

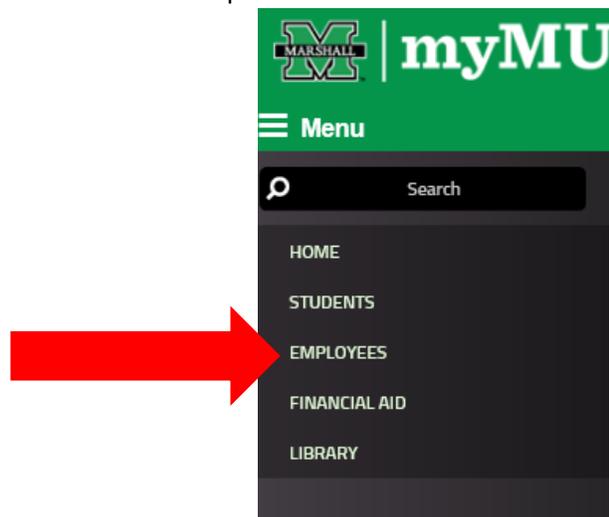


## Signing into PeopleAdmin

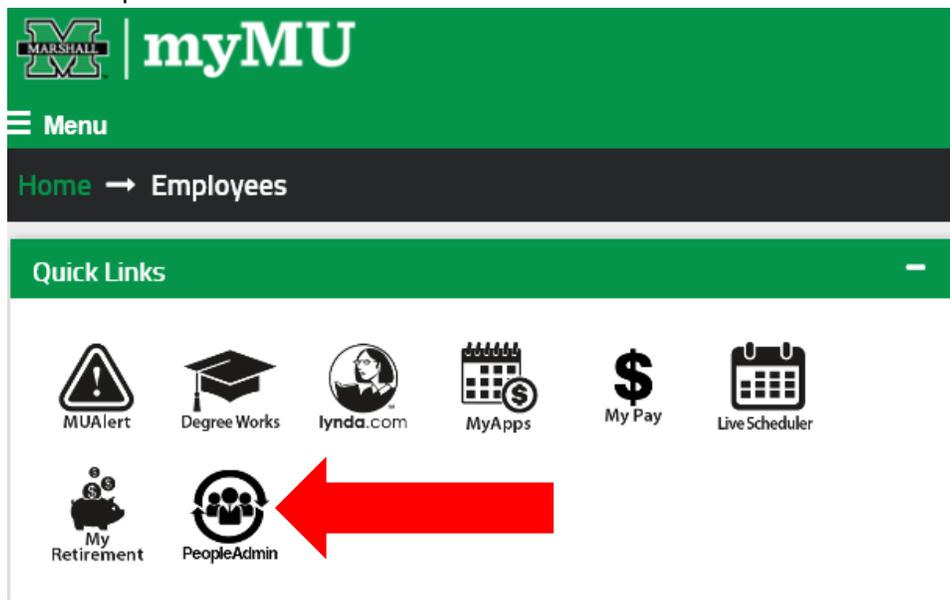
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



2. You will be defaulted to the Employee Group on the **Applicant Tracking** (“Hire”) screen, so you will need to select the User Group of **GA Originator**.

**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.

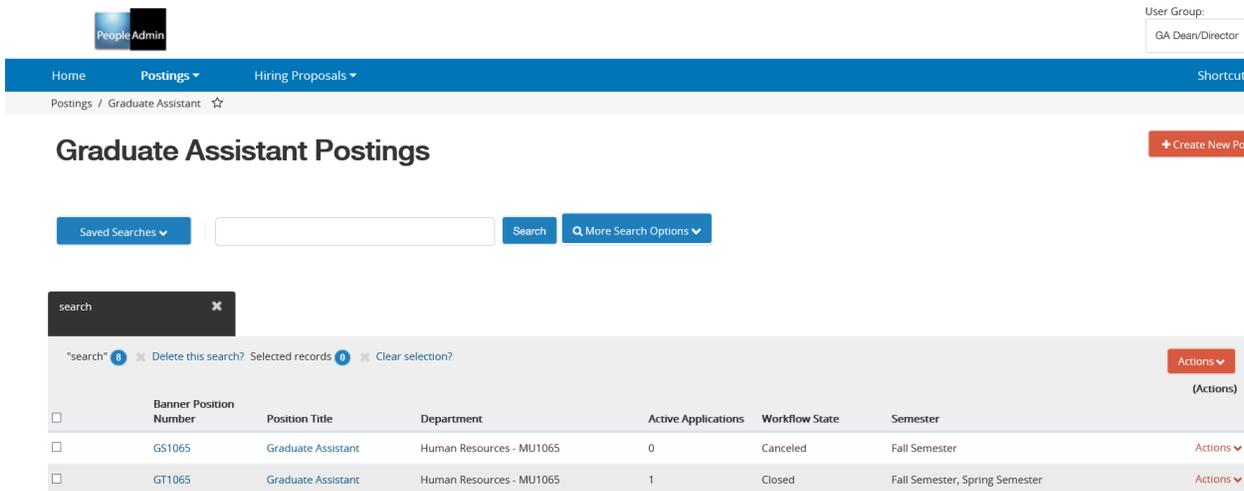


### Hiring Proposal Process

1. Click on the “Postings” tab and select the “Graduate Assistant.”



2. Select the posting you wish to begin your hiring your student(s).



3. On the “Applicants” tab, click on the applicant you wish to move in the posting work flow.

**Posting: Graduate Assistant (Graduate Assistant)**  
 Current Status: Approved - Internal  
 This posting is not available to applicants via search results but may be accessed directly at <http://marshall-sb.peopleadmin.com/postings/5934>

Position Type: **Graduate Assistant**    Created by: **Alisha Harbour**  
 Department: **Accountancy/Legal Environment - MU2310**    Owner: **Human Resources**

Summary | History | Applicants | Reports | Hiring Proposals

Saved Searches  Search [More Search Options](#)

Active Applications 1 [Actions](#)

<input type="checkbox"/>	Last Name	First Name	Job Title	Workflow State (Internal)	<a href="#">Actions</a>
<input type="checkbox"/>	Doe	Jane	Graduate Assistant	Under Review by GA Dean/Director	<a href="#">Actions</a>

- You will get to the Job Application screen where you can mark the applicant(s) to three work flows.  
 Move each applicant to the correct work flow.  
*“Not Hired (Move to Not Selected for Interview, Not Hired)”*  
*“Approve (move to Proposed Hire)”*  
*“Interviewed, Not Hired (move to Interviewed, Not Hired)”*

**Job application: Jane Doe (Graduate Assistant)**  
 Current Status: Under Review by GA Dean/Director  
 Application form: Graduate Assistant Application

Full name: Jane Doe    Created by: **Jane Doe**  
 Address:    Owner: **GA Dean/Director**  
 1 John Marshall Drive  
 Huntington, WV 25701  
 United States of America

Username: **owens24**  
 Email: **emailaddress@zed.zed**  
 Phone (Primary): **304-208-3274**  
 Phone (Secondary):  
 Position Type: **Graduate Assistant**  
 Department: **Accountancy/Legal Environment - MU2310**

Summary | Recommendations (0 of 0) | History | Reports

**Take Action On Job Application**

- Keep working on this Job application
- WORKFLOW ACTIONS
- Not Hired (move to Not Selected for Interview, Not Hired)
- Cancelled (move to Position Cancelled)
- Approve (move to Proposed Hire)
- Interviewed, Not Hired (move to Interviewed, Not Hired)

**Personal Information**

Contact Information

First Name	Jane
Middle Name	
Last Name	Doe
Preferred First Name	
Address1	1 John Marshall Drive
Address2	

- Once you have an applicant you wish to hire, you will move them to “Approve (move to Proposed Hire).” You will now start the GA Hiring Proposal.

## Job application: Jane Doe (Graduate Assistant)

Current Status: Proposed Hire  
Application form: Graduate Assistant Application

Full name: Jane Doe  
Address:  
1 John Marshall Drive  
Huntington, WV 25701  
United States of America  
Username: owens24  
Email: emailaddress@zod.zod  
Phone (Primary): 304-208-3274  
Phone (Secondary):  
Position Type: Graduate Assistant  
Department: Accountancy/Legal  
Environment - MUZ310

Created by: Jane Doe  
Owner: GA Dean/Director

Take Action On Job Application ▾

★ View Posting Applied To

★ Preview Application

➕ Start GA Hiring Proposal

Summary | Recommendations (0 of 0) | History | Reports

### Personal Information

Contact Information

First Name	Jane
Middle Name	
Last Name	Doe
Preferred First Name	
Address1	1 John Marshall Drive

- You will come to the **Starting GA Hiring Proposal** screen; you will click on the blue “Start GA Hiring Proposal.”

## Starting GA Hiring Proposal

Applicant: Jane Doe

Posting: Graduate Assistant

Start GA Hiring Proposal or Cancel

- The **Hiring Proposal** screen is where you will enter the student’s Marshall ID number and their start/end dates. After entering the information, you will click on “Save” after it saves, then click on “Next.”

**Editing Hiring Proposal**

- Hiring Proposal
- Budget Summary
- Hiring Proposal Documents
- Hiring Proposal Summary

**Hiring Proposal** Save Next >>

[Check spelling](#)

\* Required Information

Candidate Information

First Name Jane  
Last Name Doe  
Address1 1 John Marshall Drive  
Address2  
City Huntington  
State WV  
Zip Code 25701  
Country United States of America  
Primary Phone 304-208-3274  
Email emailaddress@zed.zed  
901 Number 654256  x  
This field is required.

Position Information

Position Title Graduate Assistant  
Description of GA Assignment GA: Service Assistant  
Hours Per Week Full Time (20 hrs a week)  
Pay Rate Hourly Rate: - 13.00  
Posting Number MU009GA  
Banner Position Number 123456

Hiring Proposal Information

Start Date 08/22/2016  x  
This field is required.  
End Date 12/23/2016  x  
This field is required.  
Actual Starting Salary   
Hiring Proposal Number

Save Next >>

8. The new pay funding, tuition type, tuition percentage or flat amount will carry over from the GA posting. If any of the information is incorrect, please reach out to [recruiting@marshall.edu](mailto:recruiting@marshall.edu) to change before the hiring proposal has been accepted.

Will the pay be funded from a grant or third party?

Tuition Type

Tuition Percentage   
*Please enter percentage amount or enter N/A*

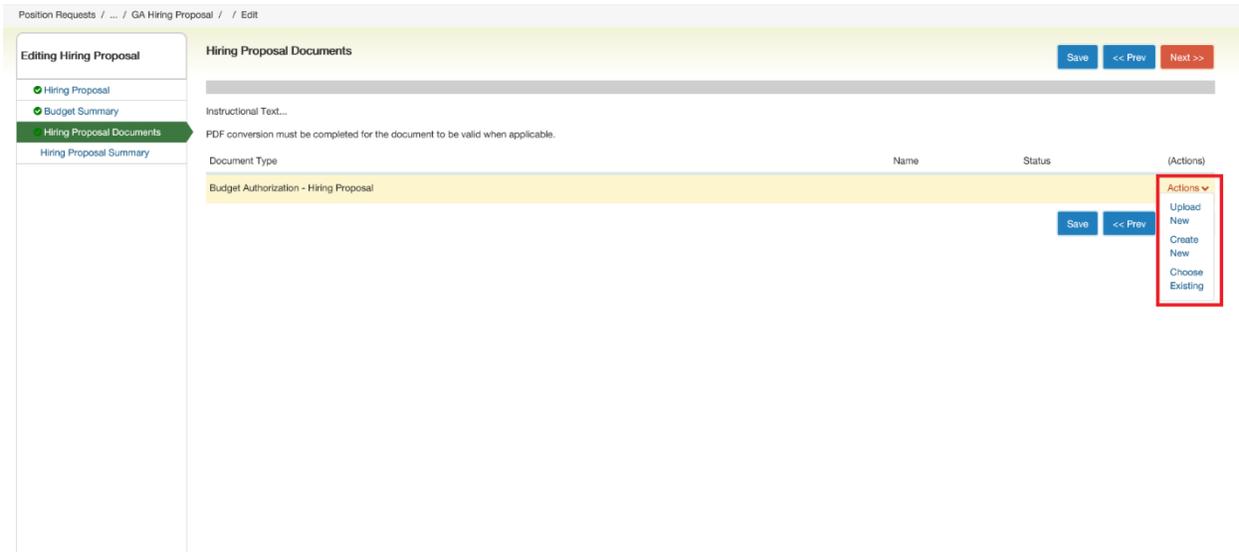
Flat Amount   
*Please enter flat amount or enter N/A*

Will the tuition benefit be funded by a grant or third party?

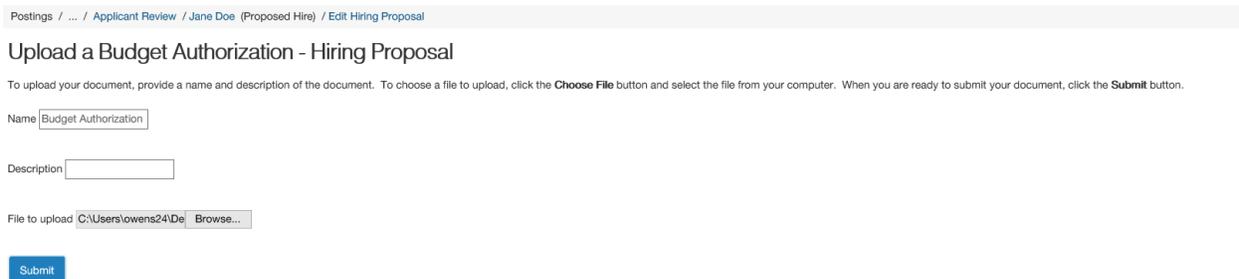
9. The **Budget Summary** screen is where the budget summary information is displayed. You will click on the “Next” button as there are no options to make any changes.



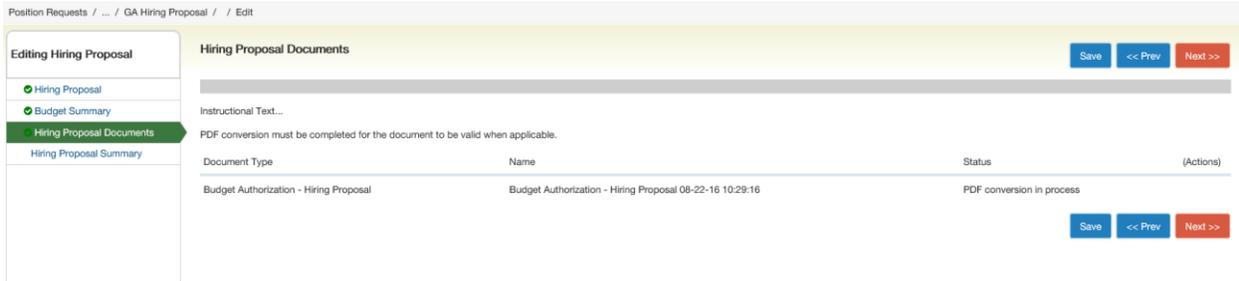
10. The **Hiring Proposal Documents** screen is where you can upload documents you wish to be associated with this posting. You will hover your mouse over the actions and click on “Upload New.”



The **Upload a Budget Authorization – Hiring Proposal** screen, you will click on the “Browse” button and find your file. Once you have found your file, you will click on the blue “Submit” button.



You will see your file now attached to the posting. Click on the “Save” button and after it saves then click on “Next.”



- The **GA Hiring Proposal** screen, you will review the information and once it is satisfactory you will click on the orange *“Take Action on Hiring Proposal”* button then select *“Move (move to Initiate hiring proposal).”*



- The hiring proposal will then be sent to the **GA/Dean Director** to approve. See below example.



- The hiring proposal will be sent to the Graduate Office for approval.
- Once the Graduate Office approves, the **GA/Dean Director** will get the email notification that an offer can be made to your student.

You have received the following Graduate Assistant **Hiring Proposal** for your review.

**Hiring Proposal Workflow Status:** Approved to Offer

**Title:** Graduate Assistant

**Position Number:** GA0001

**Department:** Advanced Ed Studies - RC2340

**Job Posting Number:** MU021GA

**Hiring Proposal Number:**

Please login to <https://marshall.peopleadmin.com/hr> in the Applicant Tracking Module to review/approve this action.

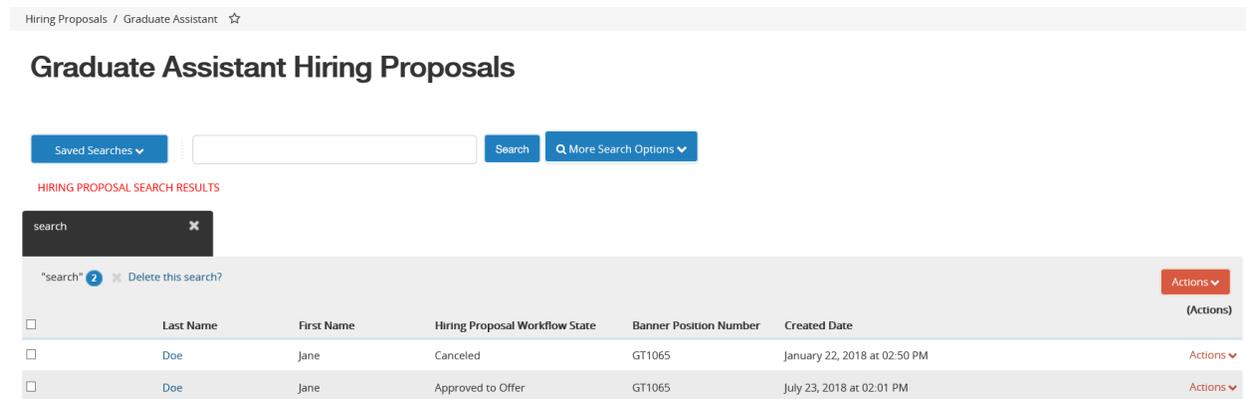
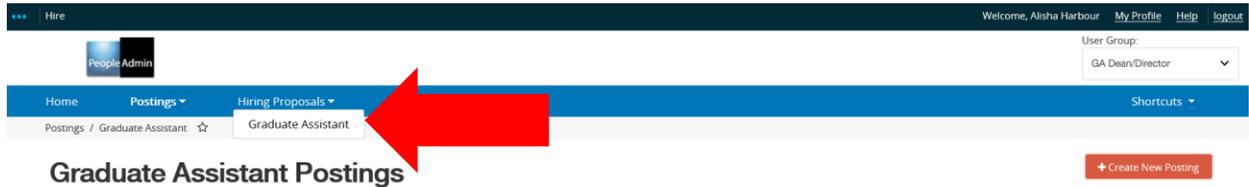
If you have any questions, please contact Human Resource Services at [human-resources@marshall.edu](mailto:human-resources@marshall.edu)

Thank you,

Human Resource Services

Marshall University

15. To access the hiring proposals, you will select the “Hiring Proposals” tab and then “Graduate Assistant.”



On the hiring proposal for the student, the **GA/Dean Director** will use the orange “Take Action on Hiring Proposal” to mark the student as “Offer Accepted.”

16. After your student has accepted the offer, the **GA/Dean Director** will mark the Hiring Proposal as “Offer Accepted.” This will generate the contract for your student to sign and kickoff the workflow for the electronic EPAF created by HR and Payroll.

- The contract will be coming to the **GA Originator and the GA/Dean Director roles**. It will not go to the student’s email.
- Print the contract from your email and have your student sign and date.
- The student will then need to email the contract to [graduatestudies@marshall.edu](mailto:graduatestudies@marshall.edu) after signing.

## GA Hiring Proposal: Jane Doe (Graduate Assistant)

Current Status: Approved to Offer

Position Type: **Graduate Assistant**

Department: **Human Resources - MU1065**

Applicant: Jane Doe

Posting: Graduate Assistant

Created by: **Alisha Harbour**  
Owner: **GA Dean/Director**

Summary | History | Settings

● Hiring Proposal

Candidate Information

### Take Action On Hiring Proposal

Keep working on this Hiring Proposal

#### WORKFLOW ACTIONS

Offer Accepted (move to Offer Accepted)

Offer Declined (move to Offer Declined)

Cancel (move to Canceled)

