



Creating a NEW Marshall Position Position Management (Orange Screen)

Before You Begin:

The Hiring Freeze Exception Form has been removed.

Staff, Faculty Coach, and Faculty Equivalent Positions

- If a department is requesting a **new position**:
 - the [New Position Review Form](#) must be completed and reviewed before entering anything in PeopleAdmin.
 - HR will let you know when to proceed in PeopleAdmin.

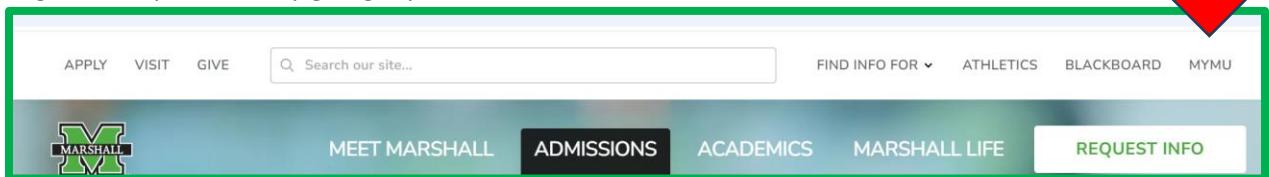
Faculty Positions (Academic Affairs)

- If a department is requesting a **new position**, please contact Mary Chapman, chapmanm@marshall.edu to obtain a position number. Once you have a position number, you will then proceed to PeopleAdmin to create the position.
- If it is an existing position, the department can proceed with the position in PeopleAdmin and does not need to wait for approval from HR.

**** Please note that this is a new position number that has not been used, versus being a vacant position or reclassification.**

- If you do not have People Admin privileges as Dean/Director, you will need to have your supervisor complete the following link before moving forward. [People Admin Privilege Form](#)

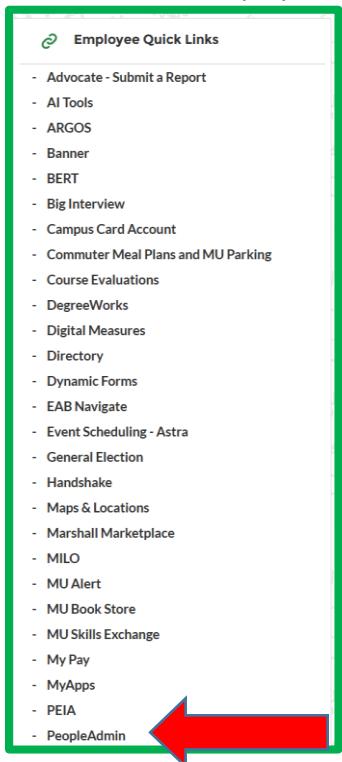
1. Log into PeopleAdmin by going myMU.



APPLY VISIT GIVE FIND INFO FOR ▾ ATHLETICS BLACKBOARD MYMU

MARSHALL M MEET MARSHALL ADMISSIONS ACADEMICS MARSHALL LIFE REQUEST INFO

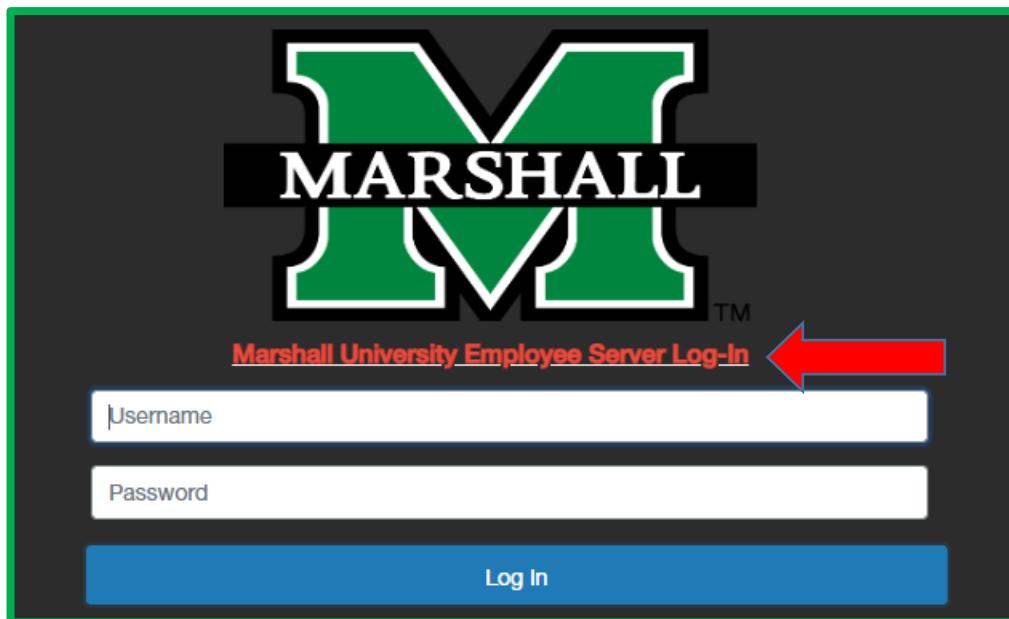
You will look for Employee Quick Links on the right side and select PeopleAdmin.



Employee Quick Links

- Advocate - Submit a Report
- AI Tools
- ARGOS
- Banner
- BERT
- Big Interview
- Campus Card Account
- Commuter Meal Plans and MU Parking
- Course Evaluations
- DegreeWorks
- Digital Measures
- Directory
- Dynamic Forms
- EAB Navigate
- Event Scheduling - Astra
- General Election
- Handshake
- Maps & Locations
- Marshall Marketplace
- MILO
- MU Alert
- MU Book Store
- MU Skills Exchange
- My Pay
- MyApp
- PEIA
- PeopleAdmin

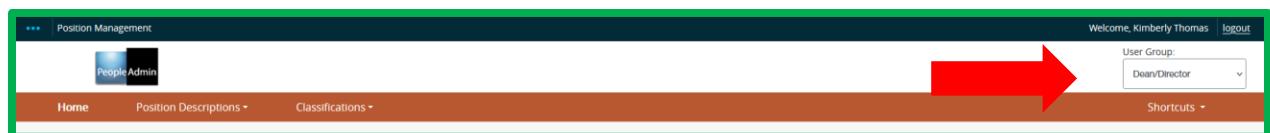
2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**



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 **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.

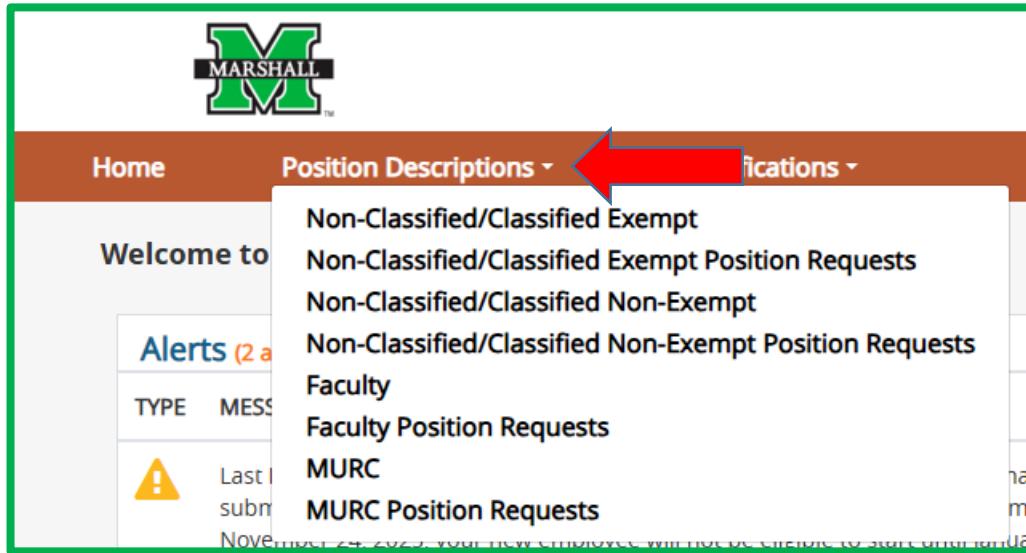


b. **Selecting the Position Management Screen:**

Select the **Position Management** ("orange position description") screen. You will click on the "dots" next to the **Applicant Tracking Screen** and then select **Position Management**.

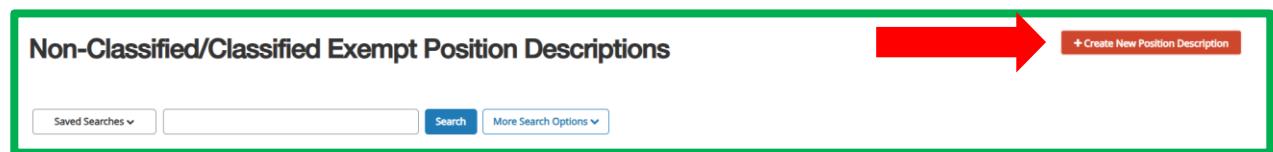


4. You will click on the **Position Description** tab and select the correct **position type** to begin creating your position in PeopleAdmin.



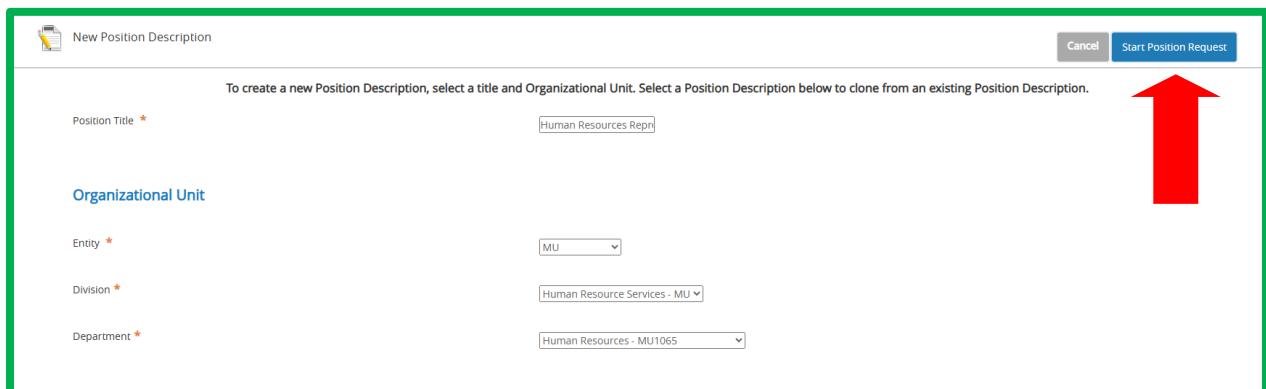
The screenshot shows the Marshall University PeopleAdmin interface. The top navigation bar has tabs for 'Home' and 'Position Descriptions'. A red arrow points to the 'Position Descriptions' tab, which is highlighted in orange. Below the navigation bar, there is a 'Welcome to' message and an 'Alerts' section with 2 alerts. The main content area is titled 'Non-Classified/Classified Exempt' and lists several position types: Non-Classified/Classified Exempt, Non-Classified/Classified Exempt Position Requests, Non-Classified/Classified Non-Exempt, Non-Classified/Classified Non-Exempt Position Requests, Faculty, Faculty Position Requests, MURC, and MURC Position Requests. The 'Position Descriptions' tab is the active tab.

5. After you have selected the correct **Position Type**, click the orange button, Create New Position Description. **Please note that this would only be if you received a new Banner position number from MURC or Marshall Human Resources.**



The screenshot shows the 'Non-Classified/Classified Exempt Position Descriptions' page. At the top, there is a title 'Non-Classified/Classified Exempt Position Descriptions' and an orange button labeled '+ Create New Position Description' with a red arrow pointing to it. Below the title, there are search and filter options: 'Saved Searches', 'Search', and 'More Search Options'. The main content area is empty, indicating no position descriptions are currently listed.

6. The **New Position Description** screen is where you will enter the position title, entity (MU), division, and department for this position. Once you have entered all of the information you will click on the **“Start Position Request”** on the right side.



The screenshot shows the 'New Position Description' form. At the top, there is a title 'New Position Description' and a 'Cancel' button. On the right, there is a blue button labeled 'Start Position Request' with a red arrow pointing to it. The form contains fields for 'Position Title' (with a red asterisk), 'Entity' (set to MU), 'Division' (set to Human Resource Services - MU), and 'Department' (set to Human Resources - MU1065). Below the form, a message says: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.' The 'Organizational Unit' section is expanded, showing the selected MU entity.

7. At the **Position Justification** screen, you will explain:

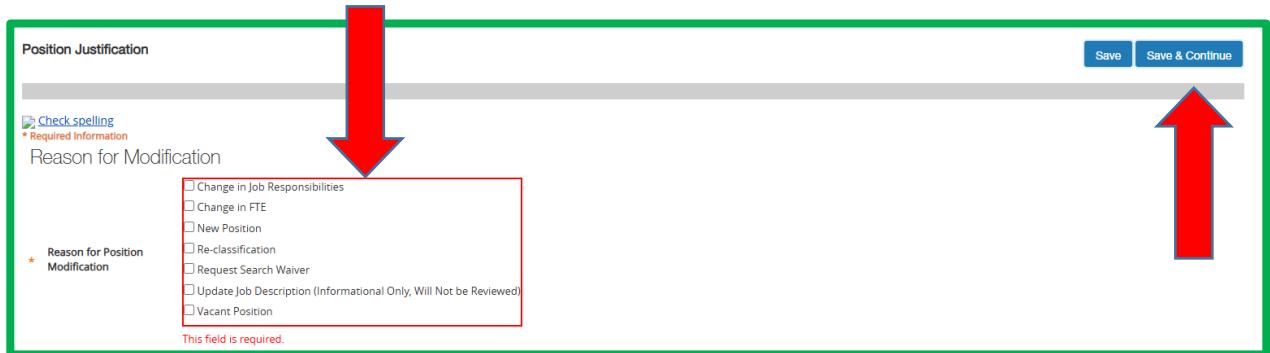
- The need for the position including the negative impact on business operations, safety concerns, and/or accreditation requirements.
- Include any methods for funding and the proposed funding sources.

Search Waivers- The waiver is approved only in rare circumstances.

If you are requesting a waiver, please include the information in the justification screen. You will also need to upload the following in the document section:

- **Resume/CV of the individual**
- **Justification Memo**

○ After you have entered the information, you will click the “Save and Continue” button.



Position Justification

[Check spelling](#) **Required Information**

Reason for Modification

* Reason for Position Modification

- Change in Job Responsibilities
- Change in FTE
- New Position
- Re-classification
- Request Search Waiver
- Update Job Description (Informational Only, Will Not be Reviewed)
- Vacant Position

This field is required.

Save Save & Continue

8. At the Classification screen, first review the classification details that appear.

- If the classification is correct, you will click on the **“Save and Continue”** button.
- If you need to choose a different classification, select the correct classification for the position by using the “radio” buttons next to the classification. You will click “Save” after it saves you will see the details about the classification. Then proceed by selecting **“Save and Continue.”**

Classification

Selected Classification

Classification Details

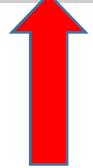
Classification Information

Classification Title	Human Resources Representative Senior
Classification Code	C3323
FLSA	Exempt
Salary Grade	6
Min Salary	39500
EEO	30

Classifications - Filter these results

Non-Classified/Classified E... "Non-Classified/Classified Exempt Classification Search" 144 Delete this search?

Classification Job Title	Classification Code	Created Date	EEO	Classification Status	FLSA	Salary Grade	(Actions)
<input type="radio"/> President	N0100	November 14, 2013 at 04:45 PM	10	Approved	Exempt		Actions
<input type="radio"/> Vice President	N0110	November 14, 2013 at 04:45 PM	10	Approved	Exempt		Actions



9. 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. Once you have entered the information, you will click on the **“Save and Continue”** button.

Position Details

Position Information

* Position Title

Banner Position Number

E-Class

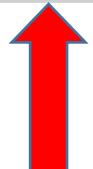
Department

Check spelling * Required Information

* Job Description

Marshall University Human Resources Department is seeking to fill an HR Representative position to perform generalist duties in the following areas: Recruitment, Employee Onboarding, Customer Service Support, and Performance Management. Duties include but are not limited to the following:

- Serves as primary contact and support to university hiring managers/directors in the filling of vacant position utilizing PeopleAdmin.
- Provides individual and group training and consultation with hiring authorities and applicants.
- Reviews requests for recruiting to assure they meet HR standards.
- Assures that workflows are progressing towards a successful recruitment.
- Communicates with all levels of employees regarding the status of recruiting requests.
- Provides important feedback to CHRO, Equity Officer and/or Manager regarding organizational issues or problems.
- Serve as the primary contact regarding PeopleAdmin PM system. (Troubleshoots and resolves issues)
- Conduct individual or group training on our recruitment systems and interacts with supervisors and employees who have concerns or issues.
- Must be able to perform all duties listed identified in the official job description for this position.



10. At the **Position Budget Information** screen, you will enter the budget information for this position. After you enter the budget information if it has changed, you will click “**Save and Continue**” button.

**If the budget is split you can hit the blue button “Add Budget Summary Entry” and you can enter the 2nd funding information. Just make sure that all funds together equal 100%

*** Depending on position type the following sections might be in a different order than what you see on your screen based on the position type.***

11. At the **Supervisory Position** screen, you will select the correct supervisor for the position using the “blue” filter these results. The box will pop up where you can type in the supervisor’s position number or name and select their position type – then hit Search. Then the selection will populate down below, and you hit the “radio” button. You will click on the “**Save and Continue**” button.

**Please note that the supervisor listed on this screen needs to match the name listed on the Position Details Screen, and you can only have one supervisor listed.

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position**
- Supplemental Questions...
- Position Documents
- Applicant Documents
- Position Request Summary

Supervisory Position

Selected Supervisor

Search Position

erica thomas

Job Title: Assistant
Position Number: 001719
Position Type: Non-Clas...
Org Unit: Human
First Name: Mary
Last Name: Chapma...
Email: 427943...

Position Descriptions - Filter these results

Default "Default" 919

7 8 9 ... 30 31 Next -->

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position**
- Supplemental Questions...
- Position Documents
- Applicant Documents
- Position Request Summary

Supervisory Position

Selected Supervisor

Job Title: Manager/Human Resources Information Services Systems [view](#)
Position Number: 000349
Position Type: Non-Classified/Classified Exempt
Org Unit: Human Resources - MU1065
First Name: Erica
Last Name: Thomas
Email: 4279431144150572555_1714807996_1546_2_emailaddress@zed.zed

Position Descriptions - Filter these results

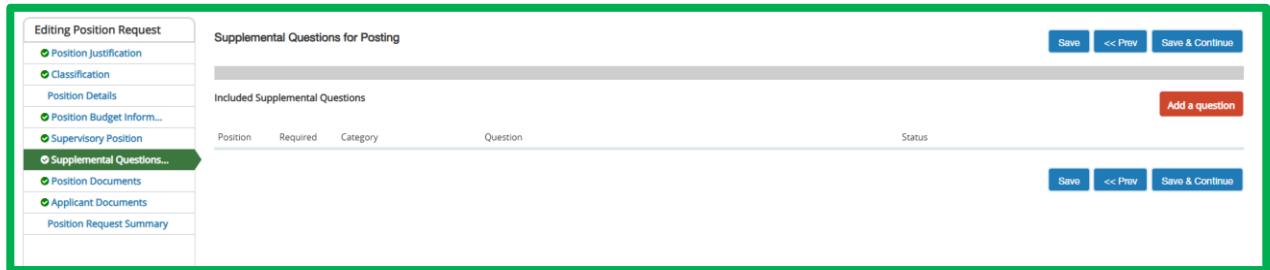
Default "Default" 919

Banner Position Number	Position Title	Department	Status	(Actions)
000397	Director/Health & Safety	Health & Safety Department - MU5020	Active	Actions
000398	Grant Resources Assoc	CBER - MU8330	Active	Actions

**If the supervisor's name does not appear, please email recruiting@marshall.edu with the banner position number, position type, and the name of the supervisor that needs to be added. Once we have updated the posting, we will notify you via email.

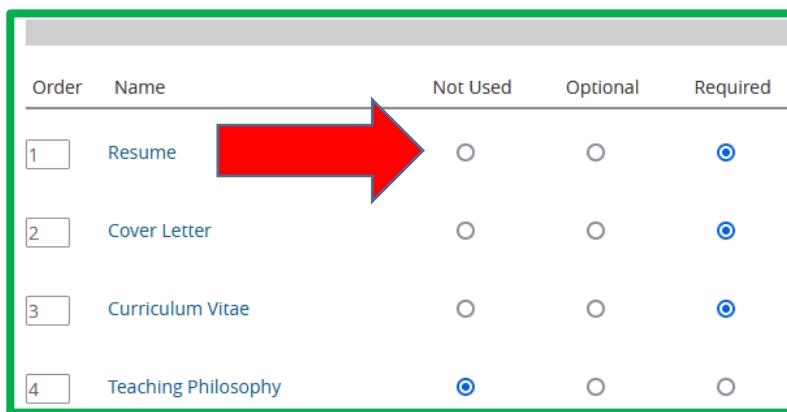
12. At the **Supplemental Questions for Posting** screen, please click “Save and Continue” button.

**HR will handle this screen on the Applicant Tracking (Blue side).

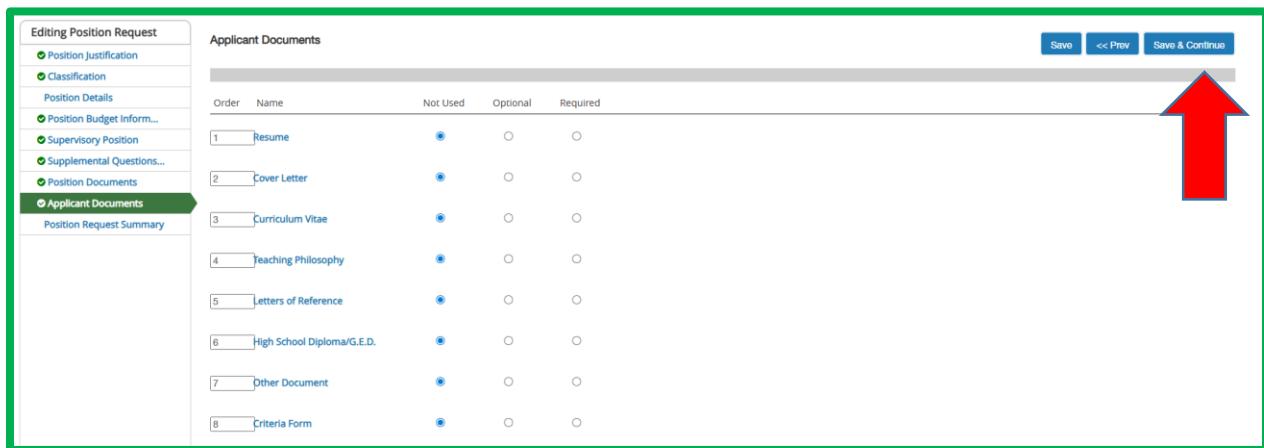


Position	Required	Category	Question	Status

13. On the **Applicant Document** screen, please **do not** add the documents here. If you see documents listed as required or optional, please list them as “Not Used”. “Click save and continue” this page and **you will have the opportunity to the documents when you create your posting (on the blue side, Applicant Tracking)**.



Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
3	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
4	Teaching Philosophy	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>



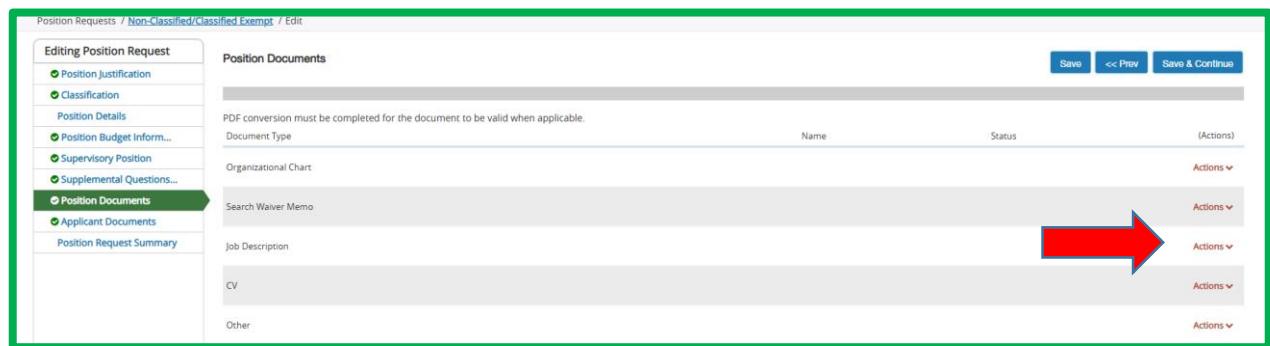
Order	Name	Not Used	Optional	Required
1	Resume	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
4	Teaching Philosophy	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
5	Letters of Reference	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
6	High School Diploma/G.E.D.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
7	Other Document	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>
8	Criteria Form	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>

14. On the **Position Documents** page, you can upload your job description, organizational chart or another document pertaining to the position. This is also where you will upload your Completed Recruiting Authorization Form, under the Job Description tab.

If you are requesting a waiver, please also upload the following:

- **Resume/CV of the individual**
- **Justification Memo**

To upload a document, you will hover your mouse over the “Actions” and then select the “Upload New” option.

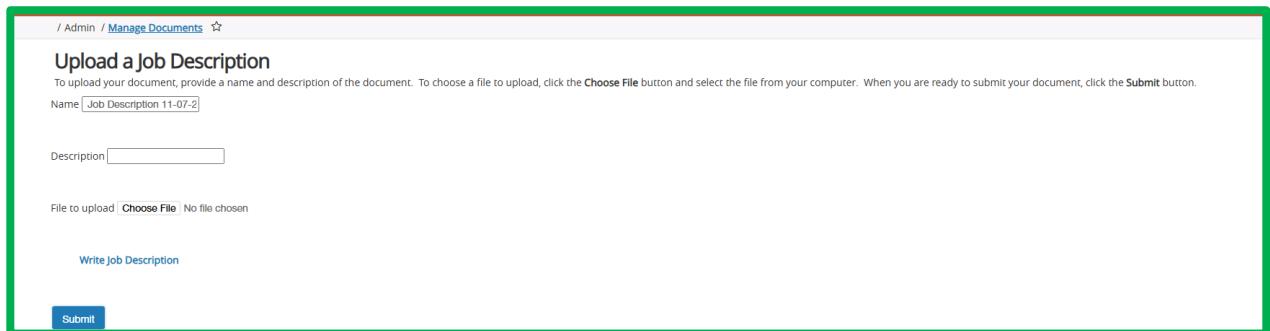


The screenshot shows the 'Position Requests / Non-Classified/Classified Exempt / Edit' page. On the left, a sidebar lists various tabs: Position Justification, Classification, Position Details, Position Budget Inform., Supervisory Position, Supplemental Questions..., **Position Documents** (which is selected and highlighted in green), Applicant Documents, and Position Request Summary. The main content area is titled 'Position Documents' and contains a table with the following data:

Document Type	Name	Status	Actions
Organizational Chart			Actions
Search Waiver Memo			Actions
Job Description			Actions
CV			Actions
Other			Actions

At the top right of the main area are three buttons: 'Save', '<< Prev', and 'Save & Continue'. A red arrow points to the 'Actions' dropdown menu for the 'CV' row.

You will then click the gray “Browse” button; find the file you wish to upload and then click on the blue “Submit” button.



The screenshot shows the 'Upload a Job Description' page. At the top, it says 'Upload a Job Description' and provides instructions: '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.' Below this, there are input fields: 'Name' (containing 'Job Description 11-07-2'), 'Description' (with a small input field), and a file upload field 'File to upload' (showing 'Choose File' and 'No file chosen'). At the bottom, there is a text area 'Write Job Description' and a blue 'Submit' button.

Click on the “Save and Continue” button.



Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Information
- Supervisory Position
- Supplemental Questions
- Position Documents**
- Applicant Documents
- Position Request Summary

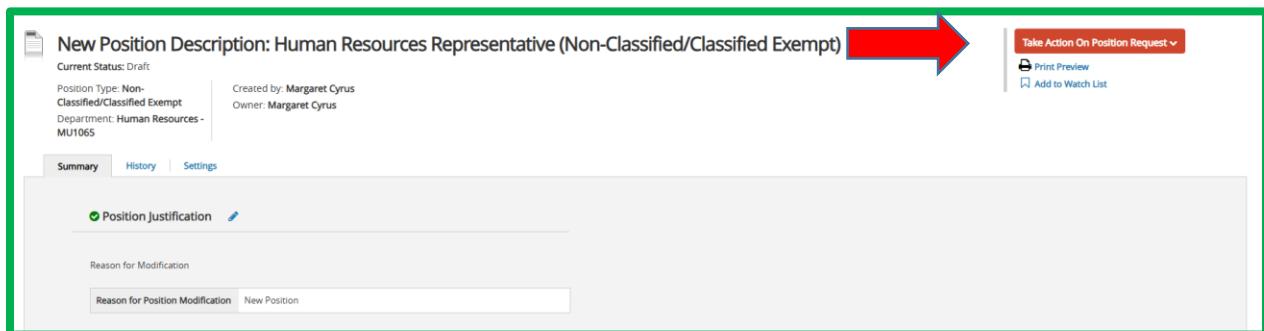
Position Documents

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

Document Type	Name	Status	Actions
Organizational Chart			Actions
Search Waiver Memo			Actions
Job Description	Job Description 01-09-26 16:18:19 (EST)	PDF conversion in process	Actions
CV			Actions
Other			Actions

Save << Prev Save & Continue

15. On the **Summary** page, please review your changes. Once you are satisfied use the “Take Action on Position Request” and “Approve (move to Vice President).” Then click submit.



New Position Description: Human Resources Representative (Non-Classified/Classified Exempt)

Current Status: Draft

Position Type: Non-Classified/Classified Exempt

Created by: Margaret Cyrus

Owner: Margaret Cyrus

Department: Human Resources - MU1065

Summary History Settings

Position Justification

Reason for Modification

Reason for Position Modification: New Position

Take Action On Position Request

- Print Preview
- Add to Watch List

16. Once your position has been approved through the position management workflow, we will notify the creator via email. You will begin your posting on the **Applicant Tracking System** (blue) screen.

If additional information is required or the position has not been approved by the Strategic Hiring Committee, it will be returned to the Dean/Director queue.

17. Once the position has been approved, you will receive the standard email from Human Resource Services.

Good morning -
This position description has been approved, and you may proceed with the posting workflow.

Thanks
Meg

From: Human-resources@marshall.edu <Human-resources@marshall.edu>
Sent: Monday, January 12, 2026 9:25 AM
To: Cyrus, Meg <atkinso1@marshall.edu>
Subject: Action Submitted for Review (for wilson461@marshall.edu)

POSITION MANAGEMENT

PeopleAdmin Notification: Workflow Action Status Change.

You have received this notification to review/approve the following posting/position in your workflow status.

Workflow Status: Approved
Banner Position Number: 002190
Title: Human Resources Representative
Department: Human Resources - MU1065
Reason for Position Modification: New Position

Please log into <https://marshall.peopleadmin.com/hr/login> to review this action. If you have any questions, please contact Human Resource Services at human-resources@marshall.edu.

Thank you,
Marshall University
Human Resource Services

The instructions to complete your posting in Applicant Tracking (blue screen) can be found here:
<https://www.marshall.edu/human-resources/peopleadmin-resources/>