Hiring Proposal)

Summary    History    Settings    Reports

**Hiring Proposal** [Edit](#)

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@zcd.zcd

11. The hiring proposal will be sent to the Graduate Office for approval. Once the Graduate Office approves, you will get the email notification that you can now make the offer 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](mailto:human-resources@marshall.edu)

Thank you,

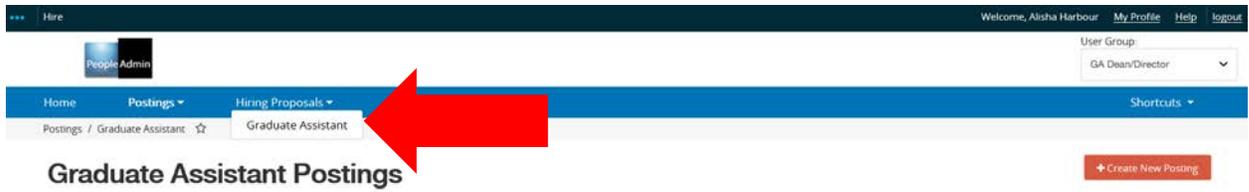
Human Resource Services

Marshall University

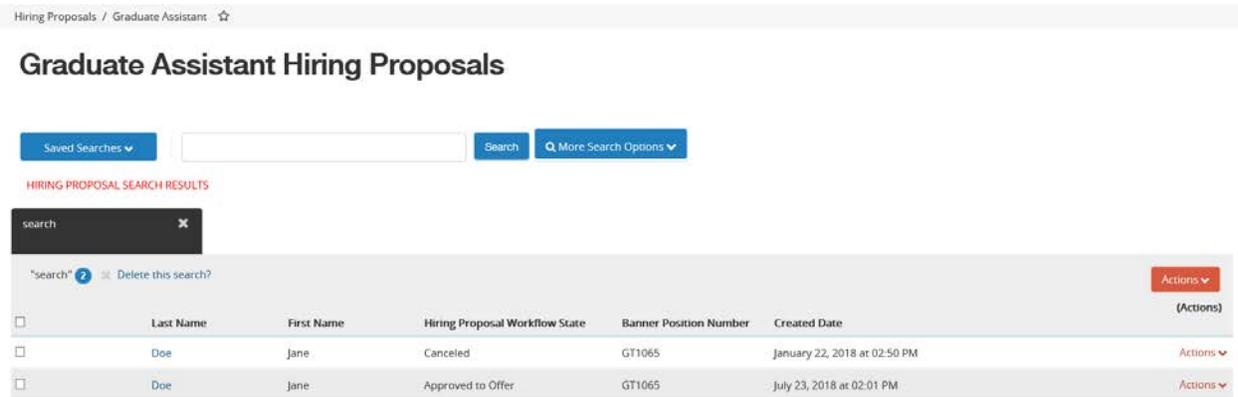
12. After your student has accepted the offer, you will mark the Hiring Proposal as *“Offer Accepted.”* This will generate the contract for your student to sign and kickoff the workflow for the electronic EPAF created by HR and Payroll.

- a. The contract will be coming to your email if you are the one that created the posting. It will not go to the student’s email.
- b. Print the contract from your email and have your student sign and date.
- c. The student will then need to take the contract to the Graduate Office after signing.

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



Then select the student you need to mark as “Offer Accepted.”



On the hiring proposal for the student, you will use the orange “Take Action on Hiring Proposal” to mark the student as “Offer Accepted.”

