



## **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.

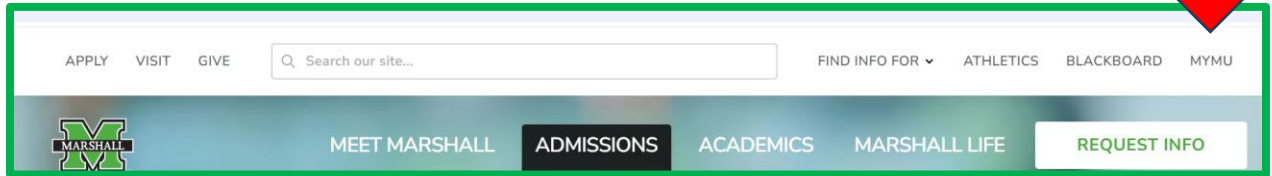
### **Faculty Positions (Academic Affairs)**

- If a department is requesting a **new position**, please contact Mary Chapman, [chapmanm@marshall.edu](mailto: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.

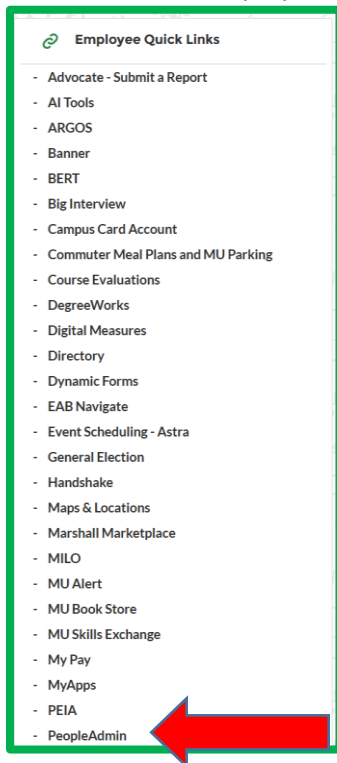
**\*\* Please note that this is a new position number that has not been used, versus being a vacant position or reclassification.**

- 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](#)

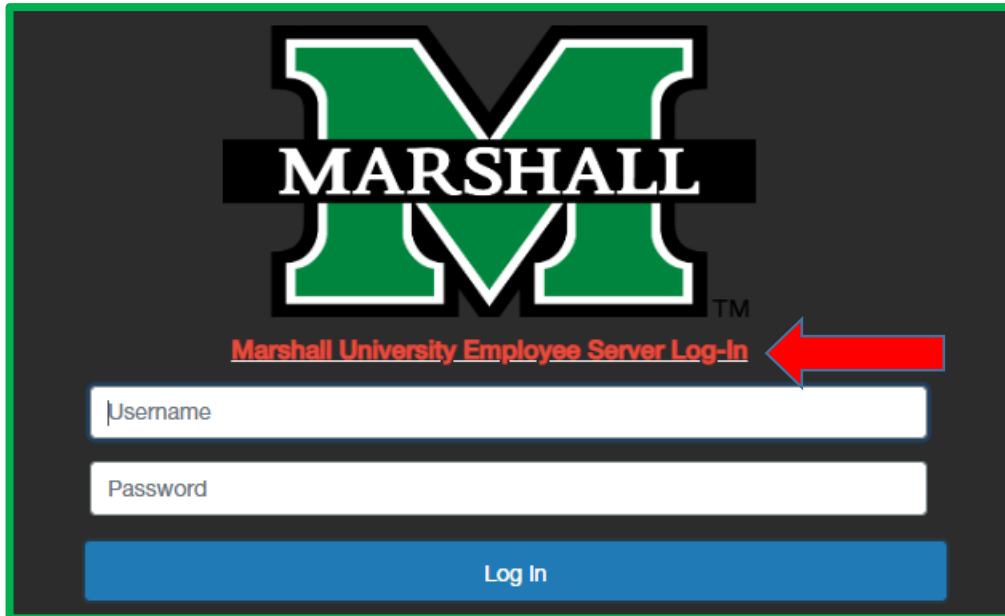
1. Log into PeopleAdmin by going myMU.



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



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



The image shows the Marshall University Employee Server Log-In screen. At the top is the Marshall University logo, a green 'M' with 'MARSHALL' in white text across it. Below the logo is the text 'Marshall University Employee Server Log-In' in red, with a red arrow pointing to it. Underneath is a white input field for 'Username', followed by a white input field for 'Password'. At the bottom is a blue button labeled '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 **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.



The image is a screenshot of the Applicant Tracking System interface. At the top, it says 'Position Management' and 'Welcome, Kimberly Thomas' with a 'logout' link. Below this is a navigation bar with 'Home', 'Position Descriptions', and 'Classifications'. On the right side of the navigation bar, there is a 'User Group' dropdown menu with 'Dean/Director' selected. A red arrow points to this dropdown menu.

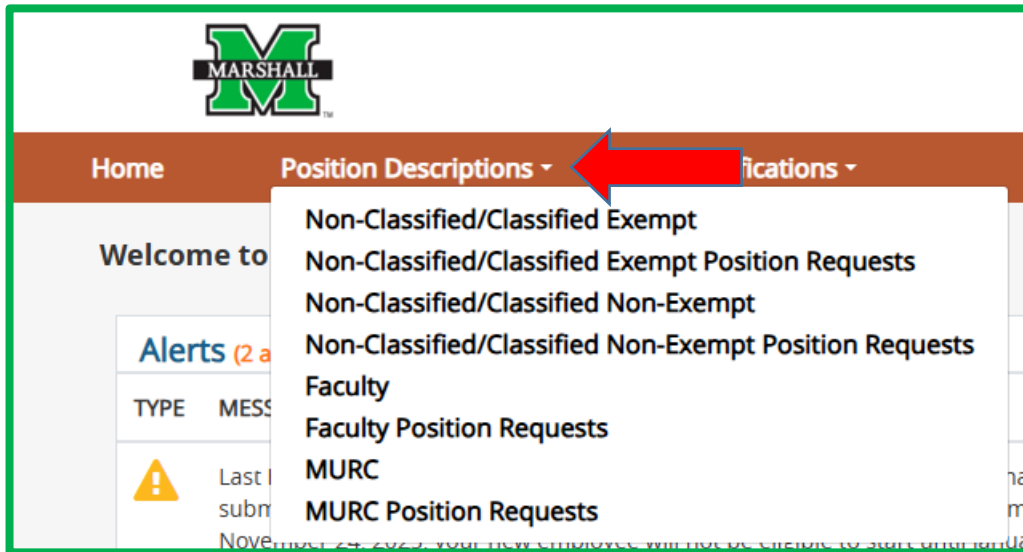
b. **Selecting the Position Management Screen:**

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**.

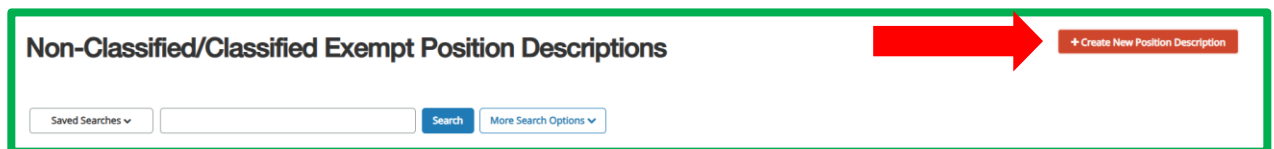


The image is a screenshot of the Applicant Tracking System interface, showing the 'Position Management' screen. The navigation bar at the top has 'Position Management' selected. On the left side, there is a sidebar with 'Applicant Tracking System' and 'Position Management'. A red arrow points to the 'Position Management' link in the sidebar.

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



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.



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.

A screenshot of the 'New Position Description' form. The form is titled 'New Position Description' and has a 'Cancel' button and a 'Start Position Request' button in the top right corner. A red arrow points to the 'Start Position Request' button. The form contains the following fields: 'Position Title' (with a red asterisk) containing 'Human Resources Repri', 'Organizational Unit' (with a blue asterisk), 'Entity' (with a red asterisk) containing 'MU', 'Division' (with a red asterisk) containing 'Human Resource Services - MU', and 'Department' (with a red asterisk) containing 'Human Resources - MU1065'. Below the fields, there is a note: 'To create a new Position Description, select a title and Organizational Unit. Select a Position Description below to clone from an existing Position Description.'

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.

The screenshot shows the 'Position Justification' screen. At the top right are 'Save' and 'Save & Continue' buttons. A red arrow points down to the 'Reason for Modification' dropdown menu, which is currently open, showing options: 'Change in Job Responsibilities', 'Change in FTE', 'New Position', 'Re-classification', 'Request Search Waiver', 'Update Job Description (Informational Only, Will Not be Reviewed)', and 'Vacant Position'. Another red arrow points up to the 'Save & Continue' button. A red box highlights the 'Reason for Modification' dropdown, and a red error message 'This field is required.' is visible below it.

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

Save

<< Prev

Save & Continue

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 X Delete this search?

← Previous

1

2

3

4

5

Next →

	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 ▾

- 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

Save

<< Prev

Save & Continue

Check spelling

\* Required Information

Position Information

Position Title

Human Resources Representative

Banner Position Number

002190

E-Class

CX - Class Exempt FT - .53 or >

Department

Human Resources - MU1065

B

I

U

Link

Table

Text

Code

Quote

Undo

Redo

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.

6

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 2<sup>nd</sup> 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.

Banner Position Number	Position Title	Department	Status	(Actions)
<input type="radio"/> 000397	Director/Health & Safety	Health & Safety Department - MU5020	Active	Actions ▾
<input type="radio"/> 000398	Grant Resources Assoc	CBER - MU8330	Active	Actions ▾

Editing Position Request

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

Supervisory Position

Save << Prev Save & Continue

Selected Supervisor

Search Position

erica thomas

Search

Job Title

Assistant

Position Number

001719

Position Type

Non-Cla

Org Unit

Human

First Name

Mary

Last Name

Chapm

Email

427943

Position Type

Non-Classified/Classified Exempt

Add Column

Add Column

Department

Department

Employee Last Name

Workflow Status

Workflow Status

Outstanding Actions

Select outstanding actions

Search

Cancel

Position Descriptions - Filter these results

Default

"Default" 910

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

Save << Prev Save & Continue

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" 910

Delete this search?

Previous

1

2

3

4

5

6

7

8

9

...

30

31

Next

	Banner Position Number	Position Title	Department	Status	(Actions)
<input type="radio"/>	000397	Director/Health & Safety	Health & Safety Department - MU5020	Active	Actions
<input type="radio"/>	000398	Grant Resources Assoc	CBER - MU8330	Active	Actions

**\*\*If the supervisor's name does not appear, please email [recruiting@marshall.edu](mailto: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).

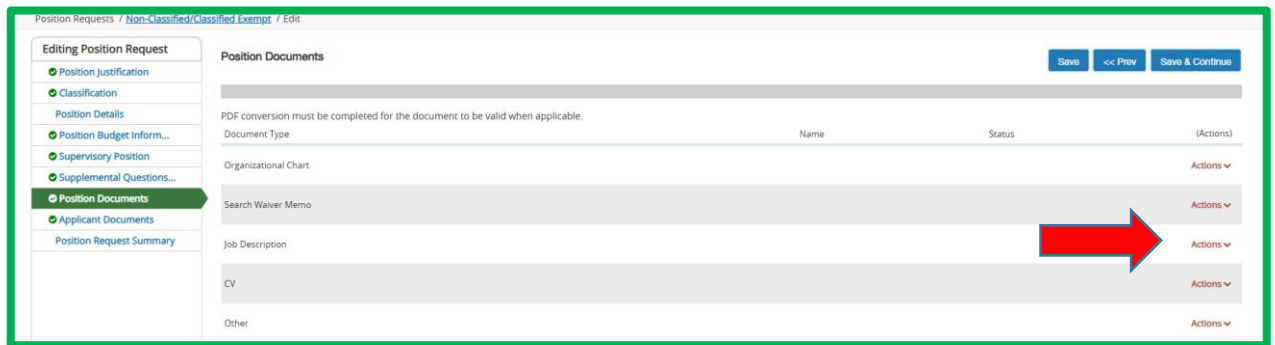
13. On the **Applicant Document** screen, please **do not** add the documents here. If you see documents listed as required or optional, please list them as **“Not Used”**. **“Click save and continue”** this page and **you will have the opportunity to the documents when you create your posting (on the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

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:**

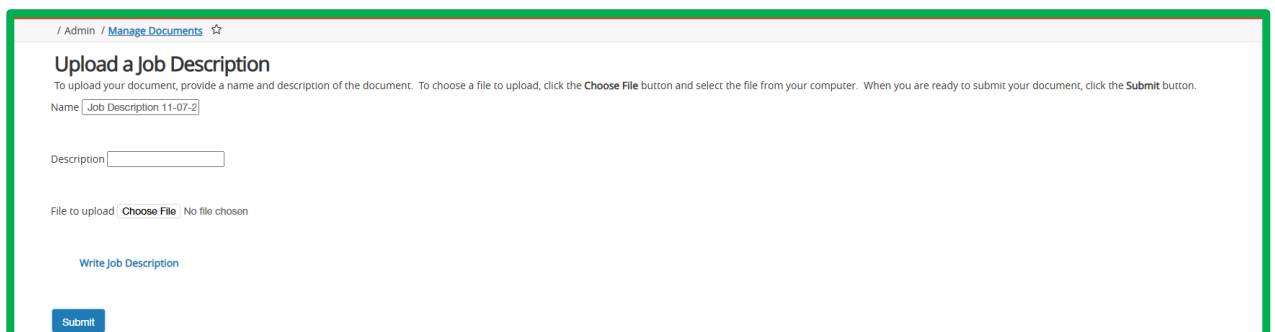
- **Resume/CV of the individual**
- **Justification Memo**

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



The screenshot shows the 'Position Documents' page. On the left is a sidebar with a menu: 'Editing Position Request' (with sub-items: Position Justification, Classification, Position Details, Position Budget Inform..., Supervisory Position, Supplemental Questions..., Position Documents, Applicant Documents, Position Request Summary), 'Position Documents', 'Applicant Documents', and 'Position Request Summary'. The 'Position Documents' item is highlighted. The main content area has a title 'Position Documents' and buttons 'Save', '<< Prev', and 'Save & Continue'. Below the title is a table with columns 'Document Type', 'Name', 'Status', and '(Actions)'. The table lists: 'Organizational Chart', 'Search Waiver Memo', 'Job Description', 'CV', and 'Other'. Each row has an 'Actions' link with a dropdown arrow. A large red arrow points to the 'Actions' link for the 'Job Description' 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' form. At the top is a breadcrumb 'Admin / Manage Documents' and a star icon. The title is 'Upload a Job Description'. Below the title is a paragraph: '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.' There is a 'Name' field with the value 'Job Description 11-07-2'. Below it is a 'Description' field. Further down is a 'File to upload' section with a 'Choose File' button and the text 'No file chosen'. At the bottom is a 'Submit' button.

Click on the “**Save and Continue**” button.

Editing Position Request

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

Position Documents

Save << Prev Save & Continue

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	
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  
Department: Human Resources - MU1065

Created by: Margaret Cyrus  
Owner: Margaret Cyrus

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 <catkinso1@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](mailto: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/>