

Signing into PeopleAdmin

 Log into PeopleAdmin by going to the Human Resources page at the following: <u>http://www.marshall.edu/human-resources/</u>. Hover your mouse over the Employment tab then PeopleAdmin and click on "PeopleAdmin Login."



2. On the gray/black screen, you will click on the red letters "Marshall University Employee Server Log-In."



3. 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.

•••	Hire					Welcome, Alisha H	larbour	My Profile	Help	logout
	Reonle Admin						User	Group:		
	reopie Admin				-	_		ipioyoo		•
	Home									
	Welcome to your Onli	ne Recruitment System								
	Inbox	Postings 24 Users	236 Hiring	Proposals 5	Position Requests	9	0 Fille Las	ed Posting at 30 days	js	
	Onboarding Tasks 2	Special Handling Lists 3								

Hiring Proposal Process

1. Click on the "Postings" tab and select the "Graduate Assistant."

Hire	Welcome, Alisha Harbour <u>My I</u>	Profile Help lo	gout Walkthrou
PeopleAdmin		User Group: GA Dean/Directo	r 🗸
Home Postings - Hiring Pr		Sho	rtcuts 🔻
Graduate Assistant Welcome to your Online Recruitment			

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

•••	Hire						Welcome, Alisha Ha	bour <u>My Profile</u>
	PeopleAd	lmin						User Group: GA Dean/Director
	Home I	Postings 👻 🕴	Hiring Proposals 👻					Shortcut
	Postings / Gradua	te Assistant 🖒						
	Gradua	ate Assis ⁻	tant Posting	S				+ Create New Pos
	Saved Search	ies 🗸		Search Q More Sear	rch Options 🗸			
	search	×						
	"search" 🔞 🚿	Delete this search? S	elected records 🗿 💥 Clear se	election?				Actions 🗸
		Banner Position						(Actions)
		Number	Position Title	Department	Active Applications	Workflow State	Semester	
		GS1065	Graduate Assistant	Human Resources - MU1065	0	Canceled	Fall Semester	Actions 🗸
		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 Ass	istant / Graduate Assista	nt (Approved - Internal) / Applicant H	aview		
Posting: (Current Status: A This posting is no Position Type: Gro Department: Acce Environment - M	Deraduate Ass pproved - Internal ot available to applicants aduate Assistant Cro puntancy/Legal O	istant (Graduate As: via search results but may be accesse reated by: Alisha Harbour wner: Human Resources	sistant) d directly at http://marshall-sb.people	admin.com/postings/5934	★ See how Posting looks to Applicant ↔ Print Preview
Summary His	story Applicants	Reports Hiring Proposals			
Saved Searches	•		Search Q More Sear	rch Options 🗸	
Active Applications	×				
"Active Applications	0				Actions 🗸
	Last Name	First Name	Job Title	Workflow State (Internal)	
	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)"

Postings / / Graduate Assistant (Approved - Internal) / Applicant Review / Jane Doe Under Review by G& Dean/Director

rend Salaria Under Review by GA DearDirector Reep working on this Jab render Gausein Assistant Application Reep working on this Jab iname: June Doe Orested Dy: Jane Doe does: Orested Dy: Jane Doe director does: Orested Dy: Jane Doe director does: Orested Dy: Jane Doe director does: Orested Director director does: Orested Director director does: Percencel Information Genoed finder Information Fiet Name Jane Address Hame Information Hot Marke Name Information Address Hame Information Hot Ma		ne Doe (Graduate Assistant)	Take Action On Job Application ~
Internet: Jane Doe Oreated by: Jane Doe dress: Owner: GA Dear/Director the Manhall Drive	rrent Status: Under Review by G plication form: Graduate Assista	A Dean/Director at Application	Keep working on this Job application
ali ame: Jone Dos Oreated by: Jone Dos Gome: GA Daan/Director Oreated by: Jone Dos Gome: GA Daan/Director Cancelled (move to AL Selected) Cancelled (move to Position Cancelled (move to Position) Cancelled (move to Position) 			WORKFLOW ACTIONS
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and you with 2010 million with 2010	John Marshall Drive		Cancelled (move to Position Cancelled)
Bit Contract Hole Name Jane First Name Jane Made Mane Jane Made Mane Jane Made Mane Jane Made Name Jane Made Mane Jane Made Mane Jane Made Mane Jane Made Name	funtington, wv 25701 Inited States of America		Approve (move to Proposed Hire)
mail::::::::::::::::::::::::::::::::::::	Jsername: owens24		Interviewed, Not Hired (move to Interviewed, Not Hired)
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Second my Constant Public Cons	Prione (Secondary):		
Performante Accordinately rules Recommendations (0 of 0) History Reports Personal Information Contact Informati	Position Type: Graduate Assistant		
Recommendations (0 of 0) History Reports Contact Information Jane Jane	Environment - MI 2210		
Merconnenatations (b of c) History Reports Personal Information Contract Information Contract Information Amere Midde Name Amere Midde Name One Last Name One Personal First Name Jubin Manhail Drive			
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First Name Jame Middle Name One Last Name Doe Preferred First Name Jahn Marshall Drive	Personal Information		
Middle Name Last Name Posterned First Name Address1 John Marshall Drive	Personal Information Contact Information		
Last Name Doe Preferred First Name	Personal Information Contact Information First Name	Jane	
Preferred First Name Address1 1 John Marshall Drive	Personal Information Contact Information First Name Middle Name	Jane	
Address1 1 John Marshall Drive	Personal Information Contact Information First Name Middle Name Last Name	Jane Doe	
	Personal Information Contact Information First Name Middle Name Last Name Prefored First Name	Jane Doe	
	Personal Information Contact Information First Name Middle Name Last Name Protored First Name Address1	Jane Jane Doe 1 John Marahal Drive	

5. 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.

Postir	ngs /	/ Graduate Assistant (Approved -	Internal) / Applicant Review / Jane Doe Proposed Hire	
	Job Curren Applica	application: Jane : Status: Proposed Hire tion form: Graduate Assistant App	Doe (Graduate Assistant)	Take Action On Job Application ✓ ★ View Posting Applied To ★ Preview Application
	Full nar	ne: Jane Doe	Dreated by: Jane Doe	Start GA Hiring Proposal
	Addres	s: (Dwner: GA Dean/Director	
	1 John	Marshall Drive		
	Hunting	ton, WV 25701		
	United	States of America		
	Userna	me: owens24		
	Email: e	emailaddress@zed.zed		
	Phone	Primary): 304-208-3274		
	Phone	Secondary):		
	Position	Type: Graduate Assistant		
	Departr	ment: Accountancy/Legal		
	Enviror	ment - MU2310		
	Summa	w Becommendations (0 of 0)	History Beports	
	Continue	.,	······	
		Personal Information		
		Contact Information		
		First Name	Jane	
		Middle Name		
		Last Name	Doe	
		Preferred First Name		
		Address1	1 John Marshall Drive	

6. You will come to the **Staring GA Hiring Proposal** screen; you will click on the blue "Start GA Hiring Proposal."

Postings / / Applicant Review / Jane Doe (Proposed Hire) / New Hiring Proposal							
Starting GA Hiring Proposal							
Applicant: Jane	Doe						
Posting: Graduate Assistant							
Start GA Hiring Proposal or Cancel							

7. 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."

osition Requests / / GA Hiring	Proposal / / Edit							
diting Hiring Proposal	Hiring Proposal						Save	Next >
Hiring Proposal								
Budget Summary	Check spelling							
Hiring Proposal Documents	* Required Information							
Hiring Proposal Summary	Candidate Inform	ation						
	First Name	Jane						
	Last Name	Doe						
	Articipaes 1	1 John Marchall Drive						
	Address?							
	Addressz							
	City	Huntington						
	State	WV						
	Zip Code	25701						
	Country	United States of America						
	Primary Phone	304-208-3274						
	Email	emailaddress@zed.zed						
	901 Number	654258	×					
		This field is required.						
	Position Informati	on						
	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 Int	formation						
	r innig r ropoodi inn	08/22/2016						
	Start Date	This field is required.						
	End Date	12/23/2016 This field is required.						
	Actual Starting Salary							
	Hiring Proposal Number							
							Save	Next >

8. 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 Pro	oposal / / Edit				
Editing Hiring Proposal	Budget Summary		Save	<< Prev	Next >>
Hiring Proposal					
Budget Summary	Budget Summ	an/			
Hiring Proposal Documents	Budget Eurod	122456			
Hiring Proposal Summary	Budgetruitu	123430			
	Budget Org	1254			
	Percentage Funded	100			
			Save	<< Prev	Next >>

9. 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."

Position Requests / / GA Hiring Pr	oposal / / Edit			
Editing Hiring Proposal	Hiring Proposal Documents		Save <	< Prev Next >>
Hiring Proposal				
Budget Summary	Instructional Text			
Hiring Proposal Documents	PDF conversion must be completed for the document to be valid when applicable.			
Hiring Proposal Summary	Document Type	Name	Status	(Actions)
	Budget Authorization - Hiring Proposal			Actions 🗸
			Save <	< Prov Upload New Create New Choose Existing

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 Budget Authorization
Description
File to upload CAUsers/owens24/De Browse
Submit

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 Pro	oposal / / Edit			
Editing Hiring Proposal	Hiring Proposal Documents		Save << Pr	vev Next >>
Hiring Proposal				
Budget Summary	Instructional Text			
Hiring Proposal Documents	PDF conversion must be completed for the document to I	be valid when applicable.		
Hiring Proposal Summary	Document Type	Name	Status	(Actions)
	Budget Authorization - Hiring Proposal	Budget Authorization - Hiring Proposal 08-22-16 10:29:16	PDF conversion in process	
			Save << Pr	vev 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*)."

		and, i an interference i an interference i						
Positi Depa Envir Appl Posti	A Hiring Proposal: J ent Status: Draft tion Type: Graduate Assistant intenst: Accountancy/Legal rooment - MU2310 licant: Jane Doe ing: Graduate Assistant	lane Doe (Graduate Assistant) Ecit Created by: Alisha Harbour Owner: Alisha Harbour		Take Action On Hiding Proposal Keep working on this Hiring Proposal woner.ow Actione Approve (move to Approve Hiring Proposal)				
Jun	summary mistory settings reports							
	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						

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							
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 <u>will generate the contract for your student to sign</u> 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."

Hiring Proposals / Graduate Assistant ☆

Graduate Assistant Hiring Proposals

Saved Searches 🗸			Search Q More Sea	rch Options 🗸					
HIRING PROPOSAL SEARCH RESULTS									
search	×								
"search" 2 🕱 Delete this search?									
	Last Name	First Name	Hiring Proposal Workflow State	Banner Position Number	Created Date	(Actions)			
	Doe	Jane	Canceled	GT1065	January 22, 2018 at 02:50 PM	Actions 🗸			
	Doe	Jane	Approved to Offer	GT1065	July 23, 2018 at 02:01 PM	Actions 🗸			

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

