Human Resource Services

Creating a NEW MURC Position
Position Management (Orange Screen)

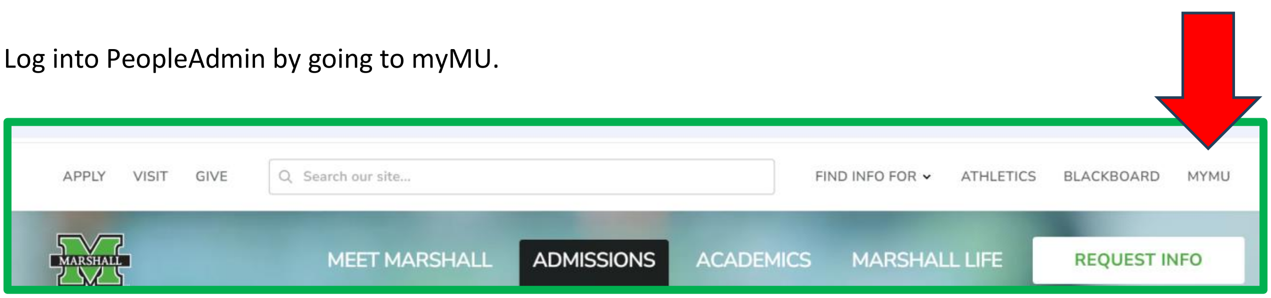
****The Recruiting Authorization form needs to be completed/approved before starting this process.**

If a department is requesting a **new position**:

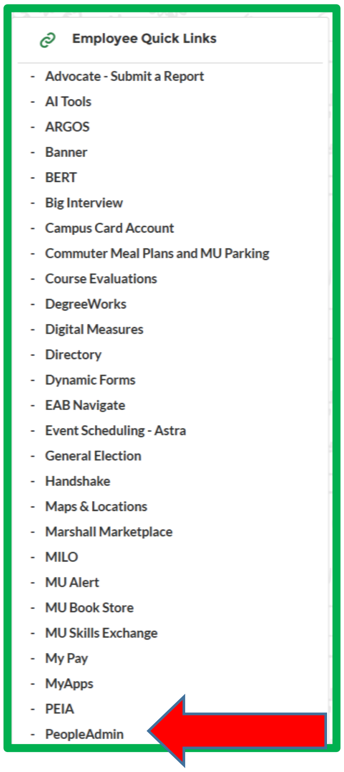
- The department needs to note that on the Marshall University Research Corporation Authorization Recruiting Form, they are requesting a new position. Then MURC HR will assign a number to you, pending the form is approved. Then you will proceed in PeopleAdmin to create the position.

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

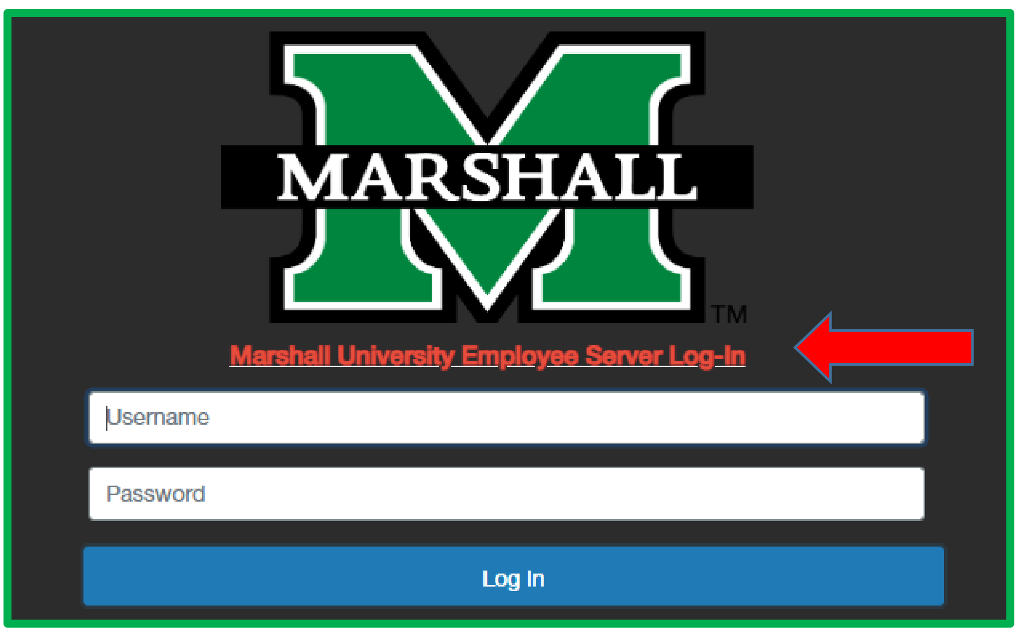
1. Log into PeopleAdmin by going to myMU.



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**

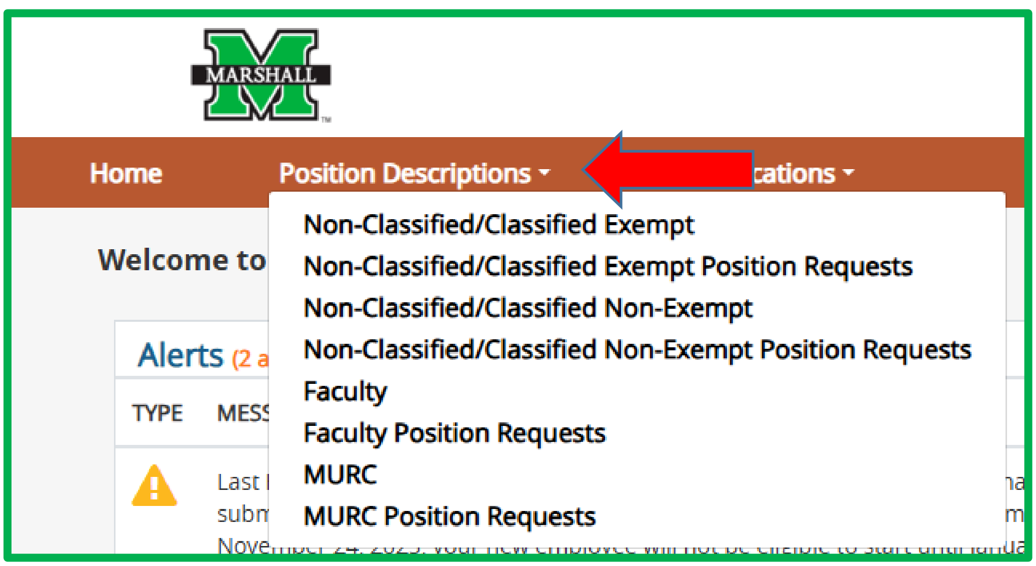
a. **Selecting the Correct User Group:**

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.

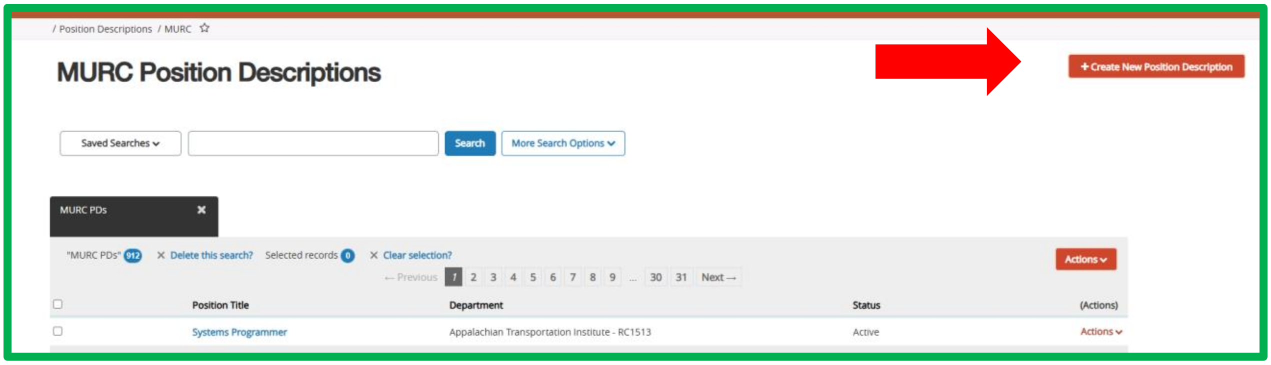
b. **Selecting the Position Management Screen:**

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.**

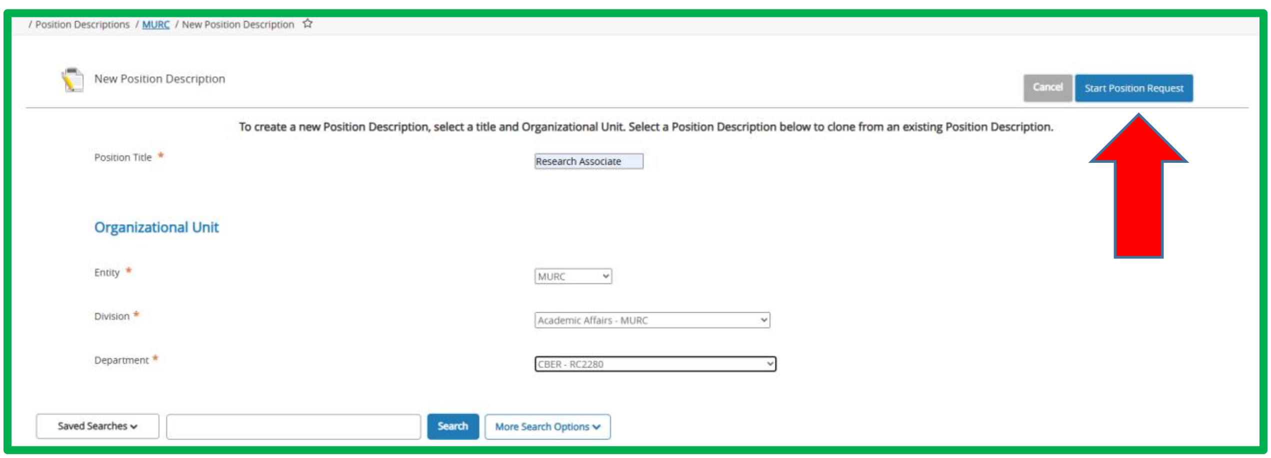
4. You will click on the **Position Description** tab and select the correct **position type** to begin modifying your position in PeopleAdmin.



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.



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

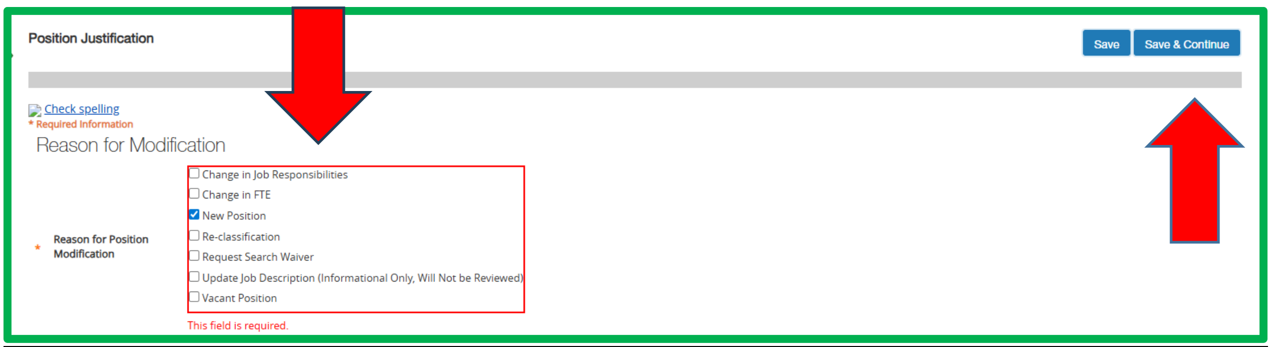
- The need for the position including the negative impact on business operations, safety concerns, and/or accreditation requirements.
- Include any methods for funding and the proposed funding sources.

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

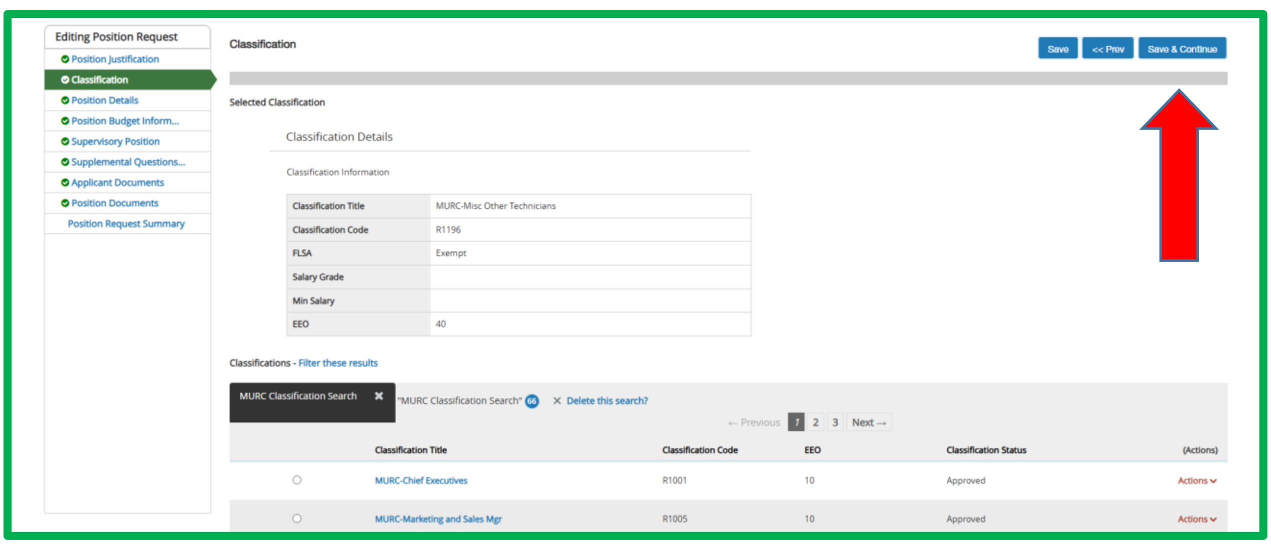
If you are requesting a waiver, please include the information in the justification screen. You will also need to upload the following in the document section:

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

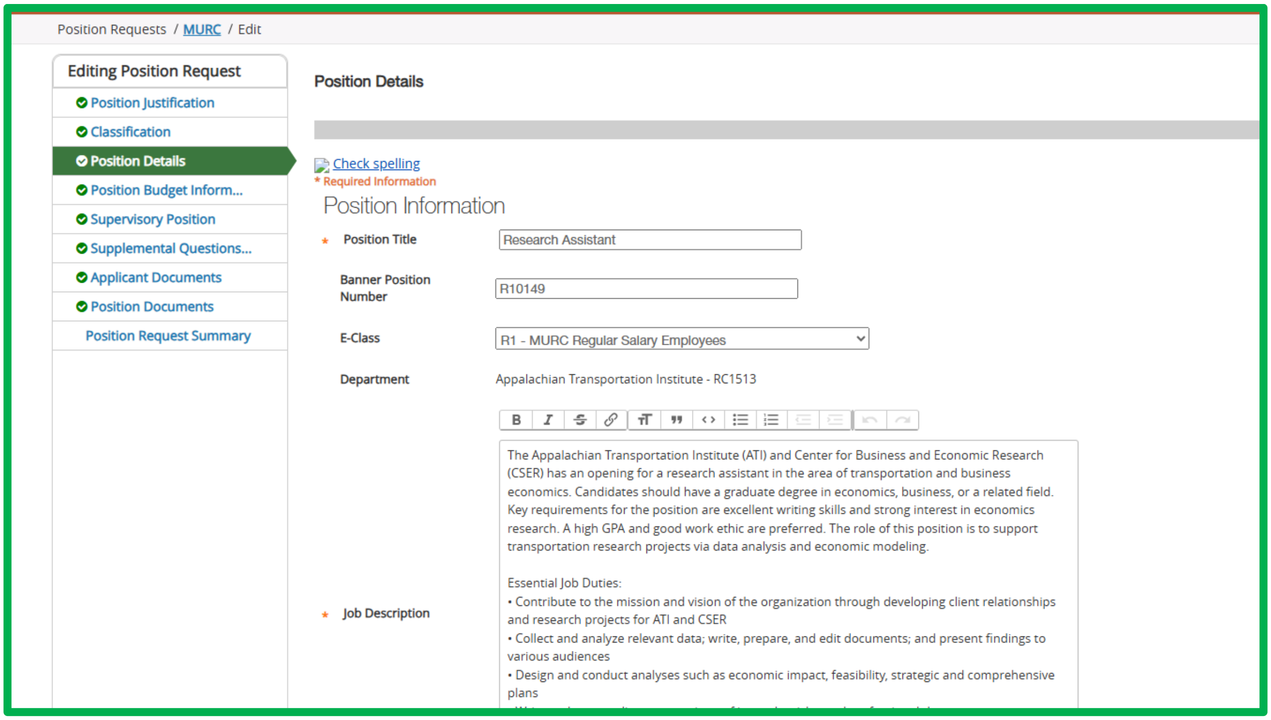
- After you have entered the information, you will click the "Save and Continue" button.



8. At the **Classification** screen, you will 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. (Continued on next page).
If the classification is correct, you will click on the "**Save and Continue**" button.

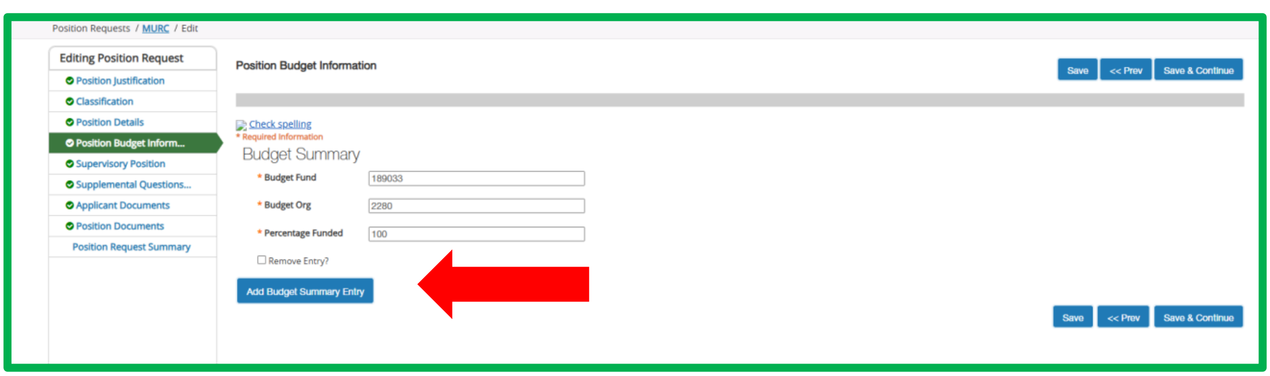


9. At the **Position Details** screen, you will enter the title, Banner Position number, job description, required qualifications, and other information about the position that is required. You will scroll down to see all information that is required (with an *asterisk) and optional information that can be included in the position details. Once you have entered the information, you will click on the "**Save and Continue**" button.



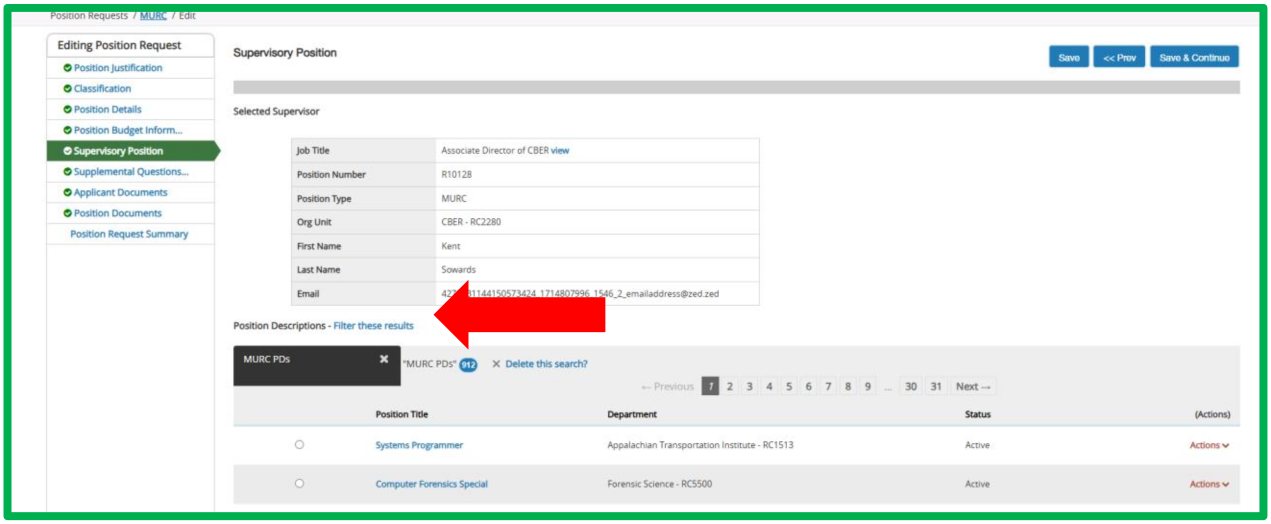
10. At the **Position Budget Information** screen, you will enter the budget information for this position. After you enter the budget information if it has changed, you will click "**Save and Continue**" button.

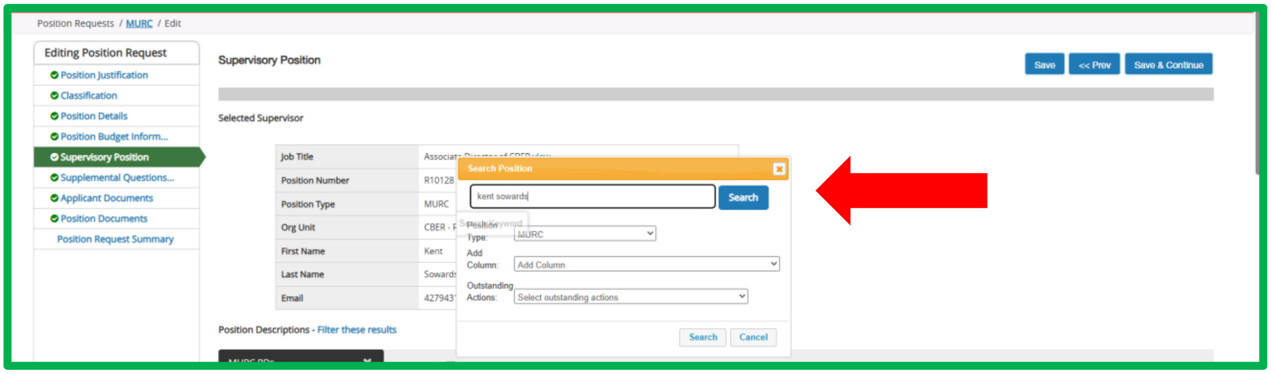
**If the budget is split you can hit the blue button "Add Budget Summary Entry" and you can enter the 2nd funding information. Just make sure that all funds together equal 100%

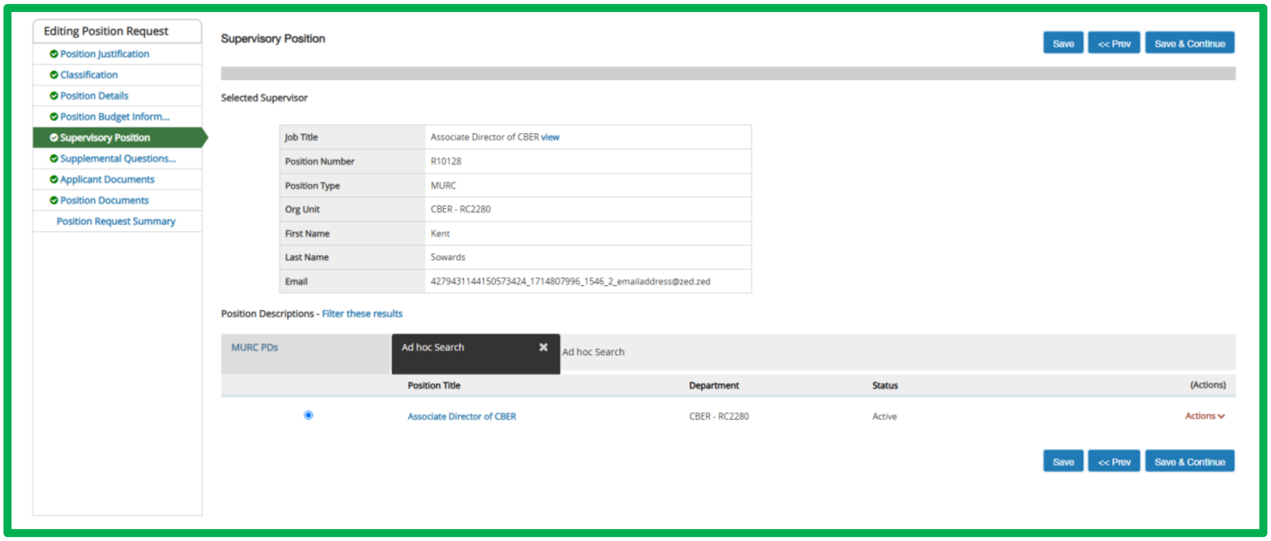


11. At the **Supervisory Position** screen, you will select the correct supervisor for the position using the "blue" filter these results. The box will pop up where you can type in the supervisor's position number or name and select their position type – then hit Search. Then the selection will populate 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.



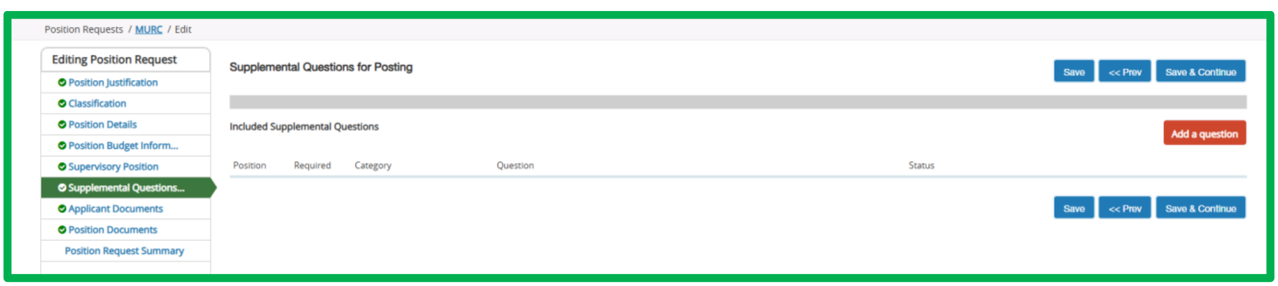




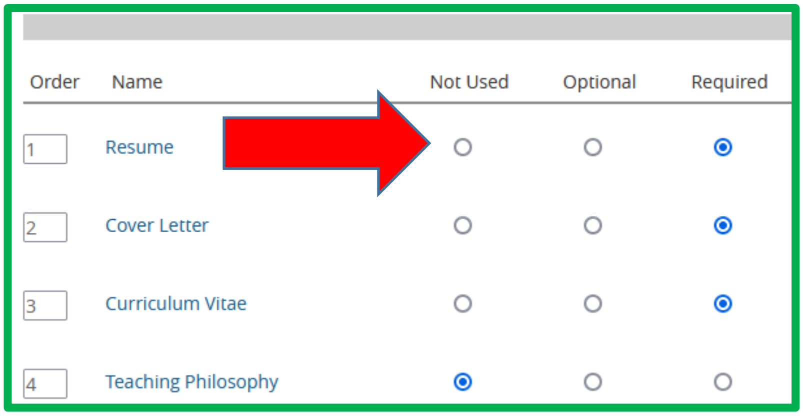
**If the supervisor's name does not appear, please email recruiting@marshall.edu with the banner position number, position type, and the name of the supervisor that needs to be added. Once we have updated the posting, we will notify you via email.

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

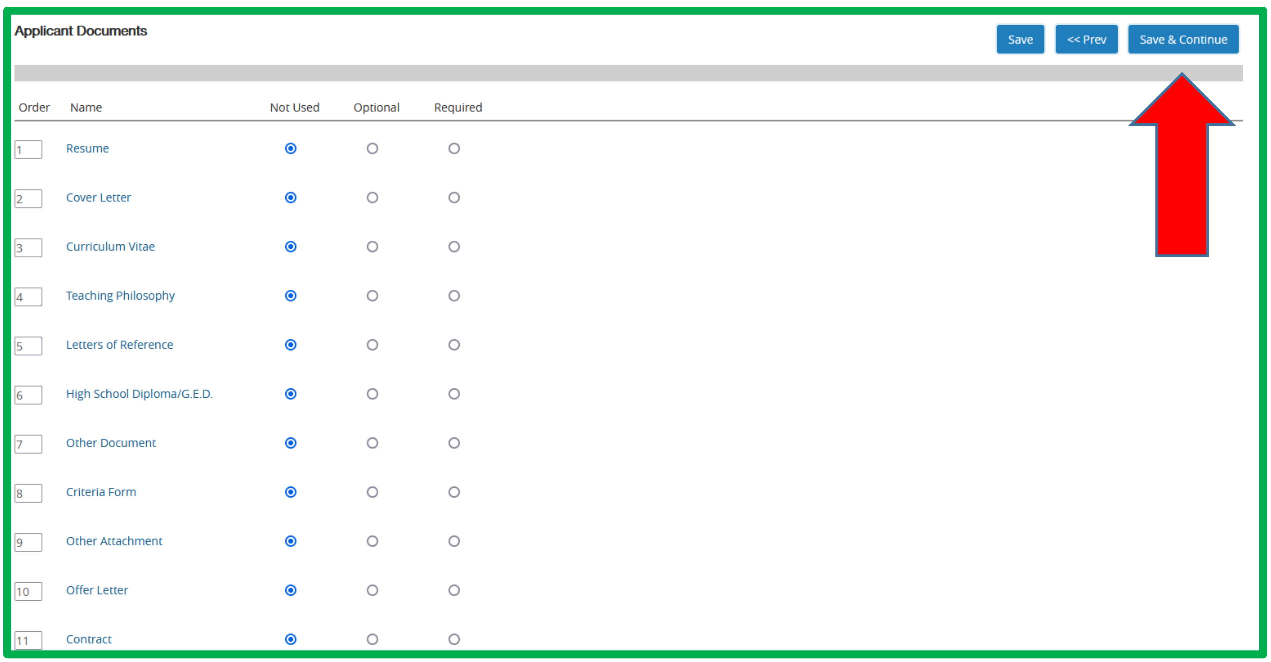
**HR will handle this screen on the Applicant Tracking (Blue side).



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	○	○	◉
2	Cover Letter	○	○	◉
3	Curriculum Vitae	○	○	◉
4	Teaching Philosophy	◉	○	○



Applicant Documents

Save | << Prev | Save & Continue

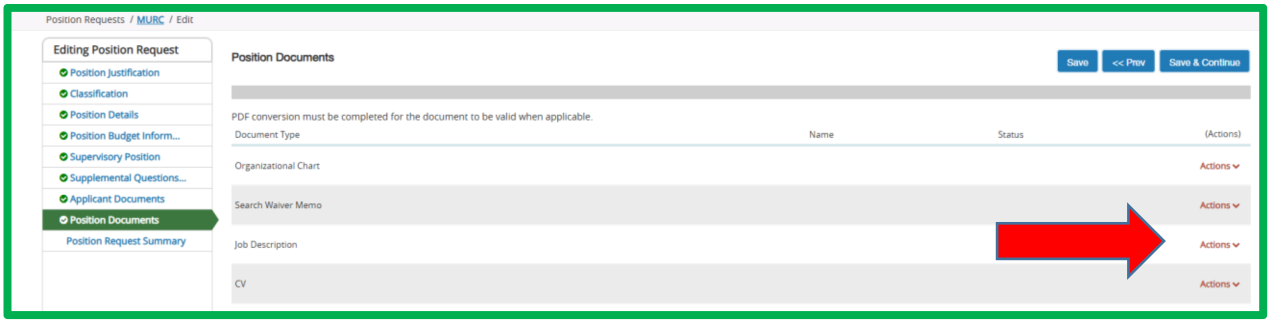
Order	Name	Not Used	Optional	Required
1	Resume	◉	○	○
2	Cover Letter	◉	○	○
3	Curriculum Vitae	◉	○	○
4	Teaching Philosophy	◉	○	○
5	Letters of Reference	◉	○	○
6	High School Diploma/G.E.D.	◉	○	○
7	Other Document	◉	○	○
8	Criteria Form	◉	○	○
9	Other Attachment	◉	○	○
10	Offer Letter	◉	○	○
11	Contract	◉	○	○

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.

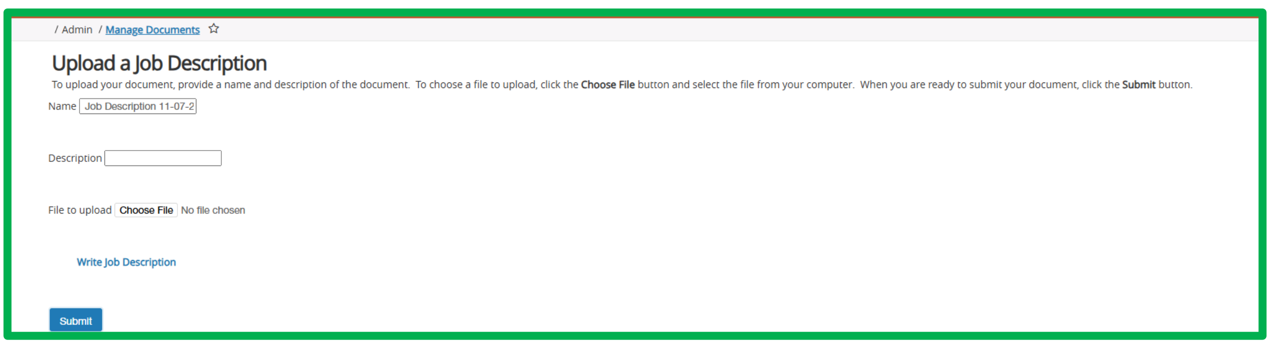
If you are requesting a waiver, please also upload the following:

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

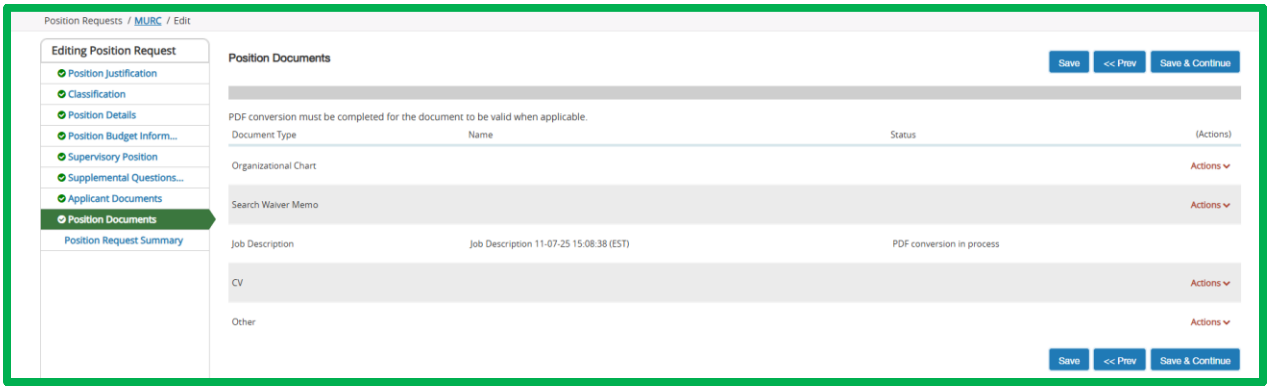
To upload a document, you will hover your mouse over the "Actions" and then select the "Upload New" option.



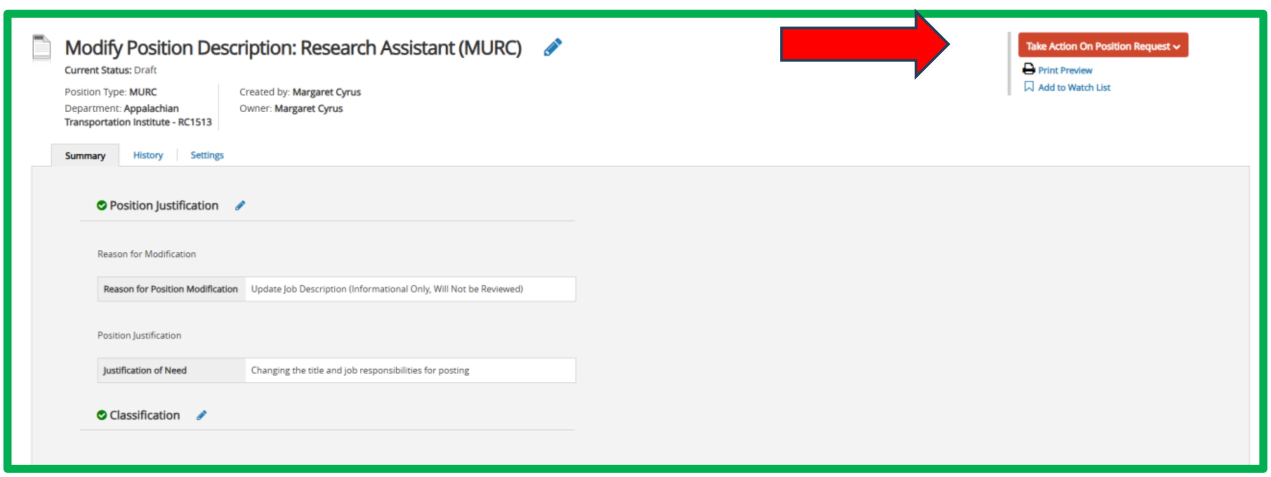
You will then click the gray **"Browse"** button; find the file you wish to upload and then click on the blue "**Submit**" button.



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



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.**



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