

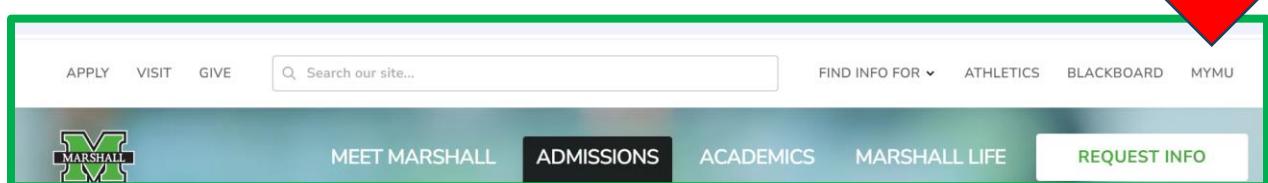


Creating a NEW MURC Position Position Management (Orange Screen)

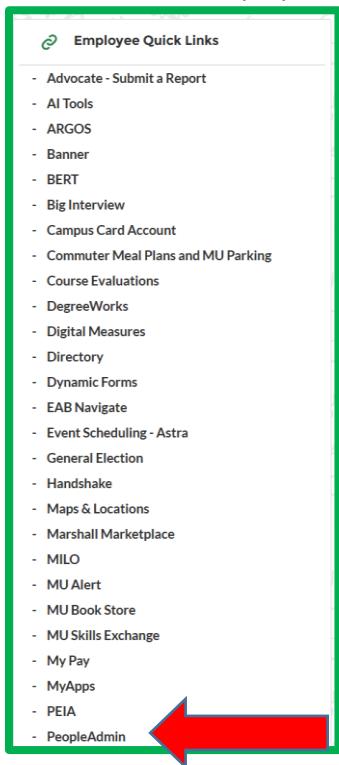
Before You Begin:

- 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](#)

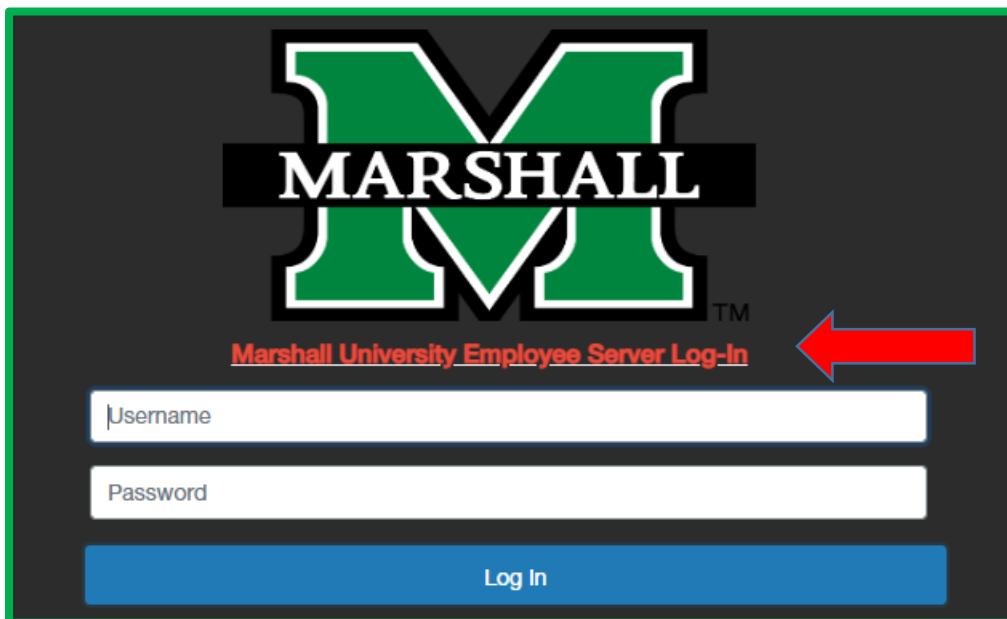
1. Log into PeopleAdmin by going to myMU.



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.

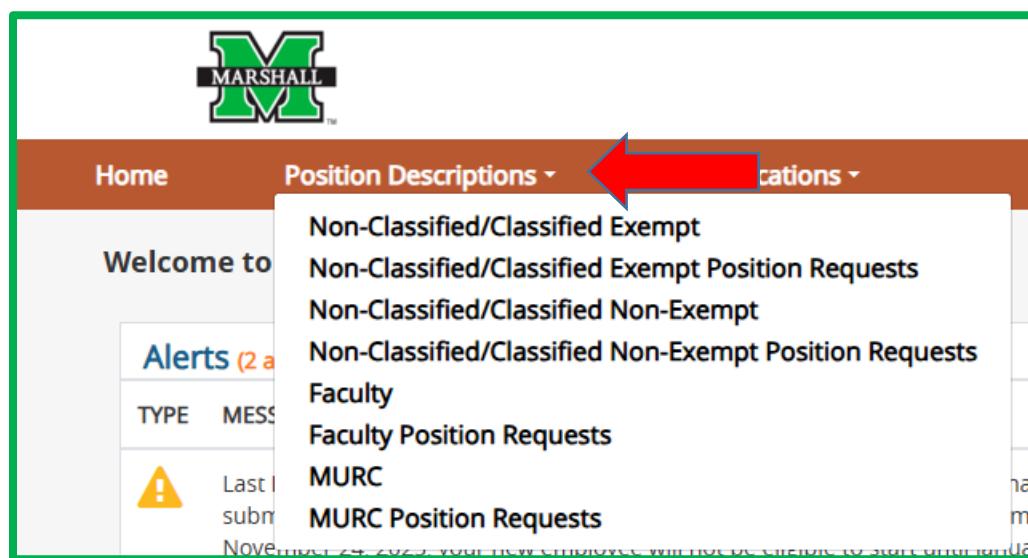


b. **Selecting the Position Management Screen:**

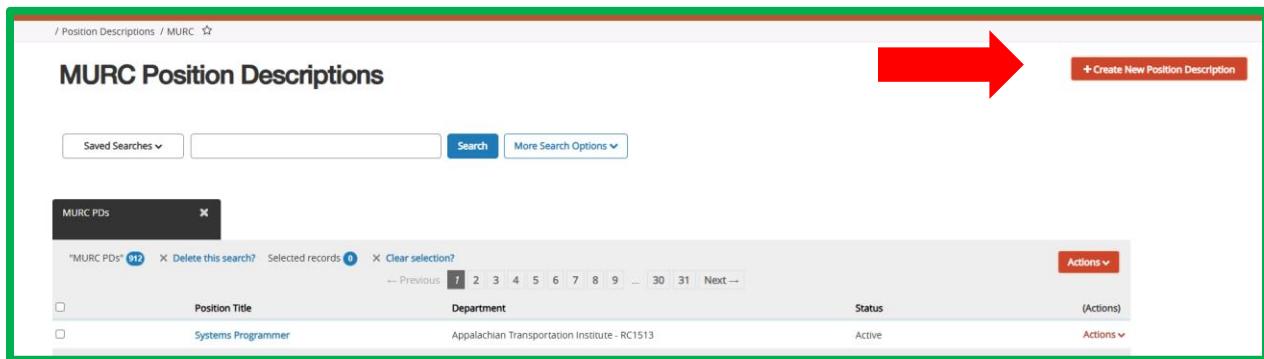
Select the **Position Management** ("orange position description") screen. You will click on the "dots" next to the **Applicant Tracking Screen** and then select **Position Management**.



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

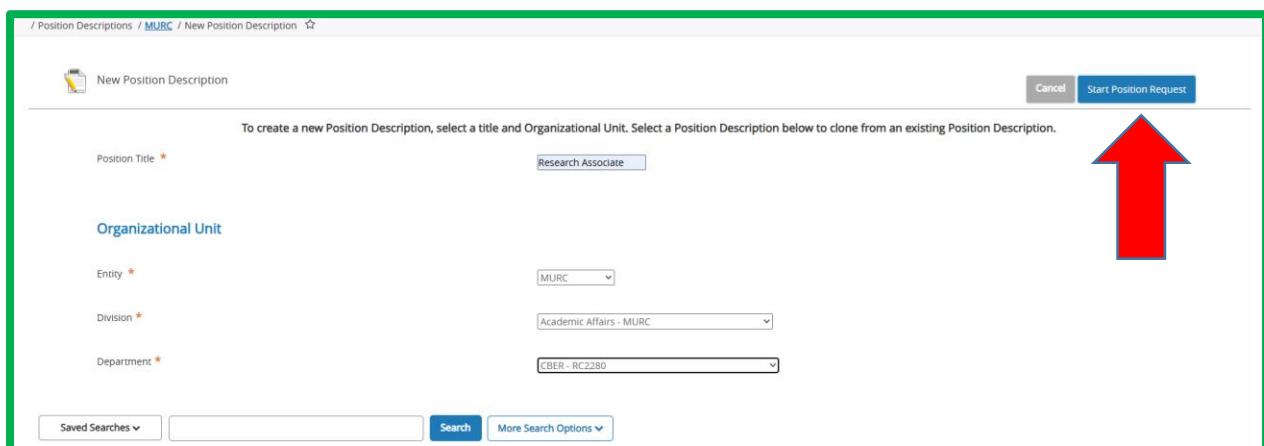


5. After you have selected the correct **Position Type**, click the orange button, Create New Position Description. **Please note that this would only be if you received a new Banner position number from MURC or Marshall Human Resources.**



The screenshot shows a web-based application for managing position descriptions. The title bar reads "/ Position Descriptions / MURC". The main heading is "MURC Position Descriptions". Below the heading are search and filter options: "Saved Searches", a search input field, a "Search" button, and "More Search Options". A red arrow points to the "Create New Position Description" button in the top right corner. The main content area displays a table of "MURC PDS" results. The table has columns for "Position Title", "Department", "Status", and "(Actions)". One row is visible: "Systems Programmer" in the Department column, "Appalachian Transportation Institute - RC1513" in the Status column, and "Active" in the Status column. The table includes a search bar with the query "MURC PDS", a "Delete this search?" link, and a "Selected records" link. A navigation bar at the bottom shows page numbers 1 through 31.

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" page. The title bar includes "/ Position Descriptions / MURC / New Position Description". The main heading is "New Position Description". A red arrow points to the "Start Position Request" button in the top right corner. The page contains fields for "Position Title" (with a placeholder "Research Associate"), "Entity" (set to "MURC"), "Division" (set to "Academic Affairs - MURC"), and "Department" (set to "CBER - RC2280"). Below these fields are search and filter options: "Saved Searches", a search input field, a "Search" button, and "More Search Options".

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

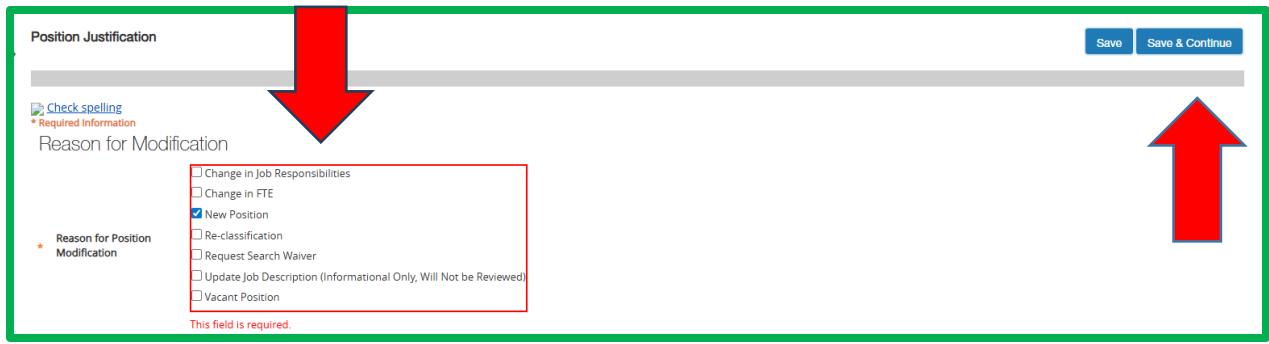
- The need for the position including the negative impact on business operations, safety concerns, and/or accreditation requirements.
- Include any methods for funding and the proposed funding sources.
- You can check as many boxes that apply.

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.



Position Justification

[Check spelling](#)
* Required Information

Reason for Modification

* Reason for Position Modification

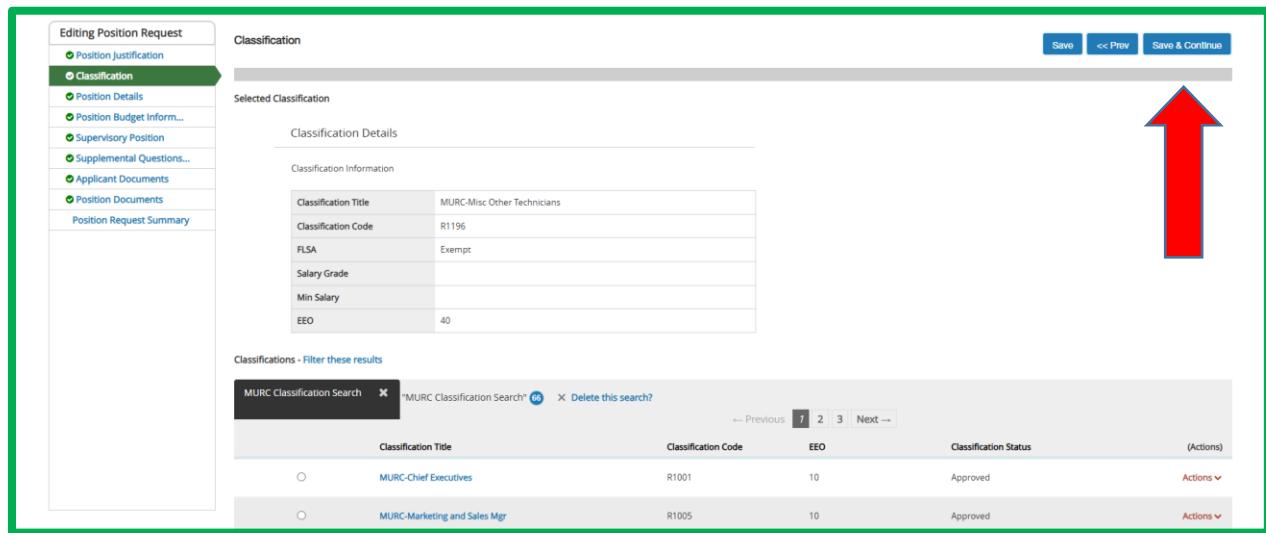
Change in Job Responsibilities
Change in FTE
New Position
Re-classification
Request Search Waiver
Update Job Description (Informational Only, Will Not be Reviewed)
Vacant Position

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**.”



The screenshot shows the 'Classification' screen of the 'Editing Position Request' application. The left sidebar has a green arrow pointing to the 'Classification' tab, which is currently selected. The main area displays 'Classification Details' with fields for Classification Title (MURC-Misc Other Technicians), Classification Code (R1196), FLSA (Exempt), Salary Grade, Min Salary, and EEO (40). Below this is a search results table titled 'Classifications - Filter these results' with a search bar for 'MURC Classification Search'. The table has columns for Classification Title, Classification Code, EEO, Classification Status, and Actions. It shows two results: 'MURC-Chief Executives' (R1001, 10, Approved) and 'MURC-Marketing and Sales Mgr' (R1005, 10, Approved). A red arrow points upwards from the bottom of the table towards the 'Save & Continue' button in the top right corner of the main area.

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 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 Details

[Check spelling](#) * Required Information

Position Information

* Position Title: Research Assistant

Banner Position Number: R10149

E-Class: R1 - MURC Regular Salary Employees

Department: Appalachian Transportation Institute - RC1513

The Appalachian Transportation Institute (ATI) and Center for Business and Economic Research (CSE) has an opening for a research assistant in the area of transportation and business economics. Candidates should have a graduate degree in economics, business, or a related field. Key requirements for the position are excellent writing skills and strong interest in economics research. A high GPA and good work ethic are preferred. The role of this position is to support transportation research projects via data analysis and economic modeling.

* Job Description

The Appalachian Transportation Institute (ATI) and Center for Business and Economic Research (CSE) has an opening for a research assistant in the area of transportation and business economics. Candidates should have a graduate degree in economics, business, or a related field. Key requirements for the position are excellent writing skills and strong interest in economics research. A high GPA and good work ethic are preferred. The role of this position is to support transportation research projects via data analysis and economic modeling.

Essential Job Duties:

- Contribute to the mission and vision of the organization through developing client relationships and research projects for ATI and CSE
- Collect and analyze relevant data; write, prepare, and edit documents, and present findings to various audiences
- Design and conduct analyses such as economic impact, feasibility, strategic and comprehensive plans

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%

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 Budget Information

[Check spelling](#) * Required Information

Budget Summary

* Budget Fund	189033
* Budget Org	2280
* Percentage Funded	100

Remove Entry?

Add Budget Summary Entry

Save << Prev 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.

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

Supervisory Position

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	4279431144150573474.1714807996.1546_2_emailaddress@zed.zed

Position Descriptions - Filter these results

MURC PDs "MURC PDs" #17 Delete this search?

Position Title	Department	Status	(Actions)
Systems Programmer	Appalachian Transportation Institute - RC1513	Active	Actions
Computer Forensics Special	Forensic Science - RC5500	Active	Actions

Save << Prev Save & Continue

Position Requests / MURC / Edit

Editing Position Request

- Position Justification
- Classification
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- Position Request Summary

Supervisory Position

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	4279431144150573474.1714807996.1546_2_emailaddress@zed.zed

Position Descriptions - Filter these results

Search Position

kent sowards

Search Cancel

Save << Prev Save & Continue

Supervisory Position

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	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).

Supplemental Questions for Posting

Included Supplemental Questions

Position	Required	Category	Question	Status

Add a question

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"/>



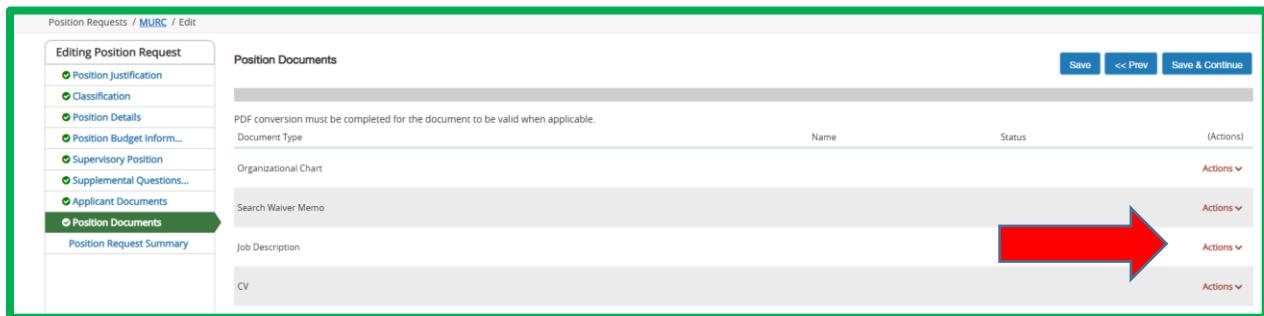
Applicant Documents				
Order	Name	Not Used	Optional	Required
1	Resume	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
2	Cover Letter	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
3	Curriculum Vitae	<input checked="" type="radio"/>	<input type="radio"/>	<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:

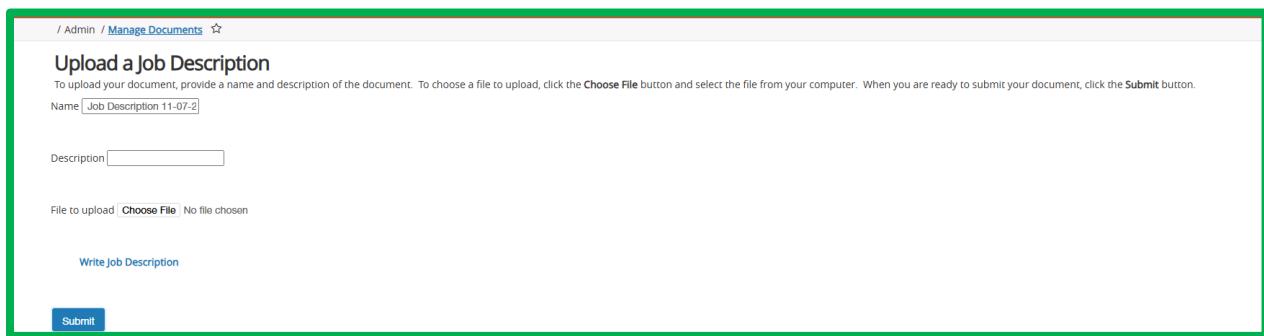
- **Resume/CV of the individual**
- **Justification Memo**

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



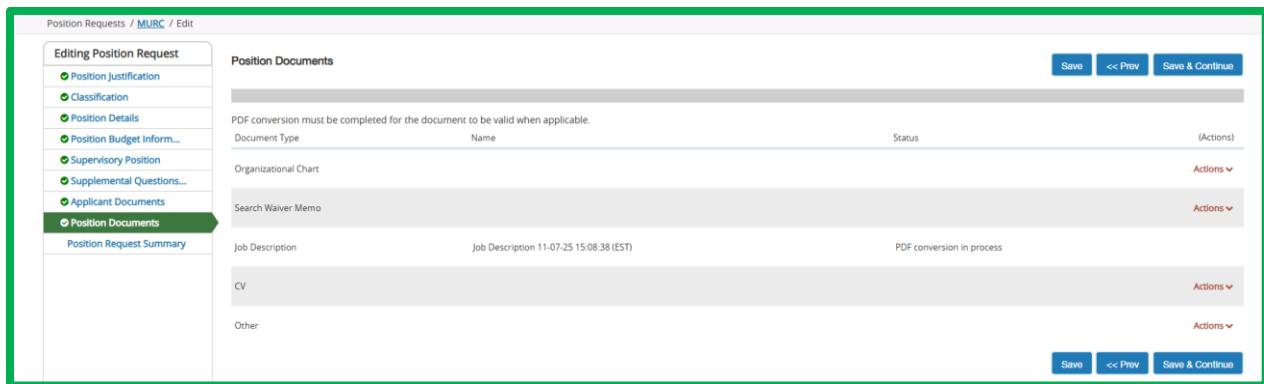
The screenshot shows the 'Position Requests / MURC / Edit' page. On the left, a sidebar lists 'Editing Position Request' sections: Position Justification, Classification, Position Details, Position Budget Inform..., Supervisory Position, Supplemental Questions..., Applicant Documents, Position Documents (which is selected and highlighted in green), and Position Request Summary. The main area is titled 'Position Documents' and contains a message: 'PDF conversion must be completed for the document to be valid when applicable.' Below this are sections for 'Document Type', 'Organizational Chart', 'Search Waiver Memo', 'Job Description', and 'CV'. Each section has a 'Name', 'Status', and an 'Actions' dropdown menu. A large red arrow points to the 'Actions' menu for the 'CV' section.

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 is a 'Name' field containing 'Job Description 11-07-2', a 'Description' field with a placeholder, and a 'File to upload' section with a 'Choose File' button. At the bottom, there is a 'Write Job Description' area and a 'Submit' button.

Click on the “Save and Continue” button.



Position Requests / MURC / Edit

Editing Position Request

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

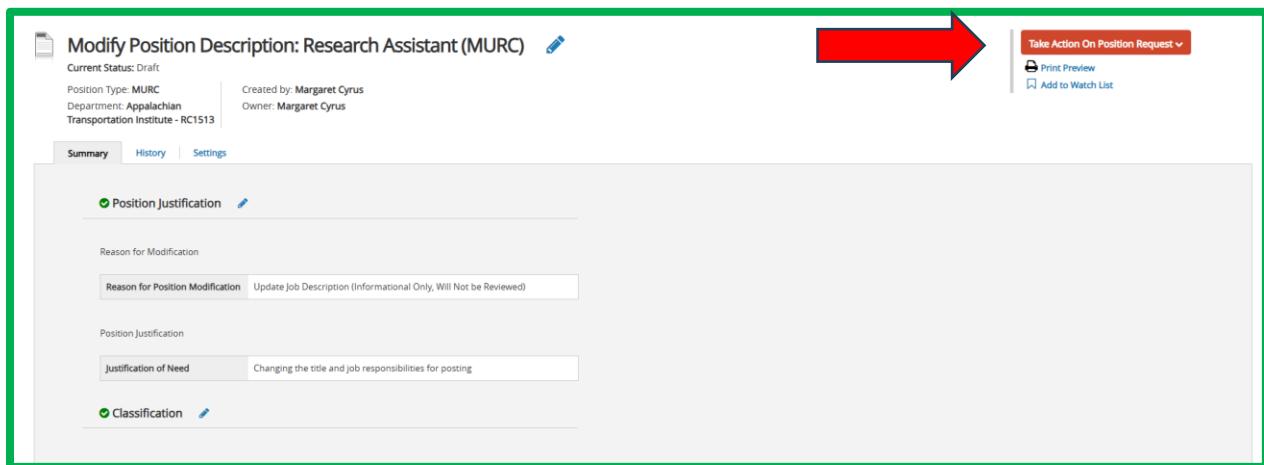
Position Documents

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

Created by: Margaret Cyrus

Department: Appalachian

Owner: Margaret Cyrus

Transportation Institute - RC1513

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

Take Action On Position Request

Print Preview

Add to Watch List

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>