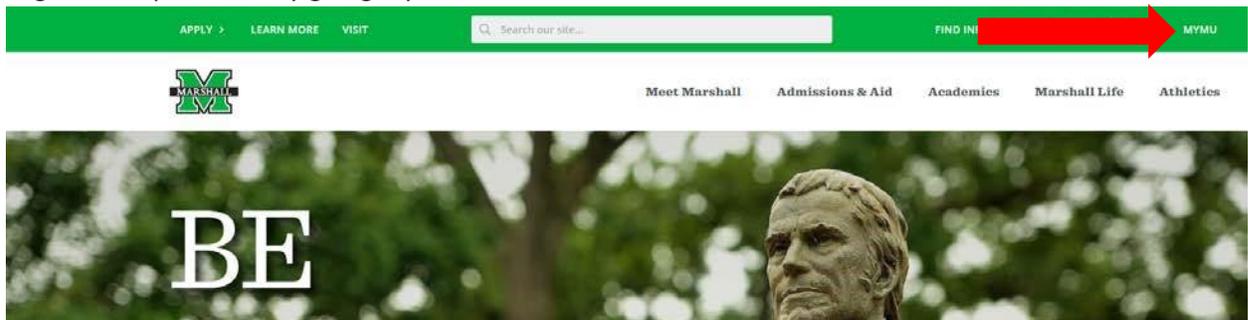




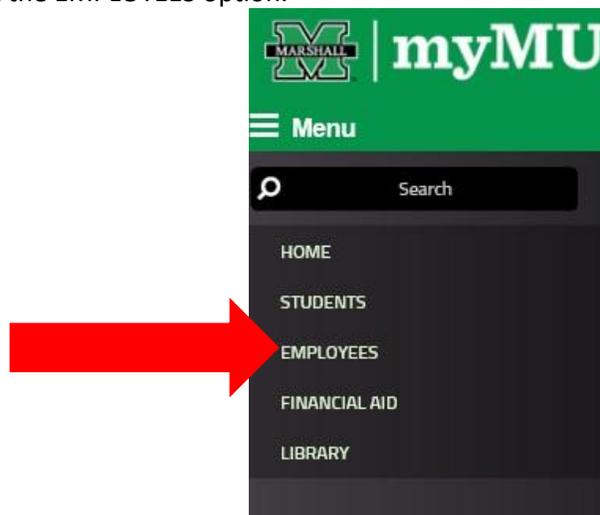
Human Resource Services

Adding Job Duties to the Position Description

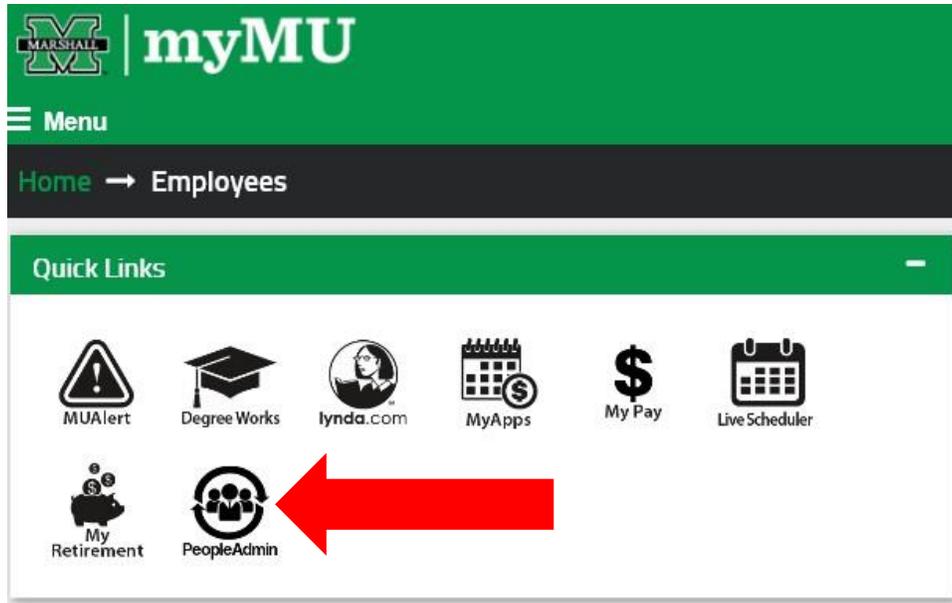
1. Log into PeopleAdmin by going myMU.



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 **Dean/Director** and select the **Position Management** screen.

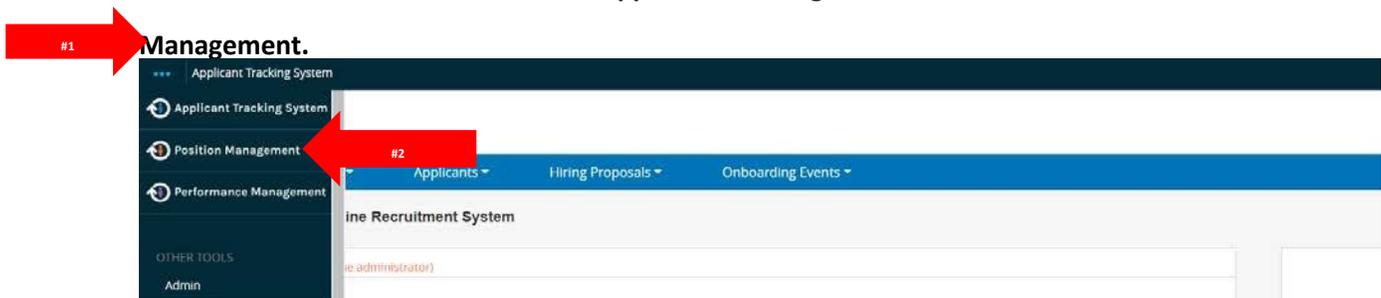
a. **Selecting the Correct User Group:**

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.



b. **Selecting the Position Management Screen:**

You will click on the “dots” next to the **Applicant Tracking Screen** and then select **Position**



Management.

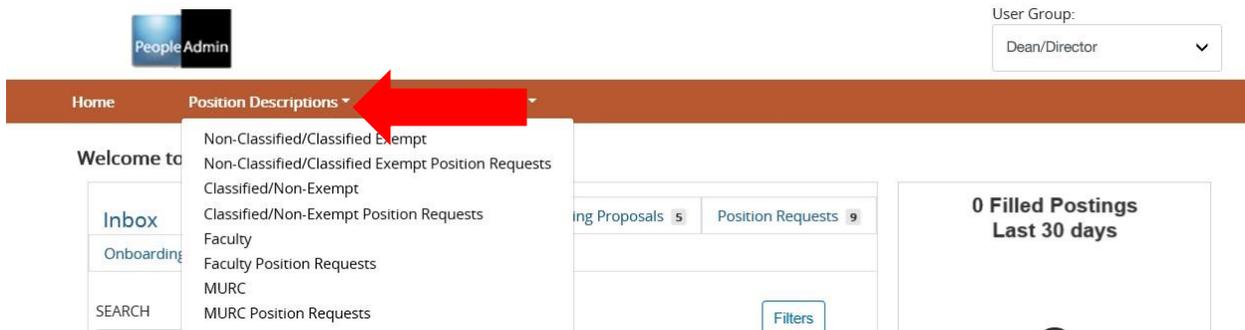
- c. **Accessing Each Position Type:**

To see each position number that will need to be updates, please click on each position type (non/classified, classified exempt or classified non-exempt)

	Banner Position Number	Position Title	Department	Status
	000397	Dir/Health & Safety	Health & Safety Department - MU5020	Active
	000398	Grant Resources Assc	CBER - MU8330	Active
	000402	Acad Advisor	Dean - Lewis College of Business - MU2300	Active
	000403	Interim Acad Advisor	Dean - Lewis College of Business - MU2300	Active
	000404	Computer Administrator	Autism Training Center - MU2430	Active
	000405	Allied Hlth Instr Support Spec	Biological Science - MU2510	Active
	000426	Assoc Dean/Grad Med Ed	SOM-VP Health Science/Dean - MU9000	Active
	000434	VP/Health Sci Advancement	SOM-VP Health Science/Dean - MU9000	Active
	000453	Student Recruiter	Recruitment - MU2026	Active

If your search does not include the Banner position number, you can create a [Custom View](#) and add the needed fields.

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



The screenshot shows the PeopleAdmin interface. At the top right, there is a 'User Group' dropdown menu set to 'Dean/Director'. Below this is a navigation bar with 'Home' and 'Position Descriptions' tabs. A red arrow points to the 'Position Descriptions' dropdown menu, which is open and shows several options: 'Non-Classified/Classified Exempt', 'Non-Classified/Classified Exempt Position Requests', 'Classified/Non-Exempt', 'Classified/Non-Exempt Position Requests', 'Faculty', 'Faculty Position Requests', 'MURC', and 'MURC Position Requests'. Below the navigation bar, there is a 'Welcome to' section with 'Inbox', 'Onboarding', and 'SEARCH' buttons. To the right, there are 'Incoming Proposals 5' and 'Position Requests 9' buttons, and a 'Filters' button. Further right, there is a box that says '0 Filled Postings Last 30 days'.

4. After you have selected the correct **Position Type**, type in the position number and select the position you wish to modify by clicking on the position number or title. (Please note: You will not find your position if you are under the incorrect position type).

Classified/Non-Exempt Position Descriptions

[+ Create New Position Description](#)

Saved Searches Search [More Search Options](#)

Default ✕

"Default" 627 ✕ Delete this search? Selected records 0 ✕ Clear selection?

← Previous 1 2 3 4 5 6 7 8 9 ... 20 21 Next →

<input type="checkbox"/>	Position Title	Department	Status	Banner Position Number	(Actions)
<input type="checkbox"/>	Admin Sec-Sr	Finance/Economics Department - MU2320	Active	000399	Actions ▼
<input type="checkbox"/>	Administrative Secretary Sr.	Accountancy/Legal Environment - MU2310	Active	000400	Actions ▼
<input type="checkbox"/>	Admin Sec-Sr	Management & HCA (Health Care Administration) - MU2330	Active	000401	Actions ▼
<input type="checkbox"/>	Interim Manager/Physical Plant	Receiving - MUS209	Active	000412	Actions ▼

3. At the **Position Description** page, you will click on **“Modify Position Description.”**

4. You will get to the Start Modify Position Description Position Request on [Position Title] screen, you will click on the blue **“Start”** button.

Position Description: Campus Service Worker (Classified/Non-Exempt) [Edit](#)

Current Status: Active

Position Type: **Classified/Non-Exempt** Created by: System Account

Department: **Plant Operations - MUS200**

[Take Action On Position Description](#)

- Print Preview
- Print Preview (Employee View)
- View Supervisor
- Modify Position Description**

[Summary](#) | [Settings](#) | [History](#) | [Associated Classification](#)

Classification [Edit](#)

Classification Information

Classification Title	Campus Service Worker
Classification Code	C3418

Home **Position Descriptions** ▼ Classifications ▼

Position Descriptions / **Classified/Non-Exempt** / Modify Position Description ☆

Start Modify Position Description Position Request on Campus Service Worker?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

[Start](#)

- At the **Position Justification** screen, you will enter the reason you are changing the description of this position and enter **you will note you are updating the job duties**. After you have entered the information, you will click the **“Next”** button.

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 Justification

Save Next >>

[Check spelling](#)
* Required Information

Reason for Modification

Reason for Position Modification

- Re-classification
- Update Job Description
- Update Budget Details
- Request Review of Existing Position
- Change in Job Responsibilities
- Change in FTE

6. At the **Classification** screen, please click the **“Next”** button.

7. At the **Position Details** screen, you will enter the title, Banner Position number, job description, required qualifications, and other information about the position that is required. You will scroll down to see all information that is required (with an *asterisk) and optional information that can be included in the position details.

****IMPORTANT – ON THE POSITION DETAILS SECTION, YOU MUST NOW BREAK DOWN THE JOB DUTIES IN THE JOB DUTIES SECTION. THE NEW PERFORMANCE MANAGEMENT MODULE IN PEOPLEADMIN WILL NOW PULL THESE JOB DUTIES TO BE GRADED DURING THE EVALUATION PERIOD.**

THESE SHOULD BE THE ESSENTIAL JOB DUTIES THAT EMPLOYEES PERFORM ON THE JOB AND CAN BE MEASURED. THE AVERAGE NUMBER OF ESSENTIAL JOB DUTIES FOR EACH POSITION SHOULD BE 5-7.

TO ADD NEW JOB DUTIES, YOU WILL CLICK ON THE BLUE **“ADD JOB DUTIES ENTRY”** IN THE JOB DUTIES SECTION.

Add Job Duties Entry

Job Duties

These are the job duties for required of the position.

For multiple job duties, please list them as separate entries by clicking on the add duties button.



*
Description of Job Duty

-Operates various mechanical cleaning equipment such as vacuums, buffers, carpet extractors, pressure washers, etc.

-Maintains facility in a sanitary and infection-free condition through washing, cleaning, and sanitizing surfaces. Disinfects high touch areas daily upon request or during seasonal issues (e.g; flu season, etc)

-Disposes of trash, waste, and other disposable materials as required.

-Cleans accessible interior and exterior windows as needed, per schedule and upon request.

-Cleans and disinfects restroom and shower facilities daily including (but not limited to); floors, wash basins, mirrors, urinals, commodes, etc.

-Sweeps, mops, scrubs, and vacuums floors, stairwells, elevators, and related areas.

-Dusts and Polishes furniture and required surfaces.

-Provide coverage to additional areas when co-workers are absent.

-Restocks paper supplies and soap in dispensers when necessary.

*
Description of Job Duty



duty 1

Remove Entry?

*
Description of Job Duty



duty 2

Remove Entry?

*
Description of Job Duty



duty 3

Remove Entry?

*
Description of Job Duty



duty 4

8. The person listed is the Supervisor Access field, must be correct.

★ Work Location

★ Supervisor Access

9. At the Position Budget screen, you may update the budget if needed and click “Next”.

10. At the Supervisory Position screen, please check and make sure that the supervisor is listed correctly.

****If not, please send an email to recruiting@marshall.edu with the Banner Position number and the correct supervisor’s name and MU ID number. We will make the changes in the system on the back end to ensure the evaluation is routed to the correct person. ****

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

Supervisory Position

Save Prev Next

Selected Supervisor

Job Title	Assistant Professor view
Position Number	000400
Position Type	Faculty
Org Unit	Criminal Justice - MU0602
First Name	Samuel
Last Name	Danison
Email	emailaddress@red.net

Position Descriptions - filter these results

Faculty Position Descriptions

"Faculty Position Descriptions" 4170

Previous 1 2 3 4 5 6 7 8 9 ... 38 39 Next

Position Title	Department	Status	Actions
<input checked="" type="radio"/> Assistant Professor	Criminal Justice - MU0602	Active	Actions
<input type="radio"/> Asst Football Coach-Defense	Football - MU7044	Active	Actions
<input type="radio"/> Professor	COHP-Nursing - MU0610	Active	Actions
<input type="radio"/> Clinical Instructor	COHP-Nursing - MU0610	Active	Actions

11. At the Supplemental Questions screen, please click “Next”.

12. At the Position Documents screen, please make sure the most recent organizational chart is attached for the position. To attach please choose “Actions” and upload the file to the system.

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

13. On the Summary page, please review your changes. Once you are satisfied, please leave the position description in draft and send an email to recruiting@marshall.edu letting us know that your description is ready to be approved.

Modify Position Description: Assistant Professor (Faculty) [Edit](#)

Current Status: Draft
Position Type: Faculty
Department: Accountancy/Legal
Environment - MU3310

Created by: Alisha Harbour
Owner: Alisha Harbour

Summary History Settings

Position Justification [Edit](#)

Reason for Modification

Reason for Position Modification: Re-classification, Update Job Description

Position Justification

Justification of Need: Need a full-time position.

Classification [Edit](#)

Classification Information

Classification Title	Assistant Professor
Classification Code	FC000
FLSA	Exempt

Take Action On Position Request v

- Keep working on this Position Request
- WORKFLOW ACTIONS
- Cancelled (move to Cancelled)
- Approve (move to Vice President)**
- Cancelled (move to Cancelled)
- move next v no...
- Dean/Deacior
- Vice President
- Human Resources Review
- Approved
- Cancelled

14. We will email you once the position description and supervisor has been updated.