



Signing into PeopleAdmin

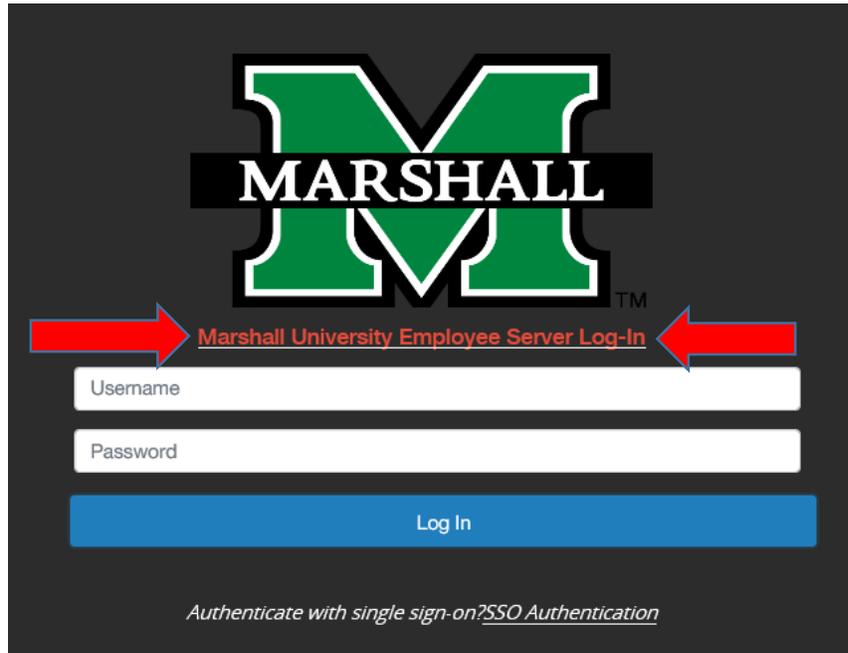
1. Log into PeopleAdmin by going to the Human Resources page at the following:

<http://www.marshall.edu/human-resources/>.

Hover your mouse over the Employment tab then PeopleAdmin and click on “PeopleAdmin Login.”

The screenshot shows the Marshall University Human Resource Services website. The page has a green header with the Marshall University logo and navigation links: ABOUT MARSHALL, FUTURE STUDENTS, CURRENT STUDENTS, ALUMNI, FACULTY/STAFF. Below the header is a dark grey bar with 'HUMAN RESOURCE SERVICES' in white. A navigation menu below that includes HR SERVICES, BENEFITS, CLASS & COMP, RESOURCES, EMPLOYMENT, TRAINING, and CONTACT US. The 'EMPLOYMENT' menu is open, showing options like ALL JOB OPPORTUNITIES, FACULTY EMPLOYMENT, STAFF EMPLOYMENT, MU RESEARCH CORPORATION EMPLOYMENT, GRADUATE ASSISTANT EMPLOYMENT, EDUCATIONAL EQUIVALENCIES, EDUCATIONAL EQUIVALENCY FORM, and PEOPLEADMIN. The 'PEOPLEADMIN' option is highlighted, and a 'PEOPLEADMIN LOG-IN' button is visible. To the right, there is a section for 'UPCOMING EVENTS' with a calendar icon and a list of events: FLSA Resources, New Training Opportunities, PEIA Go365, TIAA-CREF One-On-One Sessions, and TimeClock Plus. Below that is a 'PEOPLEADMIN RESOURCES' section with links to Finance Resources, Forms, Health and Safety, Holiday Schedules, Non-Critical Personnel Freeze, UPDATED PAR/EPAF Deadlines, PeopleAdmin Resources, and Policies & Procedures. At the bottom right is a 'Contact Us' section with the following information: Human Resource Services, Marshall University, 207 Old Main, One John Marshall Drive, Huntington, WV 25755, 304-696-6455, and Departmental Contacts. A photograph of a building at night is also visible on the left side of the page.

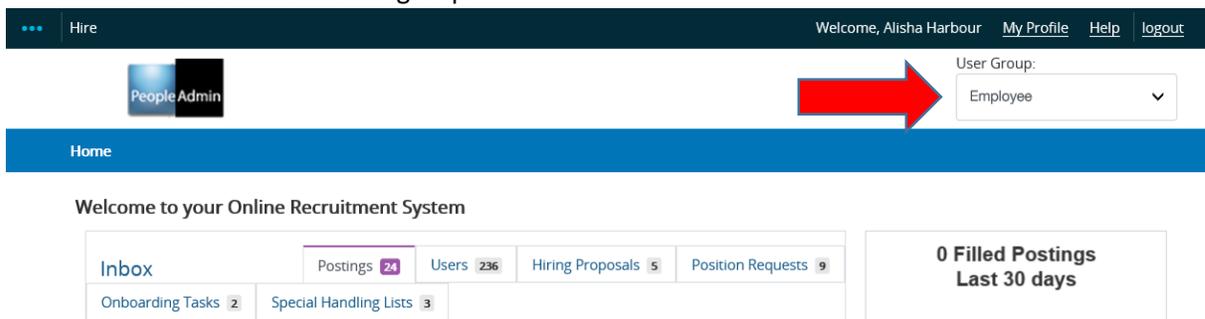
2. On the gray/black screen, you will click on the red letters “**Marshall University Employee Server Log-In.**”



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.

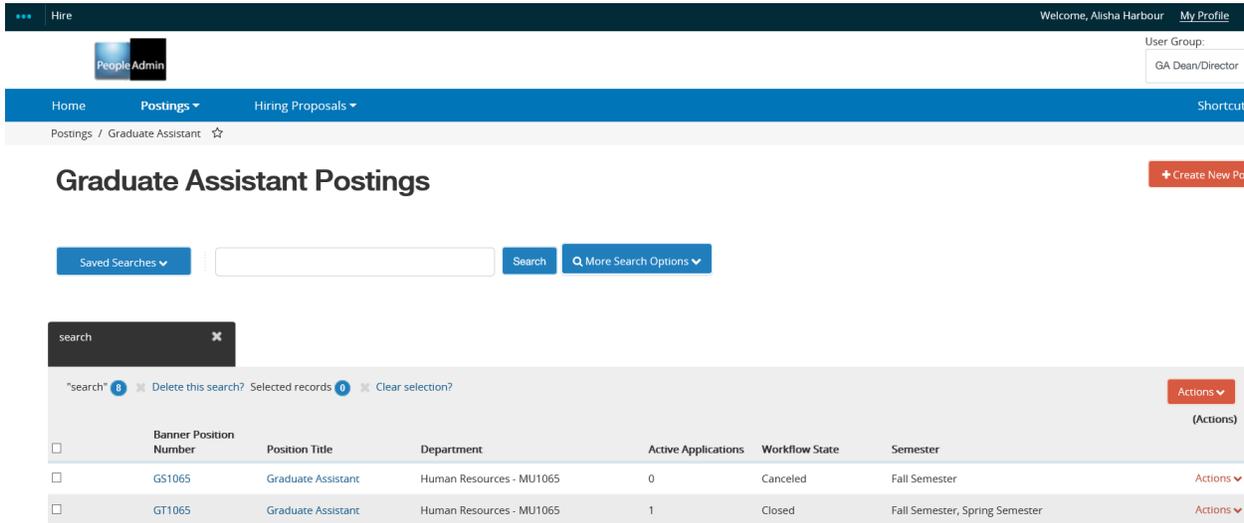


Hiring Proposal Process

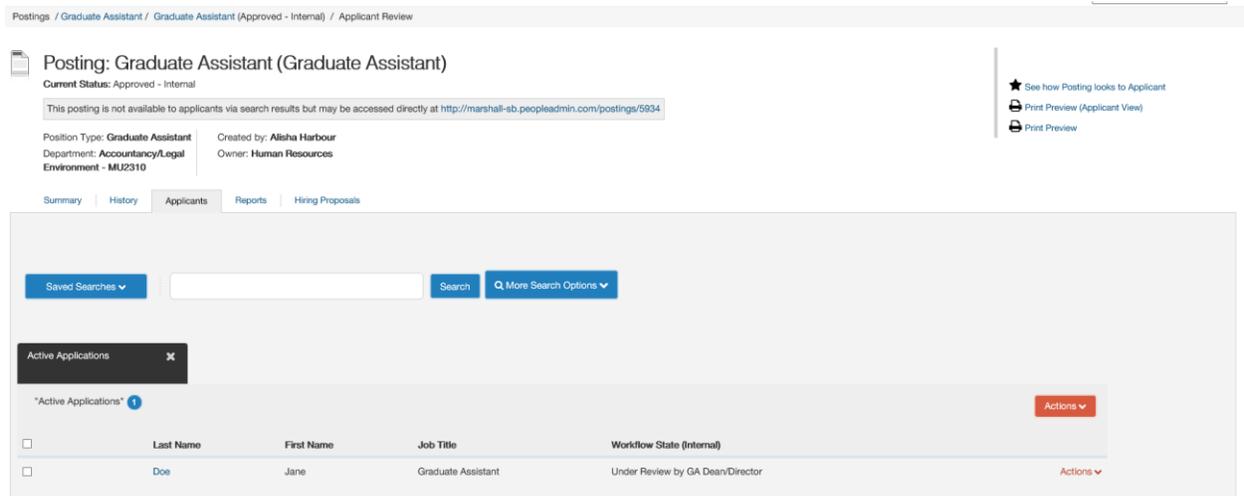
1. Click on the “Postings” tab and select the “Graduate Assistant.”



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



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



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)”

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

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 | |

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.

Postings / ... / Graduate Assistant (Approved - Internal) / Applicant Review / Jane Doe Proposed Hire

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 |

6. 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."

Editing Hiring Proposal

Hiring Proposal

Save Next >>

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 654258 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
This field is required.

End Date 12/23/2016
This field is required.

Actual Starting Salary

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.

Editing Hiring Proposal

Budget Summary

Save << Prev Next >>

Budget Summary

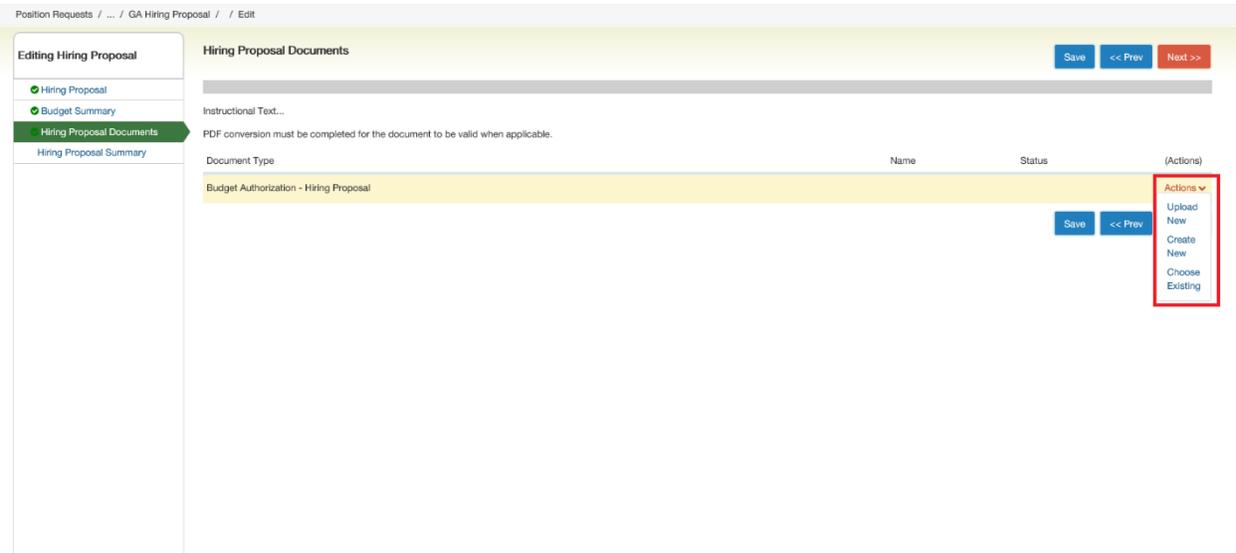
Budget Fund 123456

Budget Org 1254

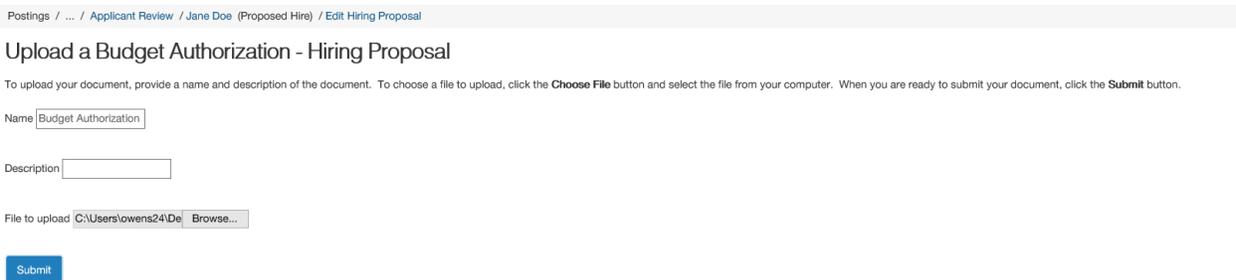
Percentage Funded 100

Save << Prev Next >>

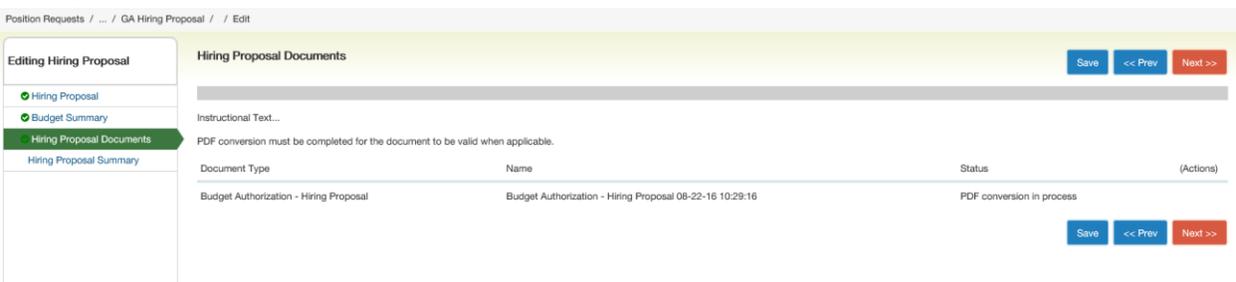
- The **Hiring Proposal Documents** screen is where you can upload documents you wish to be associated with this posting. You will hover your mouse over the actions and click on "Upload New."



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@zpd.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.

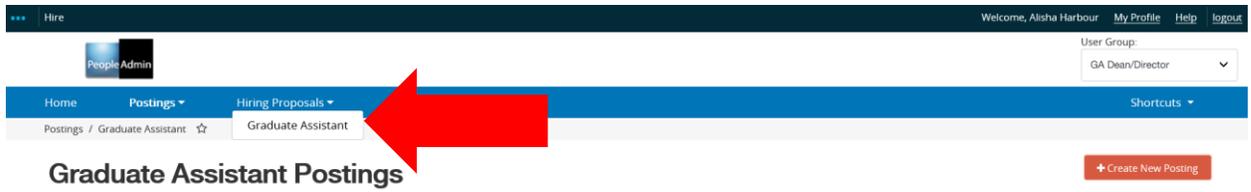
If you have any questions, please contact Human Resource Services at human-resources@marshall.edu

Thank you,

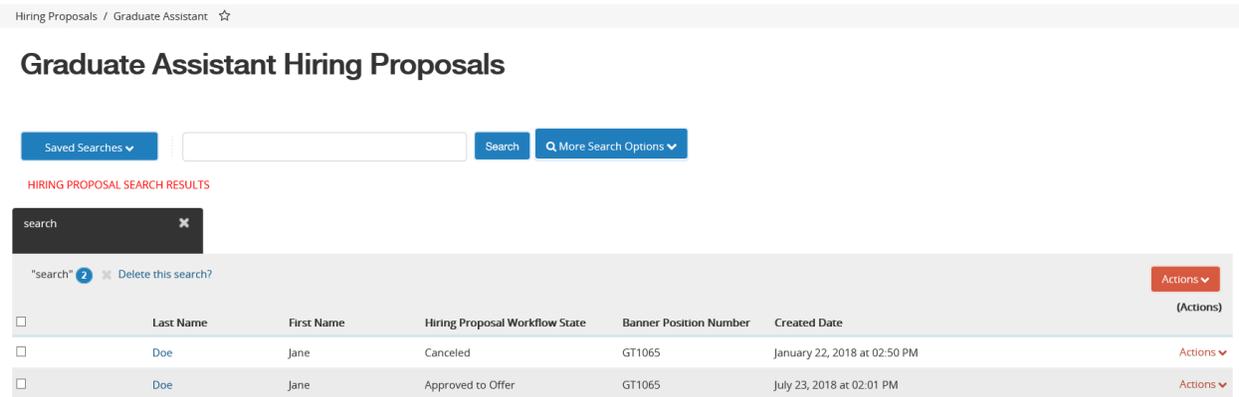
Human Resource Services

Marshall University

12. After your student has accepted the offer, you will mark the Hiring Proposal as *“Offer Accepted.”* This 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.”

