

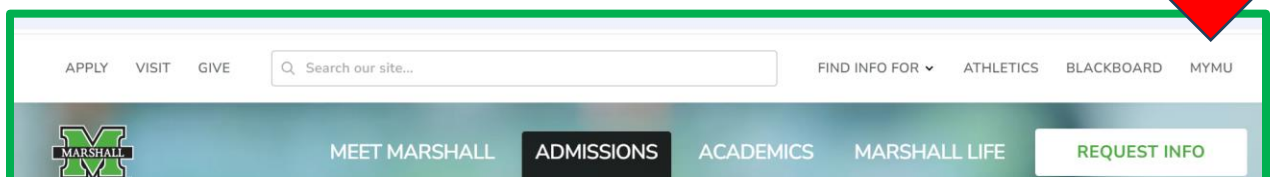


Creating a NEW MURC Position Position Management (Orange Screen)

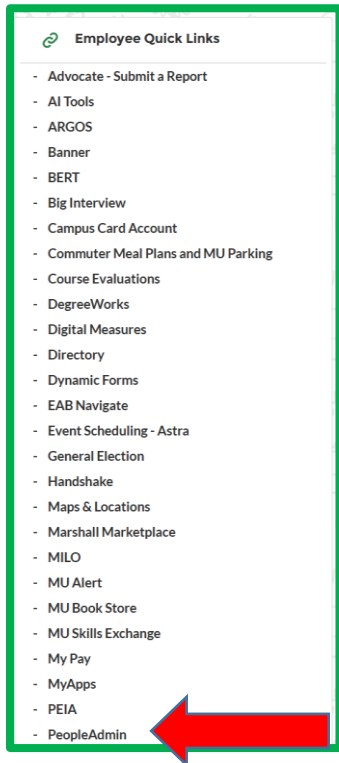
Before You Begin:

- The Recruiting Authorization form **must be** completed/approved before starting this process.
 - If a department is requesting a **new position**:
 - The department needs to note that on the Marshall University Research Corporation Authorization Recruiting Form, they are requesting a new position. Then MURC HR will assign a number to you, pending the form is approved. Then you will proceed in PeopleAdmin to create the position.
 - **** 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](#)

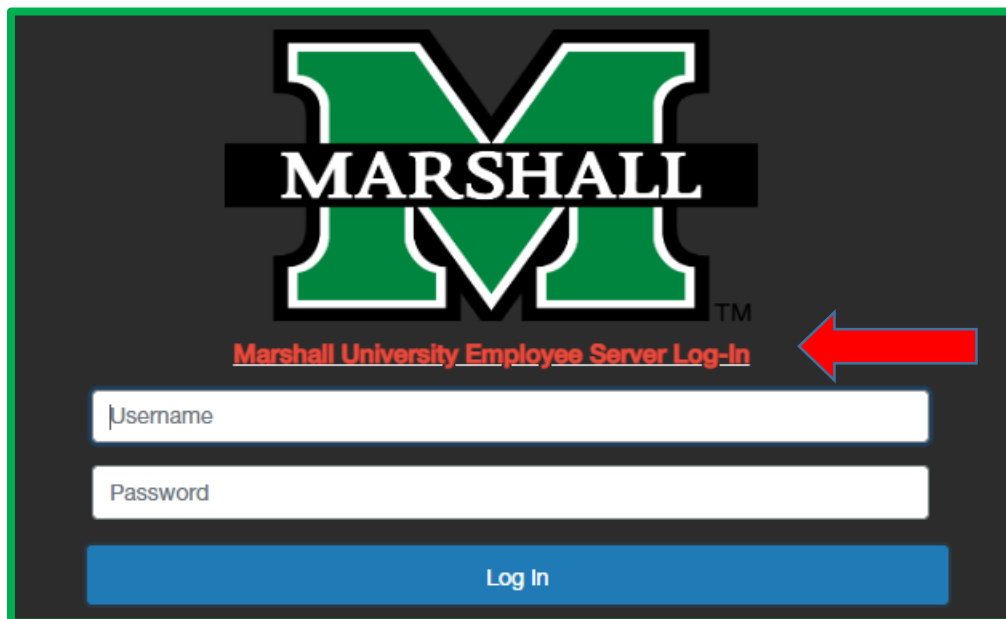
1. Log into PeopleAdmin by going to myMU.



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.**



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.

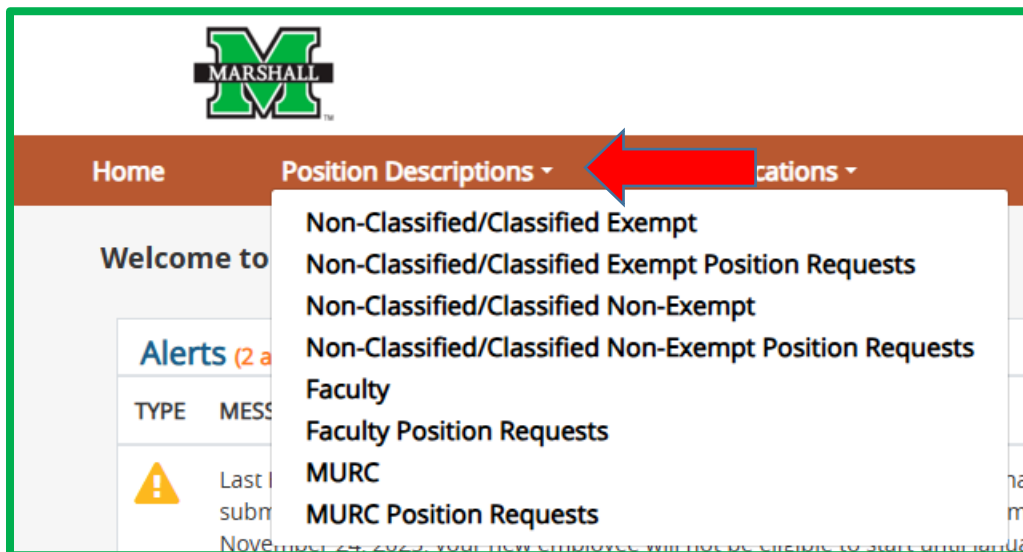


b. **Selecting the Position Management Screen:**

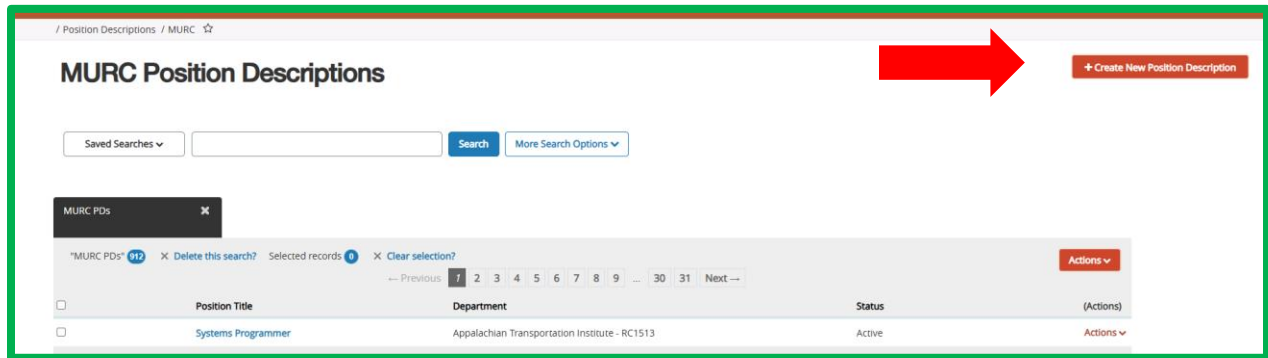
Select the **Position Management** (“orange position description”) screen. You will click on the “dots” next to the **Applicant Tracking Screen** and then select **Position Management**.



4. You will click on the **Position Description** tab and select the correct **position type** to begin modifying 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 (MURC), 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 right, there is a blue button labeled 'Start Position Request'. A large red arrow points from the left towards this button. The form contains several fields: 'Position Title' (with a dropdown menu showing 'Research Associate'), 'Organizational Unit' (with a dropdown menu showing 'MURC'), 'Entity' (with a dropdown menu showing 'MURC'), 'Division' (with a dropdown menu showing 'Academic Affairs - MURC'), and 'Department' (with a dropdown menu showing 'CBER - RC2280'). There is also a 'Cancel' button next to the 'Start Position Request' button. At the bottom, there is a search bar with a 'Search' button and a 'More Search Options' dropdown.

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.
- You can check as many boxes that apply.

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, there are two buttons: 'Save' and 'Save & Continue'. A large red arrow points down from the top center to the 'Reason for Modification' section. On the right side, another large red arrow points up towards the 'Save & Continue' button. The 'Reason for Modification' section is titled 'Reason for Modification' and includes a 'Check spelling' link and a 'Required Information' icon. Below the title is a list of checkboxes: 'Change in Job Responsibilities', 'Change in FTE', 'New Position' (which is checked), 'Re-classification', 'Request Search Waiver', 'Update Job Description (Informational Only, Will Not be Reviewed)', and 'Vacant Position'. A red box highlights the 'New Position' checkbox and its label. Below the list, a red error message states 'This field is required.'

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.”**

The screenshot displays the 'Classification' screen within an 'Editing Position Request' context. The sidebar on the left contains links for 'Position Justification', 'Classification' (highlighted), 'Position Details', 'Position Budget Inform...', 'Supervisory Position', 'Supplemental Questions...', 'Applicant Documents', 'Position Documents', and 'Position Request Summary'. The main content area is divided into two sections: 'Selected Classification' and 'Classifications - Filter these results'. The 'Selected Classification' section shows details for 'MURC-Misc Other Technicians' with a classification code of R1196, FLSA status of Exempt, and an EEO value of 40. The 'Classifications - Filter these results' section shows a search for 'MURC Classification Search' with results for 'MURC-Chief Executives' and 'MURC-Marketing and Sales Mgr'. A red arrow points to the 'Save & Continue' button in the top right corner.

Classification Title	Classification Code	EEO	Classification Status	(Actions)
<input type="radio"/> MURC-Chief Executives	R1001	10	Approved	Actions
<input type="radio"/> MURC-Marketing and Sales Mgr	R1005	10	Approved	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.

The screenshot shows the 'Position Details' screen in the MURC system. On the left is a sidebar titled 'Editing Position Request' with a list of options: Position Justification, Classification, Position Details (highlighted), Position Budget Inform..., Supervisory Position, Supplemental Questions..., Applicant Documents, Position Documents, and Position Request Summary. The main content area is titled 'Position Details' and contains a 'Check spelling' link and a 'Required Information' section. The 'Position Information' section includes fields for Position Title (Research Assistant), Banner Position Number (R10149), E-Class (R1 - MURC Regular Salary Employees), and Department (Appalachian Transportation Institute - RC1513). Below this is a rich text editor for the Job Description, which contains text about the Appalachian Transportation Institute (ATI) and Center for Business and Economic Research (CSER), and a list of Essential Job Duties. At the bottom right, there are buttons for 'Save', '<< Prev', and 'Save & Continue'.

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%**

The screenshot shows the 'Position Budget Information' screen in the MURC system. On the left is a sidebar titled 'Editing Position Request' with a list of options: Position Justification, Classification, Position Details, Position Budget Inform... (highlighted), Supervisory Position, Supplemental Questions..., Applicant Documents, Position Documents, and Position Request Summary. The main content area is titled 'Position Budget Information' and contains a 'Check spelling' link and a 'Required Information' section. The 'Budget Summary' section includes fields for Budget Fund (189033), Budget Org (2280), and Percentage Funded (100). Below this is a checkbox for 'Remove Entry?' and a blue button labeled 'Add Budget Summary Entry'. A large red arrow points to this button. At the bottom right, there are buttons for 'Save', '<< Prev', and 'Save & Continue'.

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.**

The screenshot shows the 'Supervisory Position' screen. On the left is a sidebar with navigation links: Position Justification, Classification, Position Details, Position Budget Inform..., **Supervisory Position** (highlighted), Supplemental Questions..., Applicant Documents, and Position Documents. Below these is a 'Position Request Summary' link. The main content area has a 'Supervisory Position' header with 'Save', '<< Prev', and 'Save & Continue' buttons. Below this is a 'Selected Supervisor' section with a table of supervisor details:

Job Title	Associate Director of CBER view
Position Number	R10128
Position Type	MURC
Org Unit	CBER - RC2280
First Name	Kent
Last Name	Sowards
Email	427943 1146150573424 1714807996 1566_2_emailaddress@zed.zed

Below the supervisor details is a 'Position Descriptions - Filter these results' section. It shows a search bar with 'MURC PDs' and a 'Delete this search?' button. A red arrow points to the search bar. Below the search bar is a table of position descriptions:

	Position Title	Department	Status	(Actions)
<input type="radio"/>	Systems Programmer	Appalachian Transportation Institute - RC1513	Active	Actions ▼
<input type="radio"/>	Computer Forensics Special	Forensic Science - RC5500	Active	Actions ▼

This screenshot shows the same 'Supervisory Position' screen, but with a 'Search Position' dialog box open. The dialog box has a search bar with 'kent sowards' entered and a 'Search' button. Below the search bar are dropdown menus for 'Type' (set to 'MURC'), 'Add', 'Column', and 'Outstanding Actions' (set to 'Select outstanding actions'). A red arrow points to the dialog box. The background shows the same supervisor details and position descriptions table as the previous screenshot.

Editing Position Request

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

Supervisory Position

Save << Prev Save & Continue

Selected Supervisor

Job Title	Associate Director of CBER view
Position Number	R10128
Position Type	MURC
Org Unit	CBER - RC2280
First Name	Kent
Last Name	Sowards
Email	4279431144150573424_1714807996_1546_2_emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

MURC PDs Ad hoc Search X Ad hoc Search

Position Title	Department	Status	(Actions)
Associate Director of CBER	CBER - RC2280	Active	Actions

Save << Prev Save & Continue

****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 Requests / MURC / Edit

Editing Position Request

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

Supplemental Questions for Posting

Save << Prev Save & Continue

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
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Save << Prev Save & Continue

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"/>

Applicant Documents
Save
<< Prev
Save & Continue

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

Position Requests / MURC / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Applicant Documents
- Position 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			Actions ▼
CV			Actions ▼

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

/ Admin / Manage Documents ☆

Upload a Job Description

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

Description

File to upload: **Choose File** No file chosen

[Write Job Description](#)

Submit

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

Position Requests / MURC / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Applicant Documents
- Position 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 11-07-25 15:08:38 (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 MURC Compliance)” then **click submit**.

Modify Position Description: Research Assistant (MURC)

Current Status: Draft

Position Type: MURC
Department: Appalachian Transportation Institute - RC1513

Created by: Margaret Cyrus
Owner: Margaret Cyrus

Take Action On Position Request ▾

Print Preview
Add to Watch List

Summary History Settings

Position Justification

Reason for Modification

Reason for Position Modification: Update Job Description (Informational Only, Will Not be Reviewed)

Position Justification

Justification of Need: Changing the title and job responsibilities for posting

Classification

16. Once your position has been approved through the position management work flow, 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, 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 afternoon -
The 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: Friday, November 7, 2025 1:27 PM
To: Cyrus, Meg <atkinso1@marshall.edu>
Subject: Action Submitted for Review

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: R10149
Title: Research Associate
Department: CBER - RC2280
Reason for Position Modification: Request Search Waiver, Vacant 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/files/Revised-with-New-Interface-Creating-a-Posting-for-Applicant-Tracking.pdf>