



Creating a NEW MURC Position Position Management (Orange Screen)

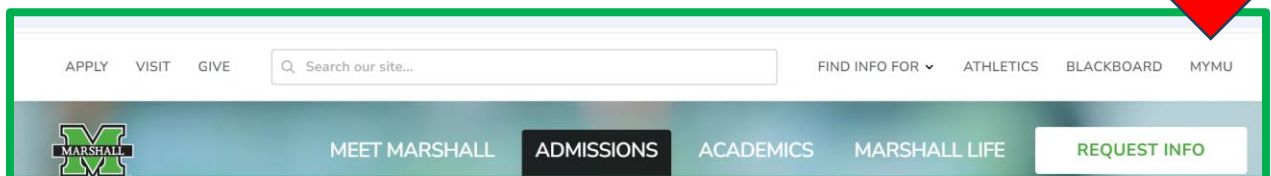
****The Recruiting Authorization form needs to be completed/approved before starting this process.**

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

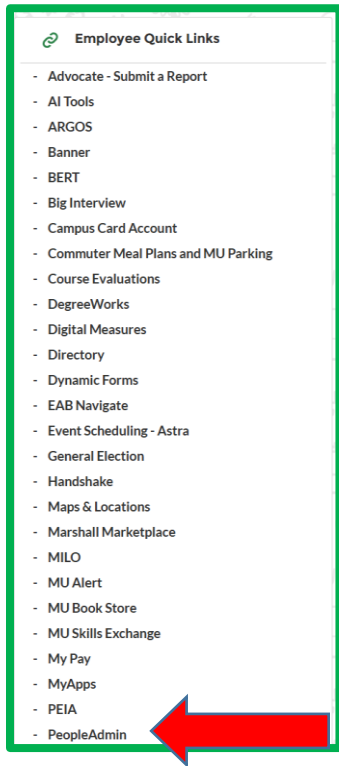
- The department needs to note that on the Marshall University Research Corporation Authorization Recruiting Form, they are requesting a new position. Then MURC HR will assign a number to you, pending the form is approved. Then you will proceed in PeopleAdmin to create the position.

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

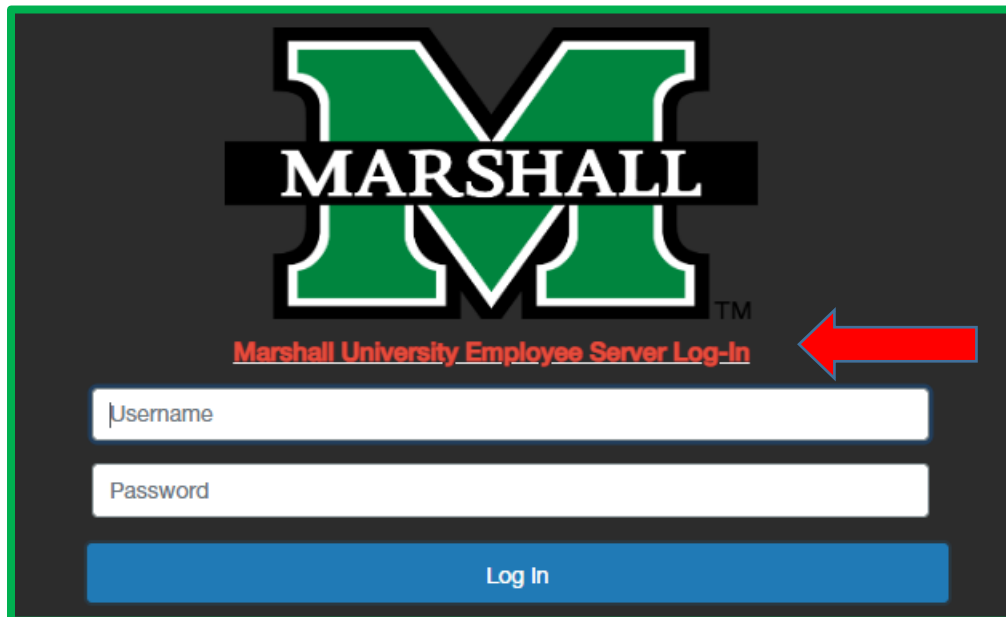
1. Log into PeopleAdmin by going to myMU.



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.

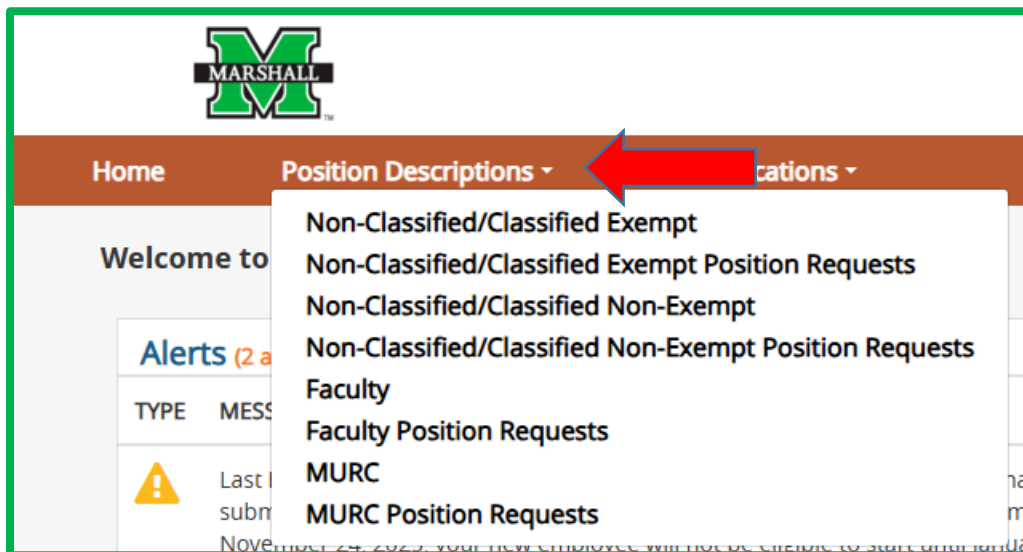


b. **Selecting the Position Management Screen:**

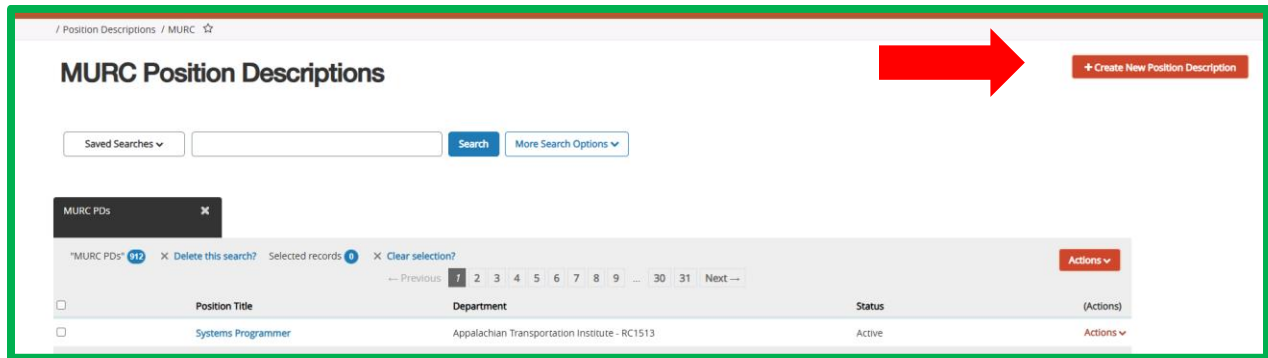
Select the **Position Management** (“orange position description”) screen. You will click on the “dots” next to the **Applicant Tracking Screen** and then select **Position Management**.



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.

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 '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.

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, 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.

Editing Position Request

Position Justification

Classification

Position Details

Position Budget Inform...

Supervisory Position

Supplemental Questions...

Applicant Documents

Position Documents

Position Request Summary

Classification

Save << Prev Save & Continue

Selected Classification

Classification Details

Classification Information

Classification Title	MURC-Misc Other Technicians
Classification Code	R1196
FLSA	Exempt
Salary Grade	
Min Salary	
EEO	40

Classifications - Filter these results

MURC Classification Search X MURC Classification Search X Delete this search?

Previous 1 2 3 Next

Classification Title	Classification Code	EEO	Classification Status	(Actions)
☐ MURC-Chief Executives	R1001	10	Approved	Actions
☐ 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 'Job Description' section with a text area containing the following text: 'The Appalachian Transportation Institute (ATI) and Center for Business and Economic Research (CSER) 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 CSER • 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%

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 'Remove Entry?' checkbox and a blue button labeled 'Add Budget Summary Entry'. A large red arrow points to this button. At the top right are buttons for 'Save', '<< Prev', and 'Save & Continue'. At the bottom right 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.**

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

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	427943 1146150573424 1714807996 1546_2_emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

MURC PDs X MURC PDs 1 X Delete this search?

Previous 1 2 3 4 5 6 7 8 9 ... 30 31 Next →

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

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

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	427943

Position Descriptions - [Filter these results](#)

MURC PDs X MURC PDs 1 X Delete this search?

Search Position

Search Position

Search

Type: MURC

Add Columns

Outstanding Actions: Select outstanding actions

Search Cancel

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	☐	☐	☒
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.

The screenshot shows the 'Position Documents' page. On the left is a sidebar with a menu including 'Position Justification', 'Classification', 'Position Details', 'Position Budget Inform...', 'Supervisory Position', 'Supplemental Questions...', 'Applicant Documents', 'Position Documents' (highlighted), and 'Position Request Summary'. The main area has a 'Position Documents' header with 'Save', '<< Prev', and 'Save & Continue' buttons. Below this is a table with columns: Document Type, Name, Status, and (Actions). The table contains rows for 'Organizational Chart', 'Search Waiver Memo', 'Job Description', and 'CV'. Each row has an 'Actions' dropdown menu. A large red arrow points to the 'Actions' dropdown 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' 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.' There is a 'Name' field with the value 'Job Description 11-07-2' and a 'Description' field. Below these is a 'File to upload' section with a 'Choose File' button and the text 'No file chosen'. At the bottom, there is a 'Write Job Description' link 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 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>