

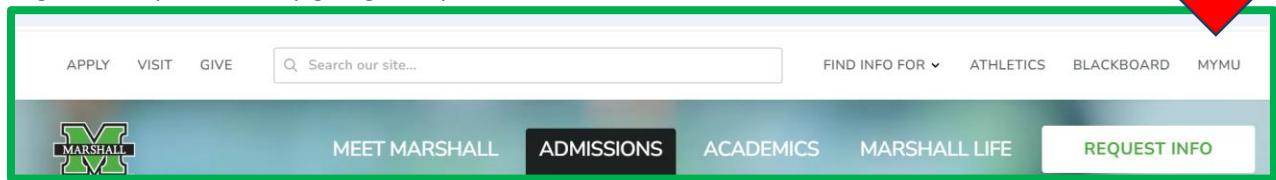


## Modifying MURC Position Position Management (Orange Screen)

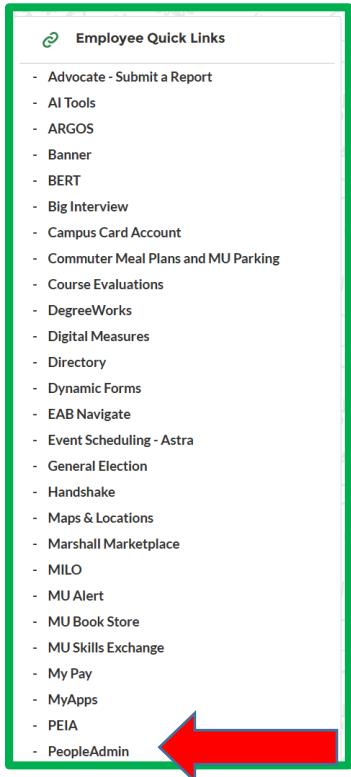
### **Before You Begin:**

- The Recruiting Authorization form must be completed/approved before starting this process.
- 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](#)

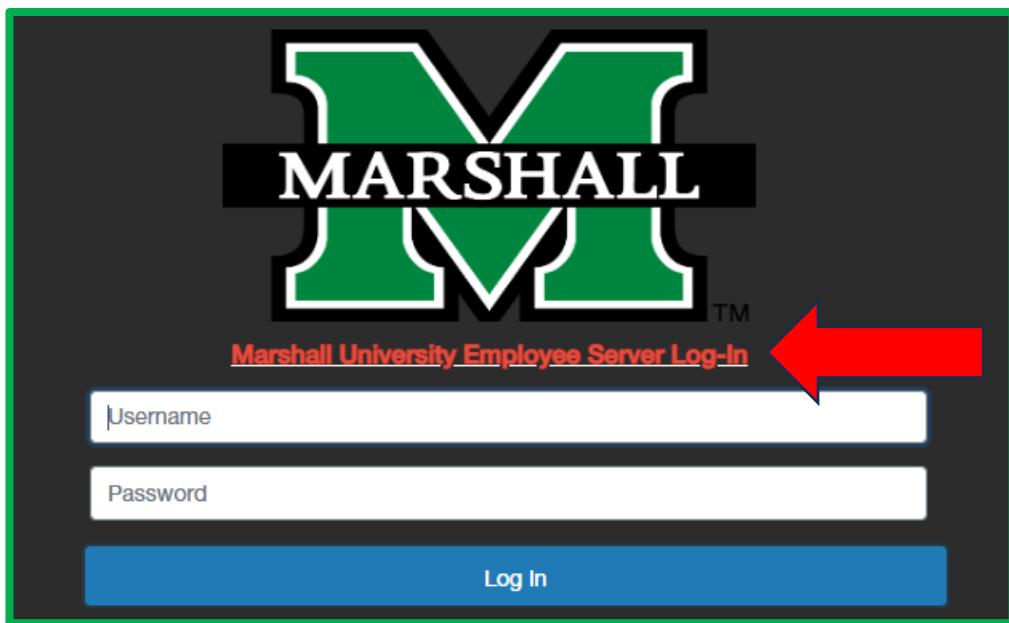
1. Log into PeopleAdmin by going to myMU.



You will look for Employee Quick Links on the right side and select PeopleAdmin.



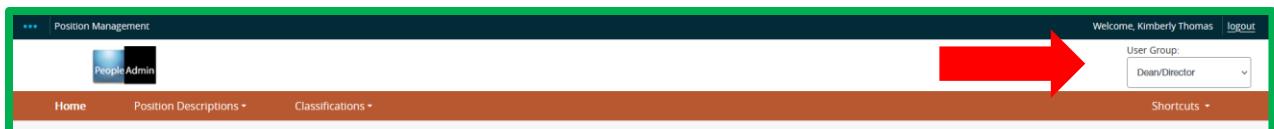
2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**



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.



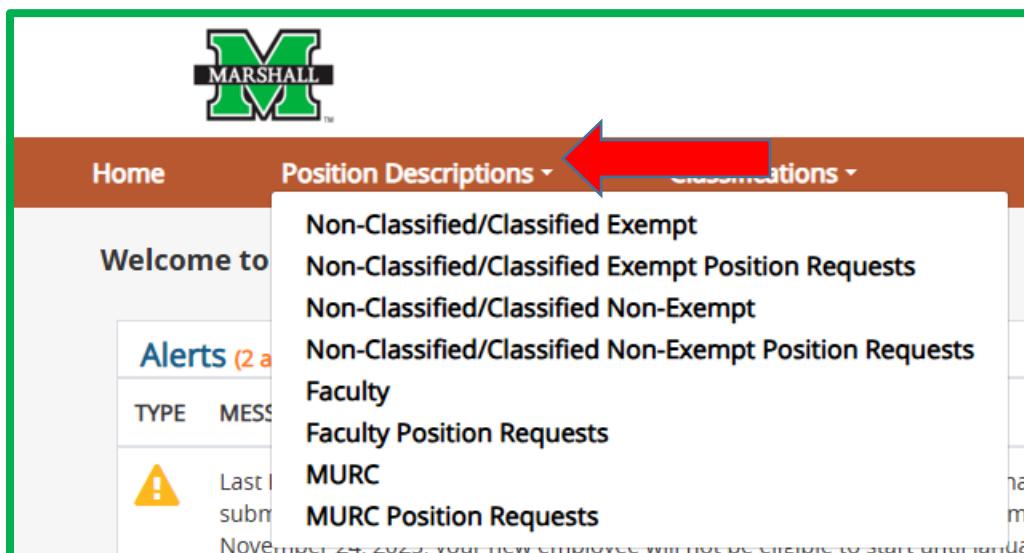
b. **Selecting the Position Management Screen:**

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**.

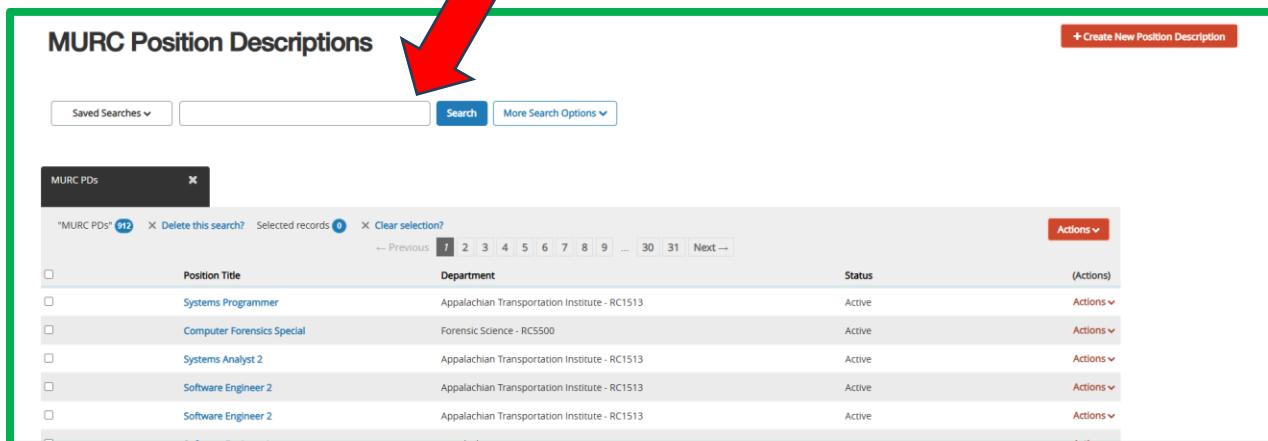


4. You will click on the **Position Description** tab and select the correct **position type** to begin modifying your position in PeopleAdmin.



5. After you have selected the correct **Position Type**, type in the position number and select the position you wish to modify by clicking on the position number or title. (Please note: You will not find your position if you are under the incorrect position type).

**\*\*\* Do not select “Create New Position Description, unless this is truly a new position with new Banner Number issued by Human Resources - versus being a vacant position.**



MURC Position Descriptions

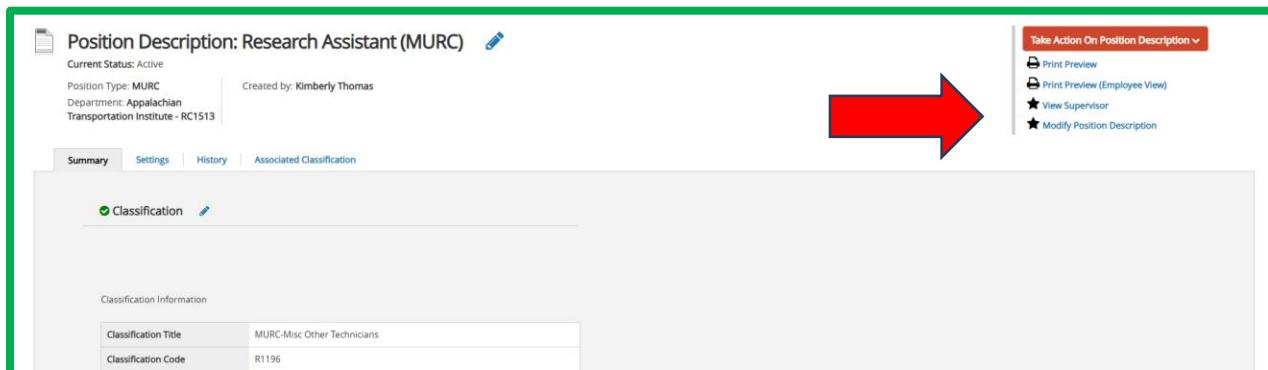
Saved Searches  More Search Options

MURC PDs

Selected records 0

Position Title	Department	Status	(Actions)
Systems Programmer	Appalachian Transportation Institute - RC1513	Active	<input type="button" value="Actions"/>
Computer Forensics Special	Forensic Science - RCS500	Active	<input type="button" value="Actions"/>
Systems Analyst 2	Appalachian Transportation Institute - RC1513	Active	<input type="button" value="Actions"/>
Software Engineer 2	Appalachian Transportation Institute - RC1513	Active	<input type="button" value="Actions"/>
Software Engineer 2	Appalachian Transportation Institute - RC1513	Active	<input type="button" value="Actions"/>

6. At the **Position Description** page, you will click on “**Modify Position Description**.”



Position Description: Research Assistant (MURC)

Current Status: Active

Position Type: MURC

Created by: Kimberly Thomas

Department: Appalachian Transportation Institute - RC1513

Summary Settings History Associated Classification

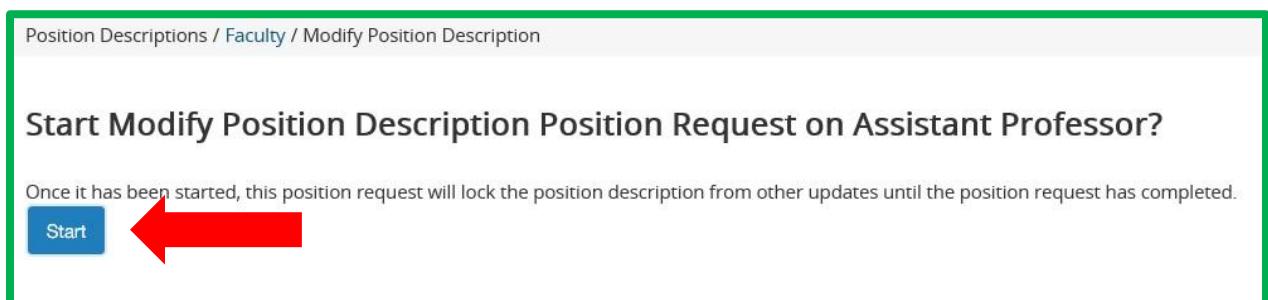
Classification

Classification Information

Classification Title	MURC-Misc Other Technicians
Classification Code	R1196

Take Action On Position Description

7. You will get to the Start Modify Position Description Position Request on [Position Title] screen, you will click on the blue “Start” button.



Position Descriptions / Faculty / Modify Position Description

### Start Modify Position Description Position Request on Assistant Professor?

Once it has been started, this position request will lock the position description from other updates until the position request has completed.

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

- If you are reclassifying a vacant position – you would mark reclassification and vacant position
- 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**

**\*\*\* You can check as many boxes that apply and make sure to explain in the justification box.**

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

The screenshot shows a form with a green border. The top section is titled "Reason for Modification" and contains a list of checkboxes for "Reason for Position Modification". The checkboxes include: Change in Job Responsibilities, Change in FTE, New Position, Re-classification, Request Search Waiver, Update Job Description (Informational Only, Will Not be Reviewed), and Vacant Position. The "Vacant Position" checkbox is checked. The bottom section is titled "Position Justification" and contains a rich text editor toolbar and a text input field containing "vacant position". Below the text input is a note: "Explain the need for this position including the negative impact of business operations, safety concerns, and /or accreditation requirements. Please include sources." At the bottom of the form, there is a note: "If requesting a search waiver: Waivers are approved in rare circumstances. If requesting a search waiver, please attach a justification memo and the resume/CV for the candidate."

9. 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.

If the classification is correct, you will click on the “Save and Continue” button.

Classification

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

Classification Title	Classification Code	EEO	Classification Status	(Actions)
MURC-Chief Executives	R1001	10	Approved	Actions
MURC-Marketing and Sales Mgr	R1005	10	Approved	Actions

10. 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 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

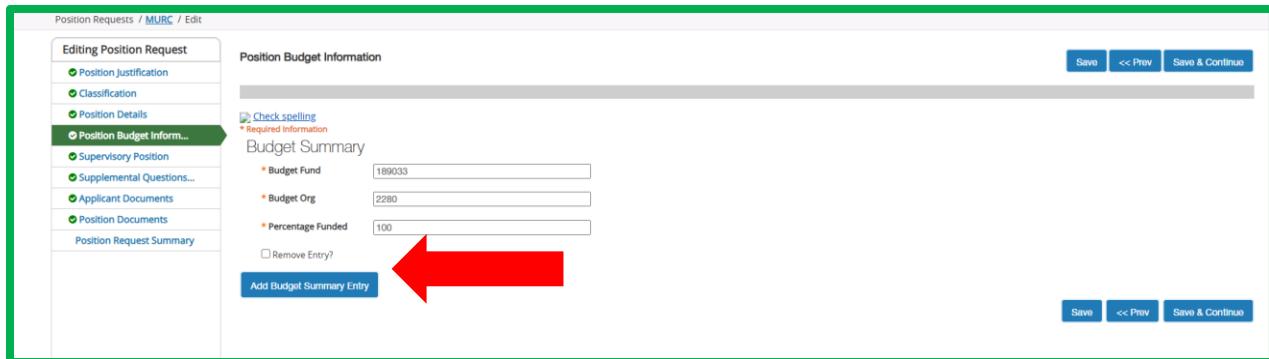
The Appalachian Transportation Institute (ATI) and Center for Business and Economic Research (CSER) has an opening for a research assistant in the area of transportation and business economics. Candidates should have a graduate degree in economics, business, or a related field. Key requirements for the 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.

\* Job Description

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	

11. 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” after it saves, then click the “Save and Continue” button.

\*\*If the budget is split you can hit the blue button “Add Budget Summary Entry” and you can enter the 2<sup>nd</sup> 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

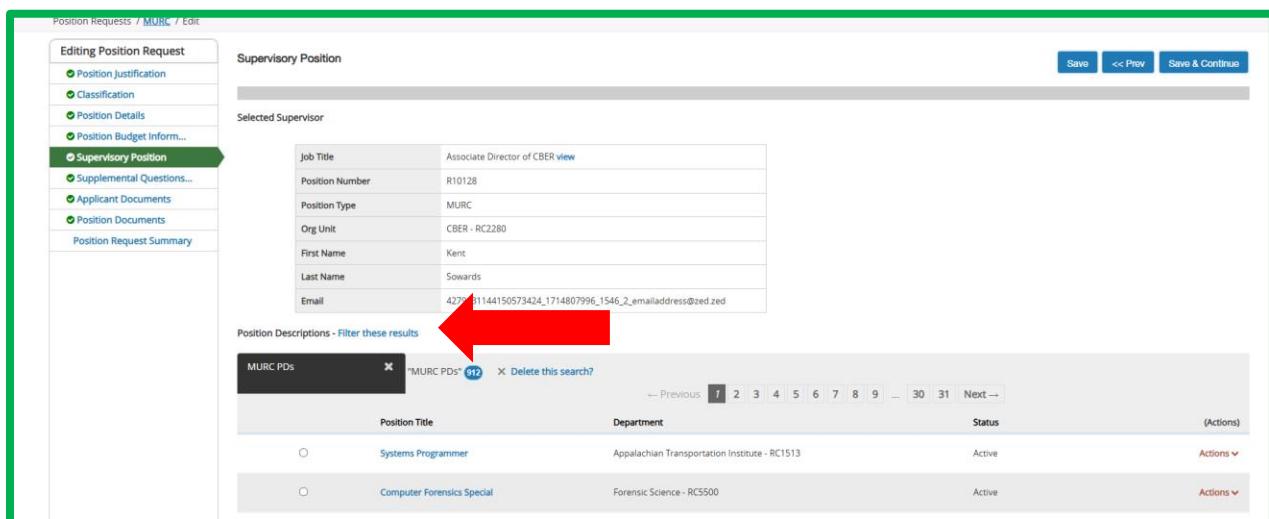
Remove Entry?

**Add Budget Summary Entry**

Save << Prev Save & Continue

12. At the **Supervisory Position** screen, if the supervisor has changed for this position, 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 <a href="#">view</a>
Position Number	R10128
Position Type	MURC
Org Unit	CBER - RC2280
First Name	Kent
Last Name	Sowards
Email	427711144150573424_1714807996_1546_2_emailaddress@zed.zed

Position Descriptions - Filter these results

MURC PDs  "MURC PDs" 17

Position Title	Department	Status	(Actions)
Systems Programmer	Appalachian Transportation Institute - RC1513	Active	<input type="button" value="Actions"/>
Computer Forensics Special	Forensic Science - RC5500	Active	<input type="button" value="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**

Selected Supervisor

Job Title	Associate Director of CBER
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

**Search Position**

Search term: kent sowards

Position keyword: MURC

Type: MURC

Add Column: Add Column

Outstanding Actions: Select outstanding actions

Save Cancel

Position Requests / [MURC](#) / Edit

**Editing Position Request**

- Position Justification
- Classification
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- Supplemental Questions...
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- Position Documents
- Position Request Summary

**Supervisory Position**

Selected Supervisor

Job Title	Associate Director of CBER
Position Number	R10128
Position Type	MURC
Org Unit	CBER - RC2280
First Name	Kent
Last Name	Sowards
Email	4279431144150573424_1714807996_1546_2_emailaddress@zed.zed

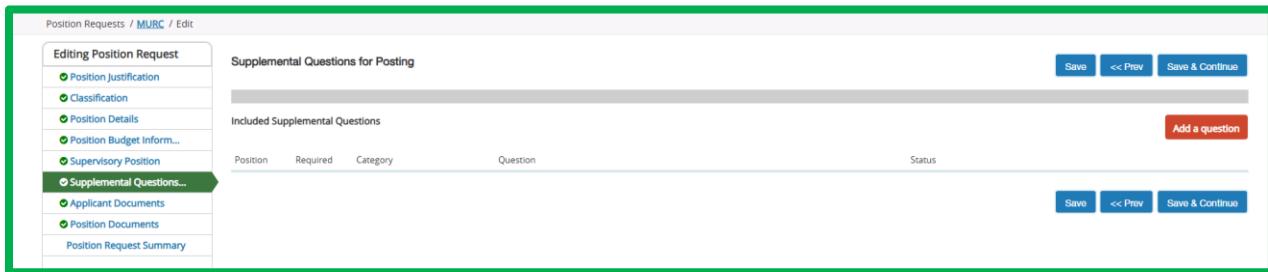
Position Descriptions - Filter these results

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](mailto: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.

13. 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

Included Supplemental Questions

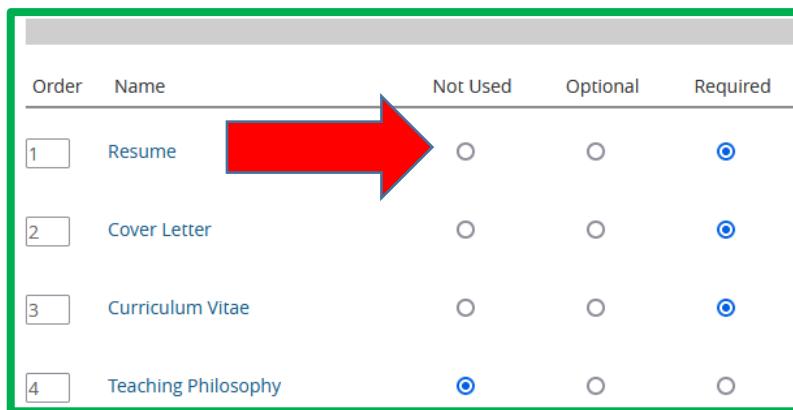
Position	Required	Category	Question	Status

Save << Prev Save & Continue

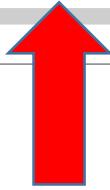
Add a question

Save << Prev Save & Continue

14. On the **Applicant Document** screen (if it should populate, it normally doesn't for modifications), 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					Save	<< Prev	Save & Continue	
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"/>				

15. On the **Position Documents** page, you can upload your job description, organizational chart or another document pertaining to the position.

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

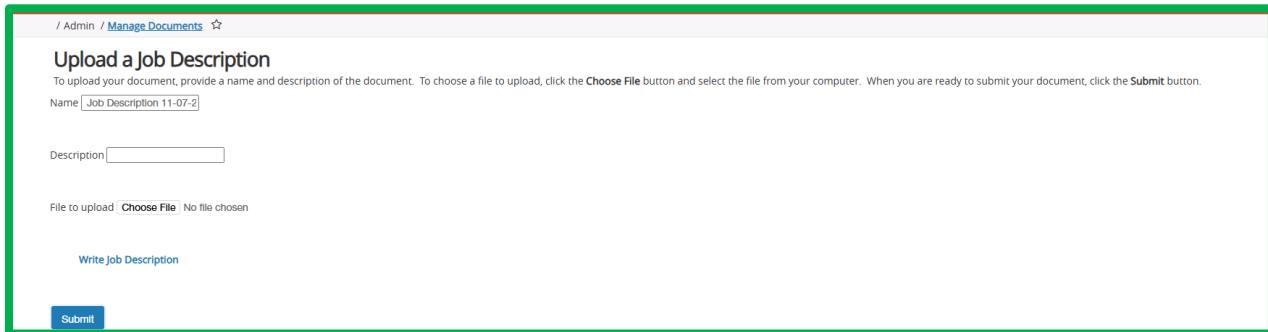
- **Resume/CV of the individual**
- **Justification Memo**

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



Position Requests / MURC / Edit			
Editing Position Request			
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			Actions ▾
CV			Actions ▾

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



/ Admin / Manage Documents ☆

### Upload a Job Description

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

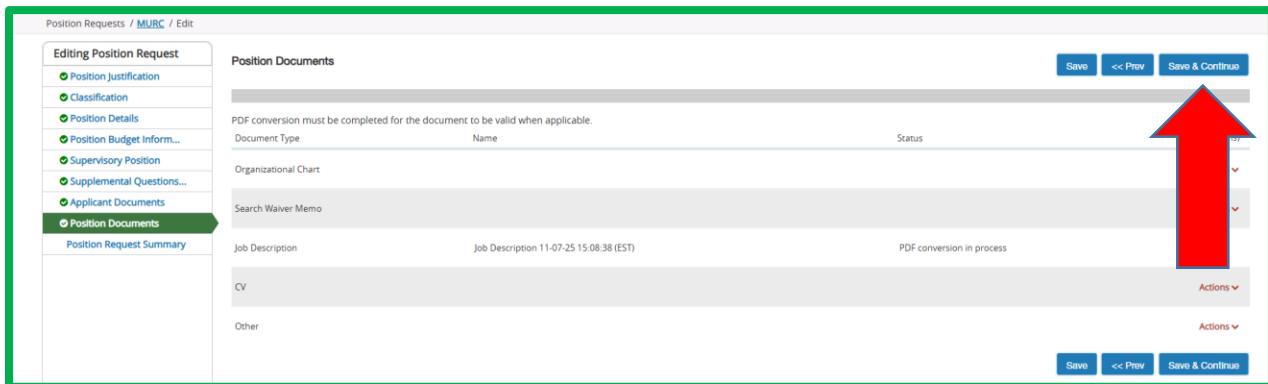
Description

File to upload  No file chosen

Write Job Description

**Submit**

Click on the “Save and Continue” button.



Position Requests / MURC / Edit

Editing Position Request

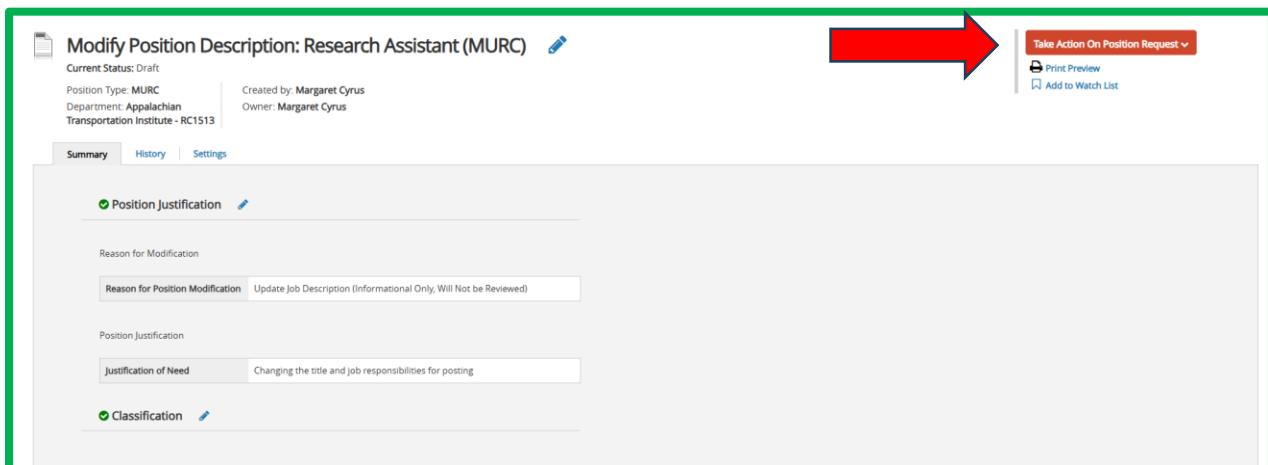
- Position Justification
- Classification
- Position Details
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Applicant Documents
- Position Documents**
- Position Request Summary

Position Documents

Document Type	Name	Status
Organizational Chart		
Search Waiver Memo		
Job Description	Job Description 11-07-25 15:08:38 (EST)	PDF conversion in process
CV		Actions
Other		Actions

**Save** **<< Prev** **Save & Continue**

16. 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

Position Justification

**Classification**

**Take Action On Position Request**

17. 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.**

18. 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](mailto: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>