

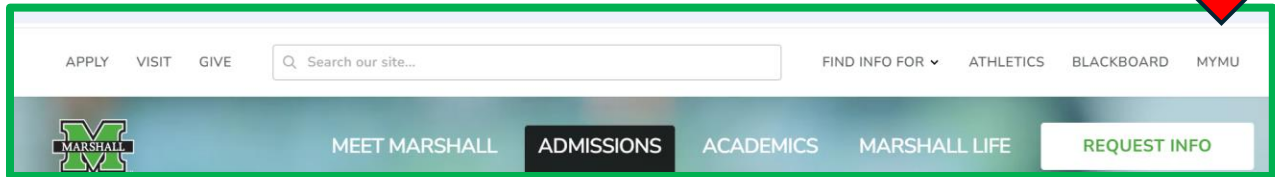


Modifying Marshall Position Position Management (Orange Screen)

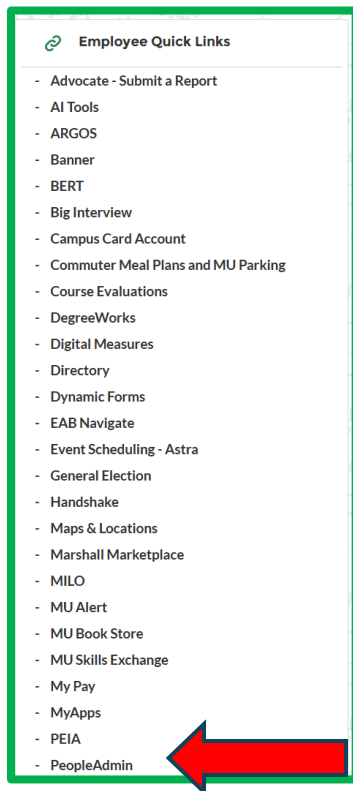
Before You Begin:

- 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](#)

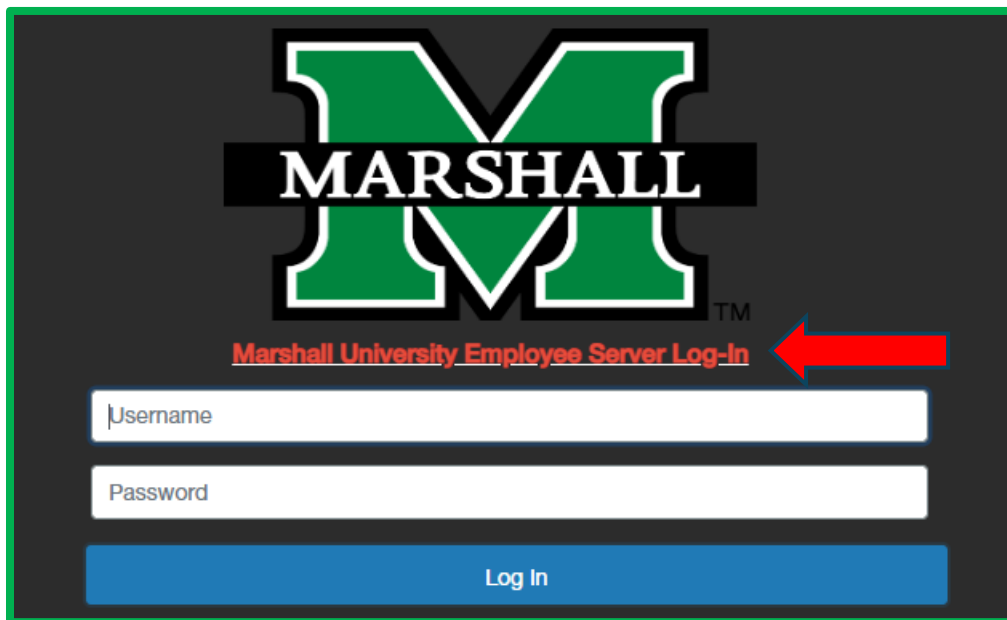
1. Log into PeopleAdmin by going to myMU.



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.



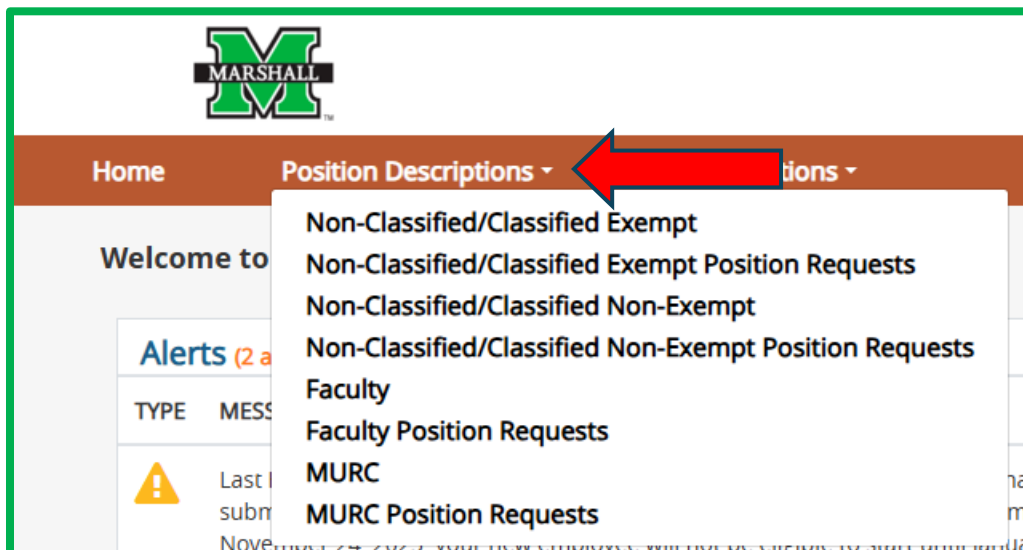
b. Selecting the Position Management Screen:

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**.

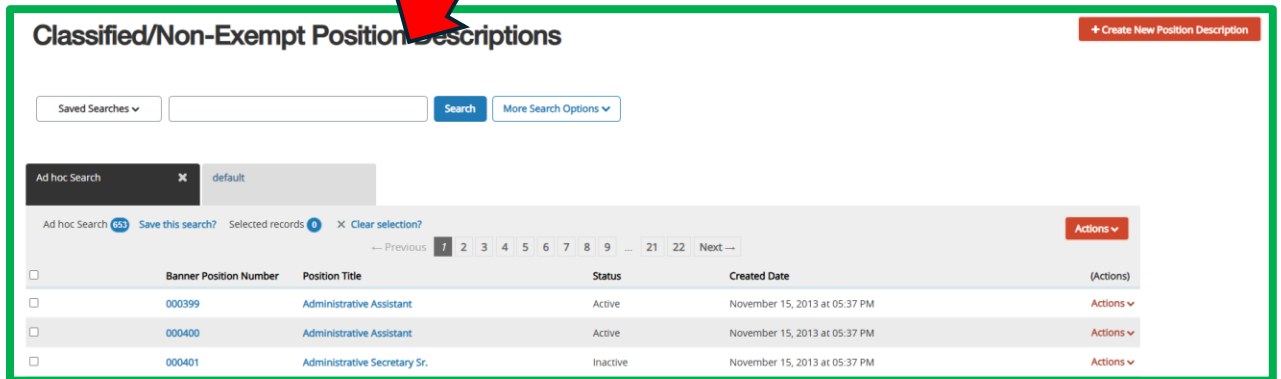


4. You will click on the **Position Description** tab and select the correct **position type** to begin modifying your position in PeopleAdmin.



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).

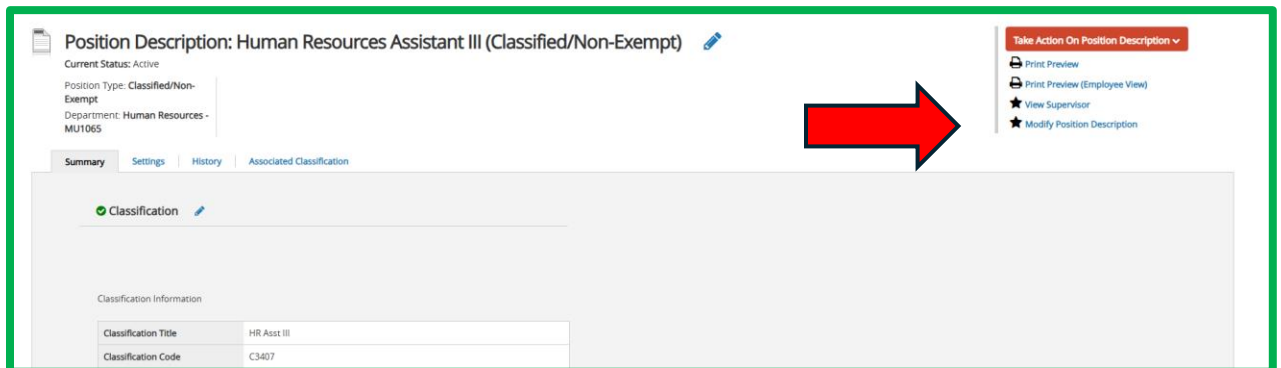
*** Do not select “Create New Position Description”, unless this is truly a new position with new Banner Number issued by Human Resources - versus being a vacant position.



The screenshot shows the 'Classified/Non-Exempt Position Descriptions' page. At the top right, there is a red button labeled '+ Create New Position Description'. Below this, there is a search bar with a 'Search' button and a 'More Search Options' dropdown. A table lists three positions:

	Banner Position Number	Position Title	Status	Created Date	(Actions)
<input type="checkbox"/>	000399	Administrative Assistant	Active	November 15, 2013 at 05:37 PM	Actions ▾
<input type="checkbox"/>	000400	Administrative Assistant	Active	November 15, 2013 at 05:37 PM	Actions ▾
<input type="checkbox"/>	000401	Administrative Secretary Sr.	Inactive	November 15, 2013 at 05:37 PM	Actions ▾

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



The screenshot shows the 'Position Description: Human Resources Assistant III (Classified/Non-Exempt)' page. At the top right, there is a red button labeled 'Take Action On Position Description ▾'. Below this, there is a list of actions: 'Print Preview', 'Print Preview (Employee View)', 'View Supervisor', and 'Modify Position Description'. A red arrow points to the 'Modify Position Description' button.

Classification Information


Classification Title	Classification Code
HR Asst III	C3407

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

Start Modify Position Description Position Request on Human Resources Assistant III?

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

Start



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**

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.

Position Justification

Justification of Need

B I U Link Image Bold Italic Text Color Background Color Bulleted List Numbered List Indent Left Indent Right Undo Redo

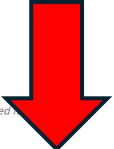
Vacant position|

Explain the need for this position including the negative impact of business operations, safety concerns, and /or accreditation requirements. Please include any methods for funding and the proposed sources.

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.

Save

Save & Continue



9. At the Classification screen, first review the classification details that appear.
- If the classification is correct, you will click on the “**Save and Continue**” button.
 - If you need to choose a different classification, 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. Then proceed by selecting “**Save and Continue.**”

Editing Position Request

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

Classification

Save << Prev Save & Continue

Selected Classification

Classification Details

Classification Information

Classification Title	HR Asst III
Classification Code	C3407
FLSA	Non-Exempt
Salary Grade	4
Min Salary	29500
EEO	50

Classifications - Filter these results

Classifications x *Classifications 125 x Delete this search?

Previous 1 2 3 4 5 Next

Classification Job Title	Created Date	(Actions)
<input type="radio"/> Mgr/Physical Plant I	November 14, 2013 at 04:50 PM	Actions
<input type="radio"/> Acad Program Assoc	November 14, 2013 at 04:50 PM	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.

Editing Position Request

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

Position Details

Save << Prev Save & Continue

Check spelling

Position Information

Classification Type Please select

Position Title Human Resources Assistant III

Banner Position Number 002687

E-Class CN - Class Nonexempt FT .53 or >

Department Human Resources - MU1065

Job Summary/Purpose Maintain the flow of front desk activities and overall HR processes.

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 2nd funding information. Just make sure that all funds together equal 100%.**

Editing Position Request

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

Position Budget Information

Check spelling
Required Information

Budget Summary

* Budget Fund 119014

* Budget Org 1065

* Percentage Funded 100

☐ Remove Entry?

Add Budget Summary Entry

Save << Prev Save & Continue

Save << Prev Save & Continue

***** Depending on position type the following sections might be in a different order than what you see on your screen based on the position type.*****

12. 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).**

Editing Position Request

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

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"/>

Supervisory Position Save << Prev Save & Continue

Selected Supervisor

Job Title	Associate Director/Human Resources
Position Number	001719
Position Type	Non-Classified/Classified Exempt
Org Unit	Human Resources - MU1065
First Name	Mary
Last Name	Chapman
Email	chapmanm@marshall.edu

Position Descriptions - [Filter these results](#)

default × "default" 1

Search Position ×

Mary Chapman Search

Position Type: Non-Classified/Classified Exempt

Add Column: Add Column

Position Description Status: Draft Active Locked Inactive

Workflow Status: Workflow Status

Outstanding Actions: Select outstanding actions

Search Cancel

Banner Position Number Position Title Status Created Date (Actions)

Supervisory Position Save << Prev Save & Continue

Selected Supervisor

Job Title	Associate Director/Human Resources view
Position Number	001719
Position Type	Non-Classified/Classified Exempt
Org Unit	Human Resources - MU1065
First Name	Mary
Last Name	Chapman
Email	chapmanm@marshall.edu

Position Descriptions - [Filter these results](#)

default × Ad hoc Search × Ad hoc Search

Banner Position Number	Position Title	Status	Created Date	(Actions)
001719	Associate Director/Human Resources	Active	November 16, 2013 at 10:27 PM	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.**

14. At the **Supplemental Questions for Posting** screen, please click “**Save and Continue**” button.

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

Editing Position Request

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

15. 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.

Position Requests / Non-Classified/Classified Non-Exempt / Edit

Editing Position Request

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

Position Documents

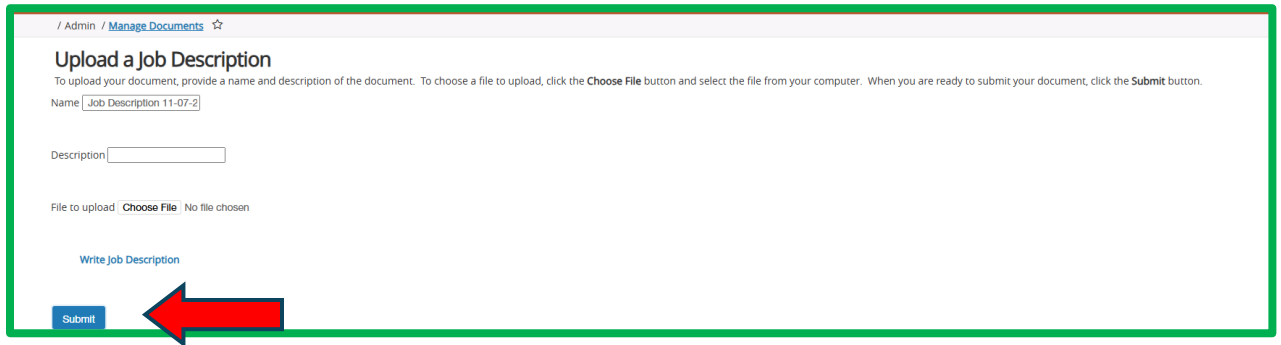
Save << Prev Save & Continue

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 ▾
Other			Actions ▾

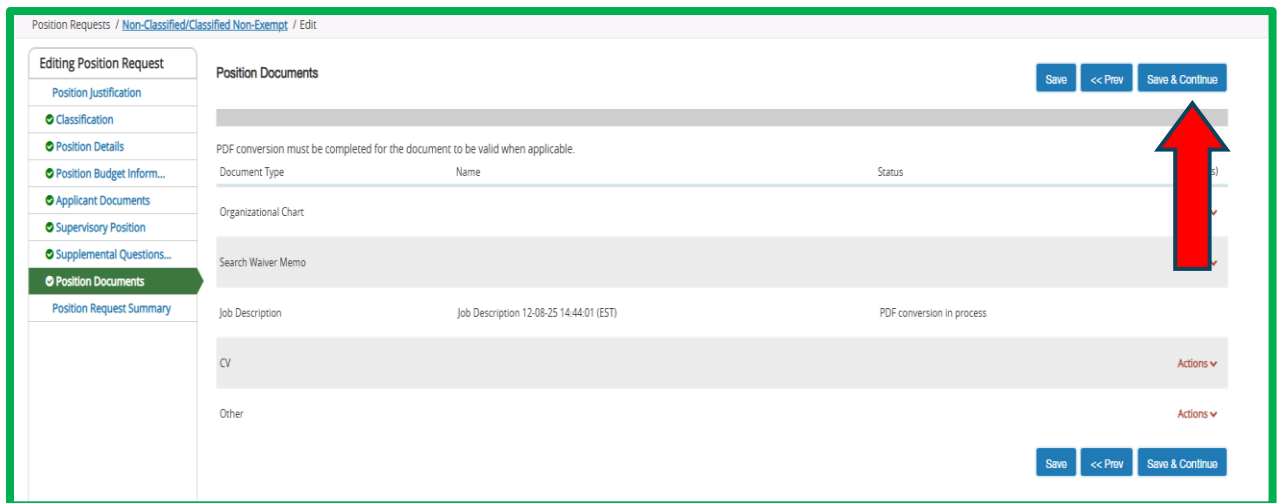
Save << Prev Save & Continue

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 a web form titled "Upload a Job Description". At the top, there is a breadcrumb trail: "/ Admin / Manage Documents ☆". Below the title, a message states: "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." The form includes a "Name" field with the value "Job Description 11-07-2", a "Description" text area, and a "File to upload" section with a "Choose File" button and the text "No file chosen". A link "Write Job Description" is also present. At the bottom left, there is a blue "Submit" button, which is highlighted by a large red arrow pointing towards it from the right.

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



The screenshot displays the "Position Documents" section of a web application. On the left is a sidebar titled "Editing Position Request" with a list of menu items: "Position Justification", "Classification", "Position Details", "Position Budget Inform...", "Applicant Documents", "Supervisory Position", "Supplemental Questions...", "Position Documents" (which is highlighted with a green arrow), and "Position Request Summary". The main content area is titled "Position Documents" and contains a table with columns "Document Type", "Name", and "Status". The table lists several documents: "Organizational Chart", "Search Waiver Memo", "Job Description" (with name "Job Description 12-08-25 14:44:01 (EST)" and status "PDF conversion in process"), "CV", and "Other". Each document row has an "Actions" dropdown menu to its right. At the top right of the main content area, there are three buttons: "Save", "<< Prev", and "Save & Continue". A large red arrow points directly to the "Save & Continue" button. At the bottom right of the main content area, there are another set of three buttons: "Save", "<< Prev", and "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 Vice President) Then click **submit**.

Modify Position Description: Human Resources Assistant III (Classified/Non-Exempt)

Current Status: Draft

Position Type: **Classified/Non-Exempt** Created by: Margaret Cyrus
Department: Human Resources - MU1065 Owner: Margaret Cyrus

Summary | History | Settings

✓ Position Justification

Reason for Modification

Reason for Position Modification	Vacant Position
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Position Justification

Justification of Need	Vacant position Currently: New position
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Take Action On Position Request ▼

Print Preview
Add to Watch List

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 -
This position has been approved, and you may proceed with the posting workflow.

Thanks!
Meg

From: human-resources@marshall.edu<human-resources@marshall.edu>
Sent: Wednesday, January 7, 2026 10:00 AM
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: 002687

Title: Human Resources Assistant III

Department: Human Resources - MU1065

Reason for Position Modification: 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/peopleadmin-resources/>