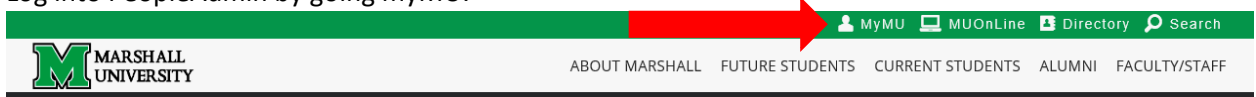


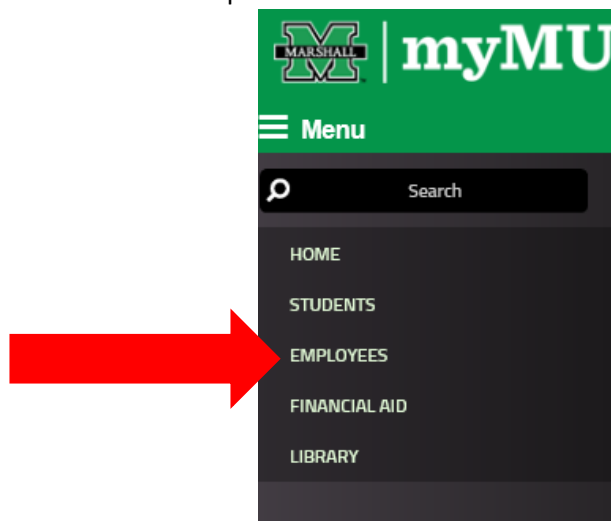


### Signing into PeopleAdmin

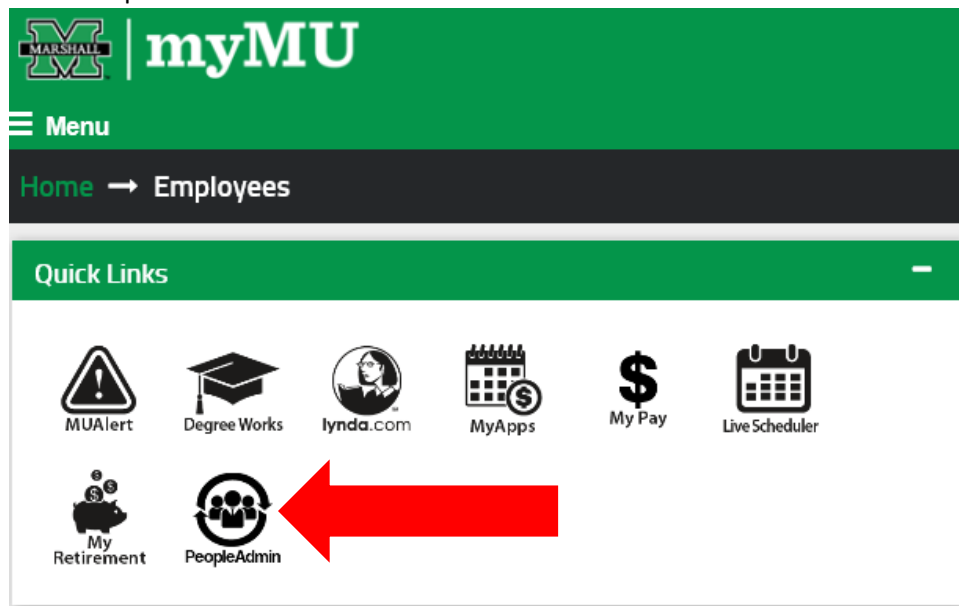
1. Log into PeopleAdmin by going myMU.



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.

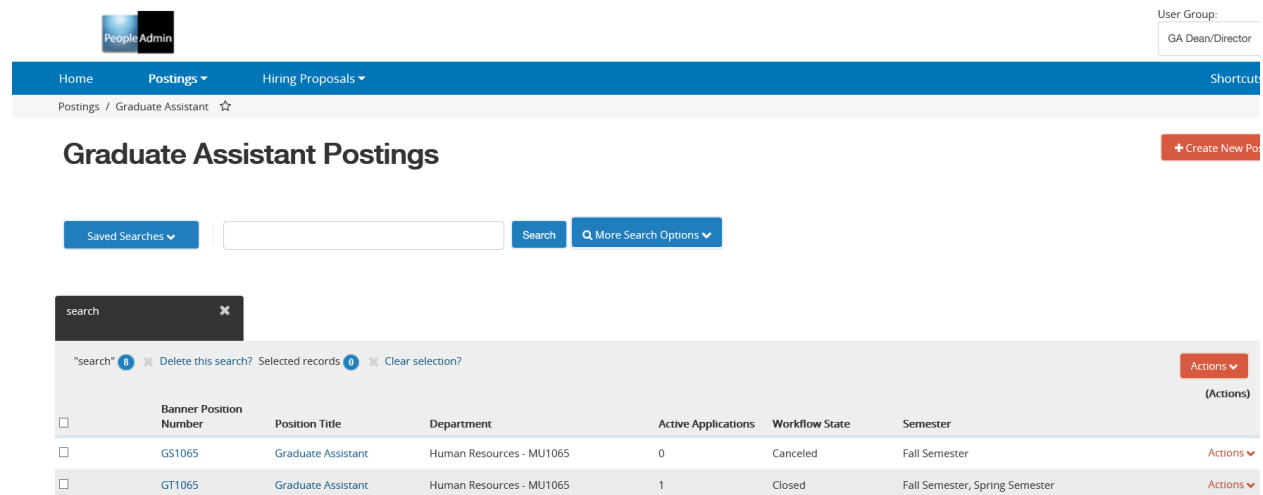


## Hiring Proposal Process

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**  
 Department: **Accountancy/Legal**  
 Environment - **MU2310**

Created by: **Alisha Harbour**  
 Owner: **Human Resources**

★ See how Posting looks to Applicant  
 Print Preview (Applicant View)  
 Print Preview

Summary | History | Applicants | Reports | Hiring Proposals

Saved Searches  Search [More Search Options](#)

Active Applications ×

"Active Applications" 1

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

- 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  
 Address:  
 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**

Created by: **Jane Doe**  
 Owner: **GA Dean/Director**

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)

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

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 &gt;&gt;

✓ 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 6542568 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  
This field is required.

\* End Date 12/23/2016  
This field is required.

Actual Starting Salary

Hiring Proposal Number

Save

Next &gt;&gt;

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?

Yes

Tuition Type

Percentage

Tuition Percentage

70

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?

No

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.

Position Requests / ... / GA Hiring Proposal / / Edit

**Editing Hiring Proposal**

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

### Budget Summary

Save << Prev Next >>

Budget Summary

Budget Fund	123456
Budget Org	1254
Percentage Funded	100

Save << Prev Next >>

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.”

Position Requests / ... / GA Hiring Proposal / / Edit

**Editing Hiring Proposal**

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

### Hiring Proposal Documents

Save << Prev Next >>

Instructional Text...

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal			<div>Actions<ul style="list-style-type: none"><li>Upload New</li><li>Create New</li><li>Choose Existing</li></ul></div>

Save << Prev

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.

Postings / ... / Applicant Review / Jane Doe (Proposed Hire) / Edit Hiring Proposal

### Upload a Budget Authorization - Hiring Proposal

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  **Browse...**

**Submit**

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

Position Requests / ... / GA Hiring Proposal / / Edit

**Editing Hiring Proposal**

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

**Hiring Proposal Documents**

Save << Prev Next >>

Instructional Text...

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Budget Authorization - Hiring Proposal	Budget Authorization - Hiring Proposal 08-22-16 10:29:16	PDF conversion in process	Save << Prev Next >>

11. 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).*”

Current Status: Draft

Position Type: Graduate Assistant  
Department: Human Resources - MU1065  
Applicant: Kimberly Thomas  
Posting: Graduate Assistant

Created by: Kimberly Thomas  
Owner: Kimberly Thomas

**Take Action On Hiring Proposal**

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- Cancel (move to Canceled)
- Move (move to Initiate Hiring Proposal)

Summary History Settings

Hiring Proposal

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

Current Status: Initiate Hiring Proposal

Position Type: Graduate Assistant  
Department: Human Resources - MU1065  
Applicant: Kimberly Thomas  
Posting: Graduate Assistant

Created by: Kimberly Thomas  
Owner: GA Dean/Director

**Take Action On Hiring Proposal**

- Keep working on this Hiring Proposal
- WORKFLOW ACTIONS
- Approve (move to Approve Hiring Proposal)
- Return (move to GA Originator)

Summary History Settings

13. The hiring proposal will be sent to the Graduate Office for approval.
14. 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.

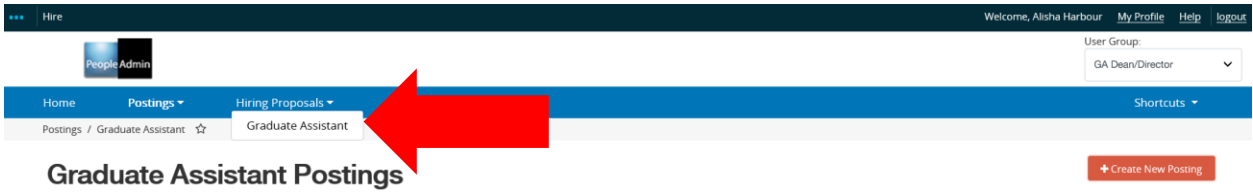
If you have any questions, please contact Human Resource Services at [human-resources@marshall.edu](mailto:human-resources@marshall.edu)

Thank you,

Human Resource Services

Marshall University

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



The screenshot shows the PeopleAdmin interface. At the top, there's a navigation bar with 'Home', 'Postings', 'Hiring Proposals', and 'Graduate Assistant'. A red arrow points to the 'Graduate Assistant' link under the 'Hiring Proposals' tab. Below this, the page title is 'Graduate Assistant Postings'. There's a search bar and a 'Create New Posting' button.

Hiring Proposals / Graduate Assistant ☆

## Graduate Assistant Hiring Proposals

Saved Searches ▾ |  Search

HIRING PROPOSAL SEARCH RESULTS

search ✕

"search" 2 ✕ Delete this search?

	Last Name	First Name	Hiring Proposal Workflow State	Banner Position Number	Created Date	Actions
<input type="checkbox"/>	Doe	Jane	Canceled	GT1065	January 22, 2018 at 02:50 PM	Actions ▾
<input type="checkbox"/>	Doe	Jane	Approved to Offer	GT1065	July 23, 2018 at 02:01 PM	Actions ▾

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 \(move to Canceled\)](#)

