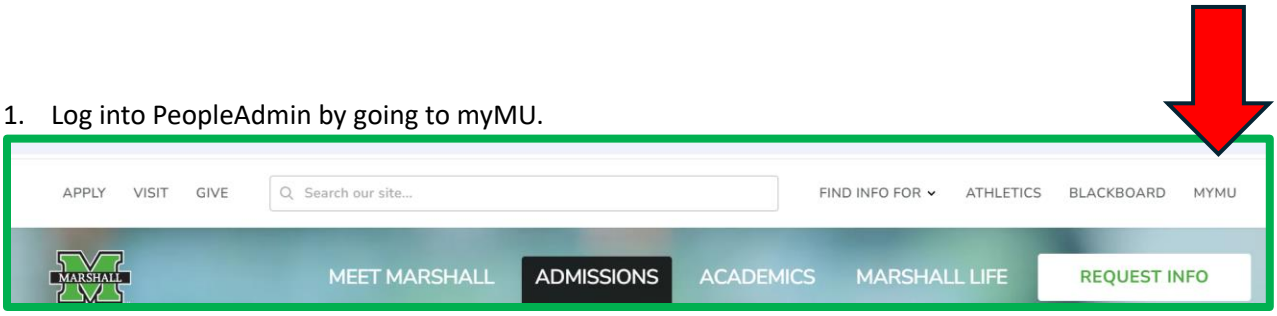
Human Resource Services

Modifying Marshall Position
Position Management (Orange Screen)

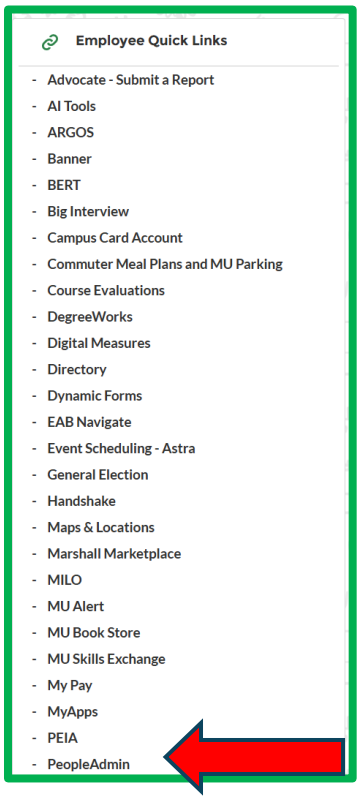
Before You Begin:

- 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

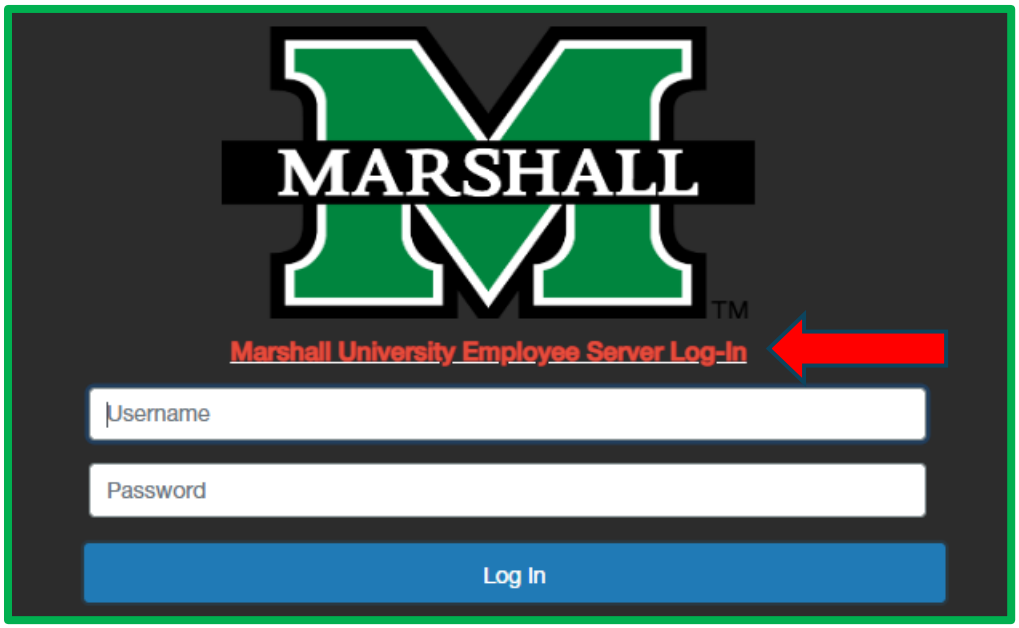
1. Log into PeopleAdmin by going to myMU.



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:

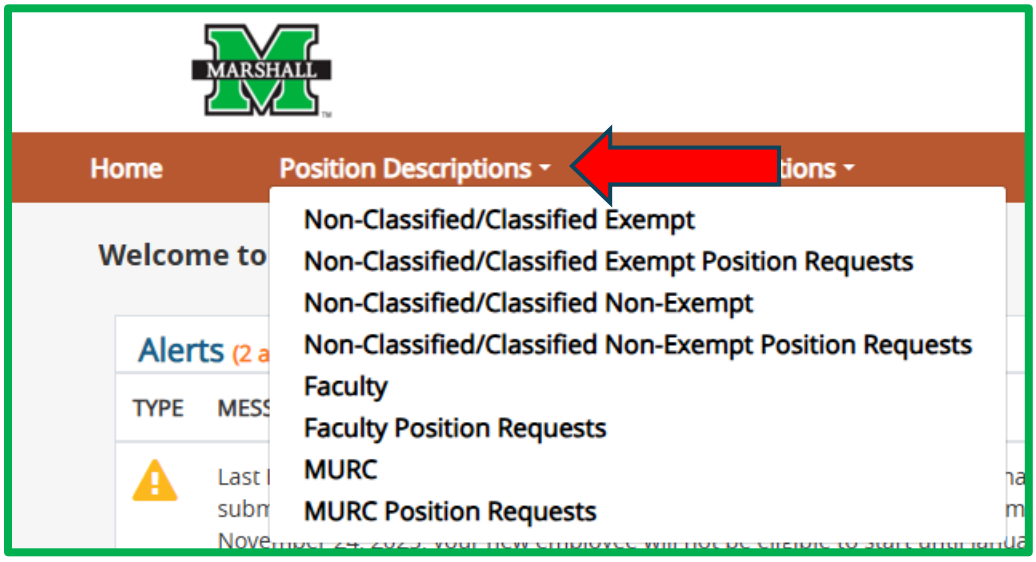
You can do so by using the drop down menu under your name on the upper right hand side of the screen to select the user group.

b. Selecting the Position Management Screen:

Select the **Position Management** (“orange position description”) screen.

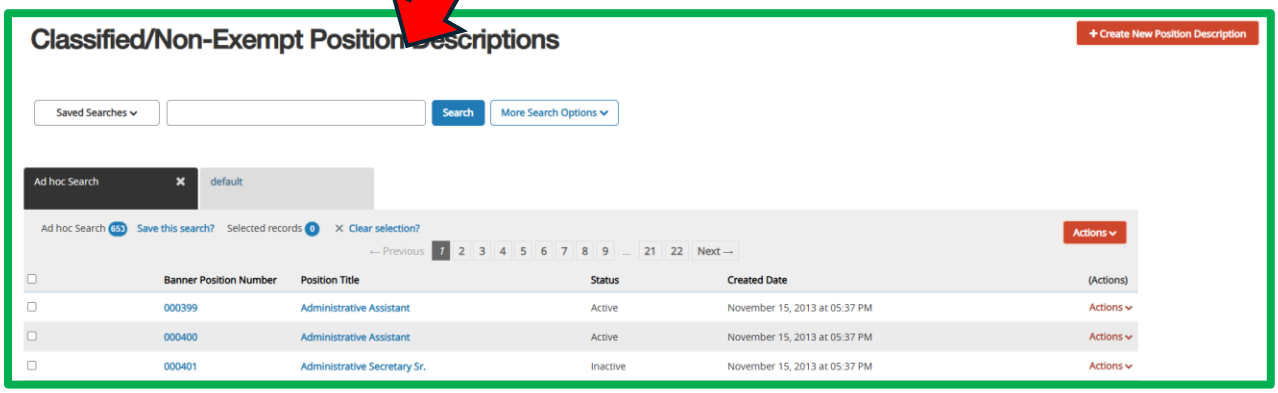
You will click on the “dots” next to the **Applicant Tracking Screen** and then select **Position Management.**

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

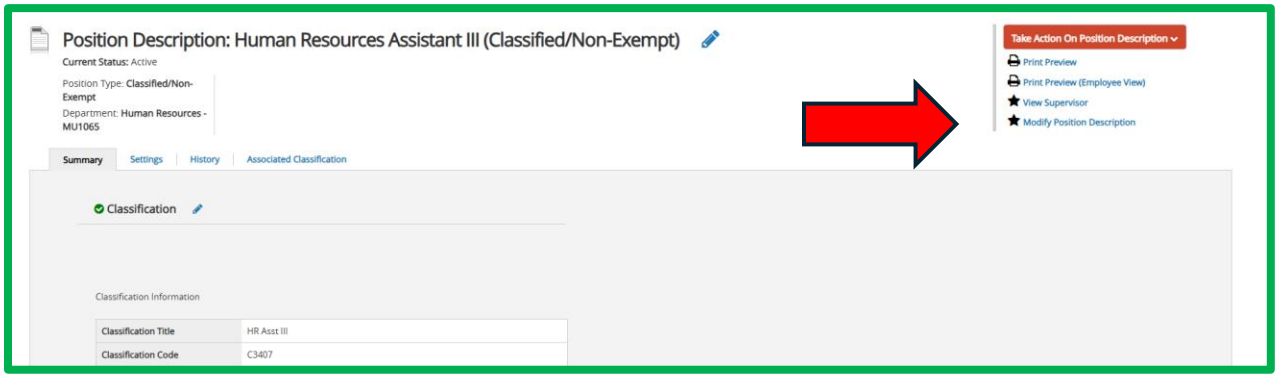


5. After you have selected the correct **Position Type**, type in the position number and select the position you wish to modify by clicking on the position number or title. (Please note: You will not find your position if you are under the incorrect position type).

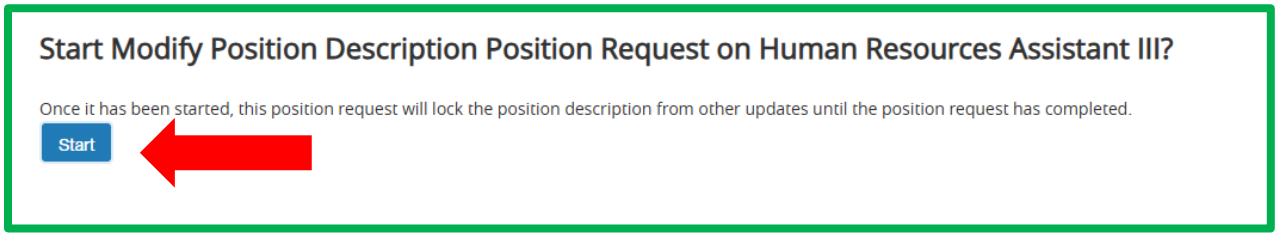
***** Do not select "Create New Positi escription, unless this is truly a new position with new Banner Number issued by Human R urces - versus being a vacant position.**



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

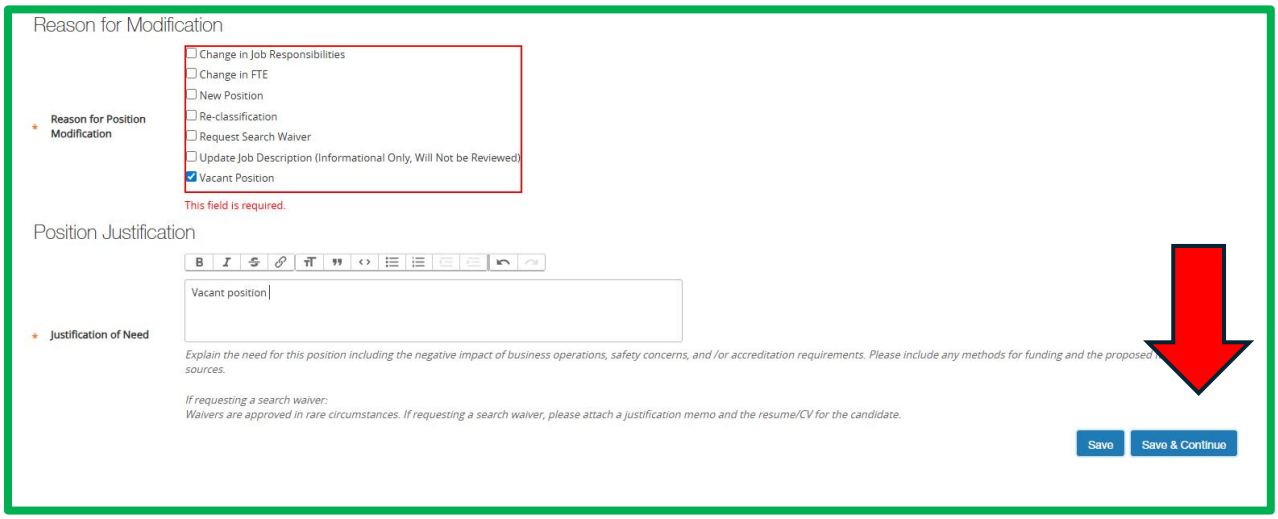


8. At the **Position Justification** screen, you will explain:
   - If you are reclassifying a vacant position – you would mark reclassification and vacant position
   - The need for the position including the negative impact on business operations, safety concerns, and/or accreditation requirements.
   - 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:

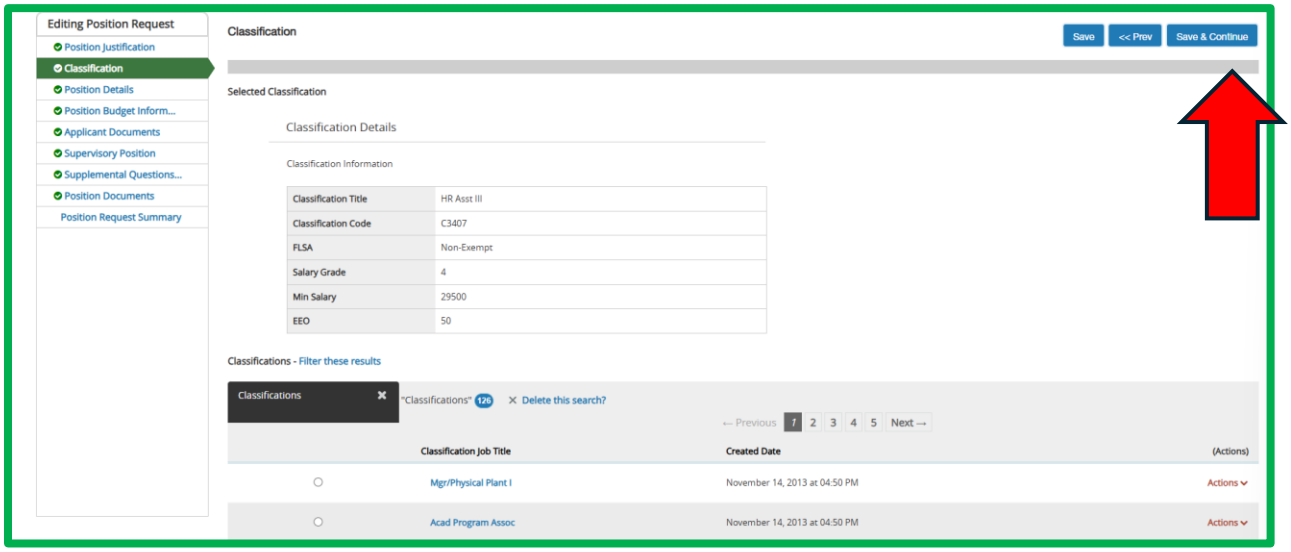
     - **Resume/CV of the individual**
     - **Justification Memo**



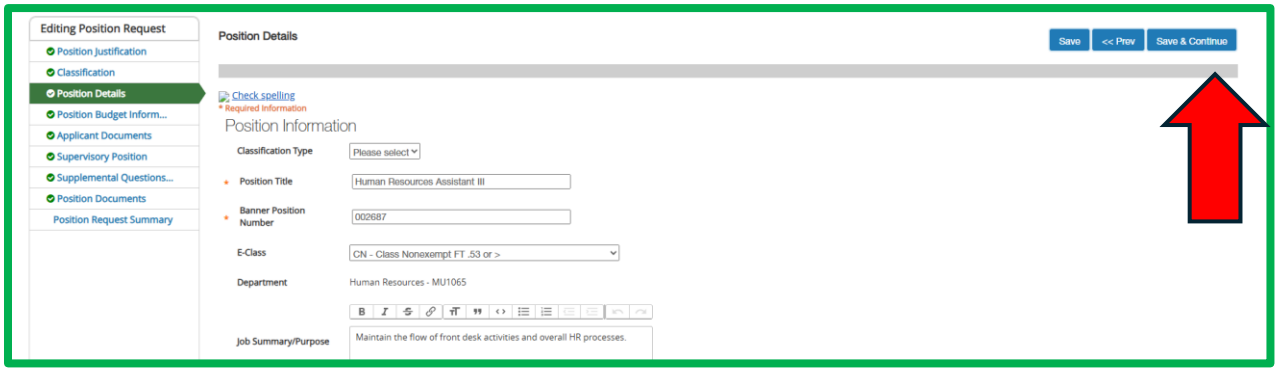
9. At the Classification screen, first review the classification details that appear.

- 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."**

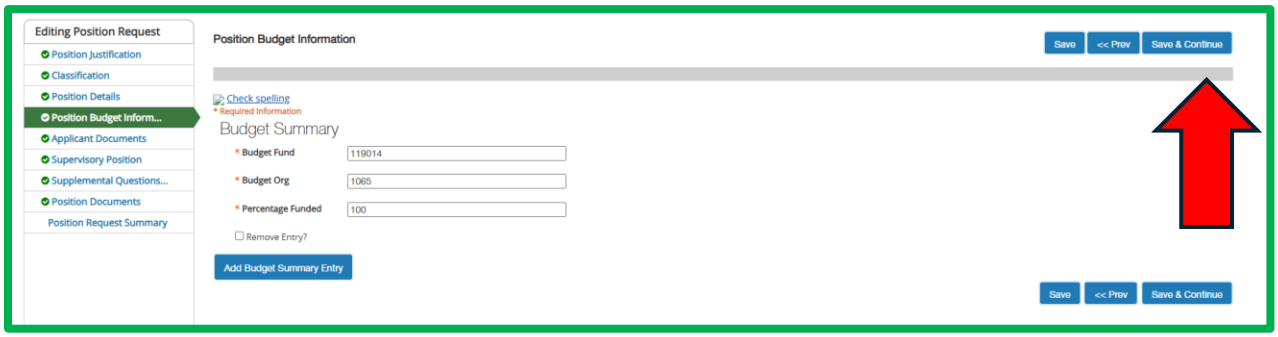


10. At the **Position Details** screen, you will enter the title, Banner Position number, job description, required qualifications, and other information about the position that is required. You will scroll down to see all information that is required (with an *asterisk) and optional information that can be included in the position details. Once you have entered the information, you will click on the "**Save and Continue**" button.



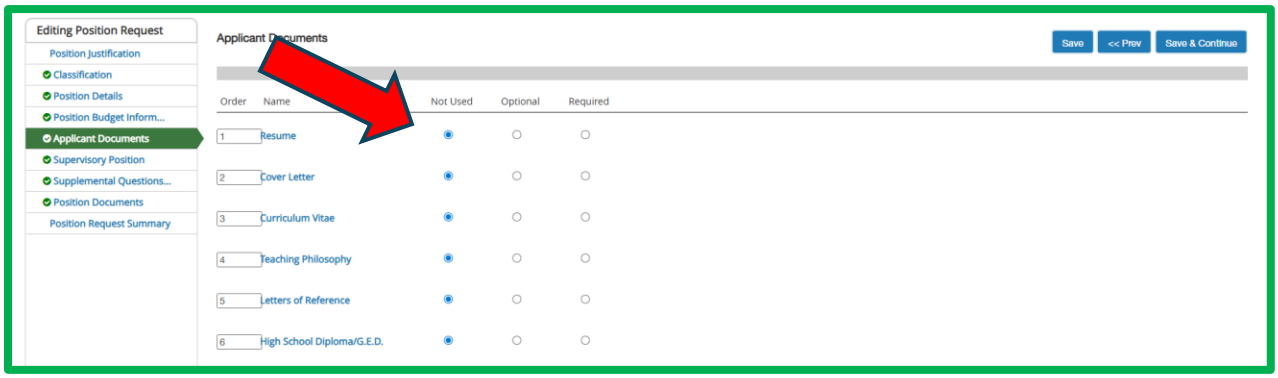
11. At the **Position Budget Information** screen, you will enter the budget information for this position. After you enter the budget information if it has changed, you will click "Save" after it saves, then click the "**Save and Continue**" button.

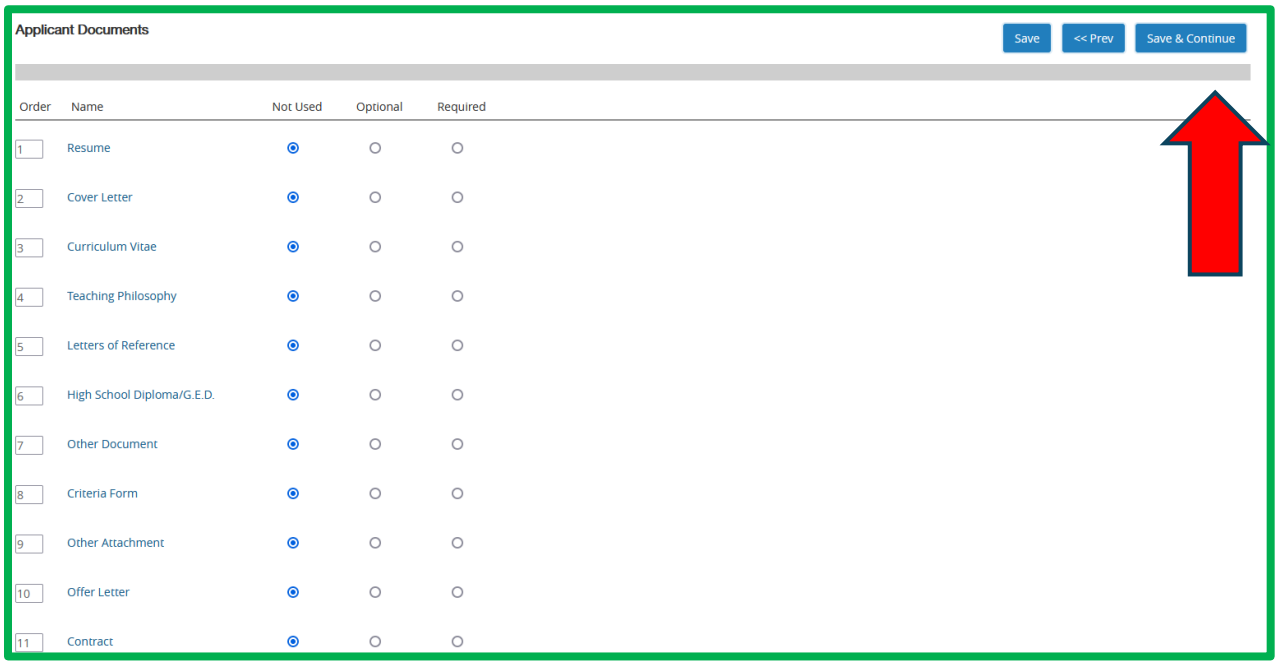
**If the budget is split you can hit the blue button "Add Budget Summary Entry" and you can enter the 2nd funding information. Just make sure that all funds together equal 100%.



***** 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.*****

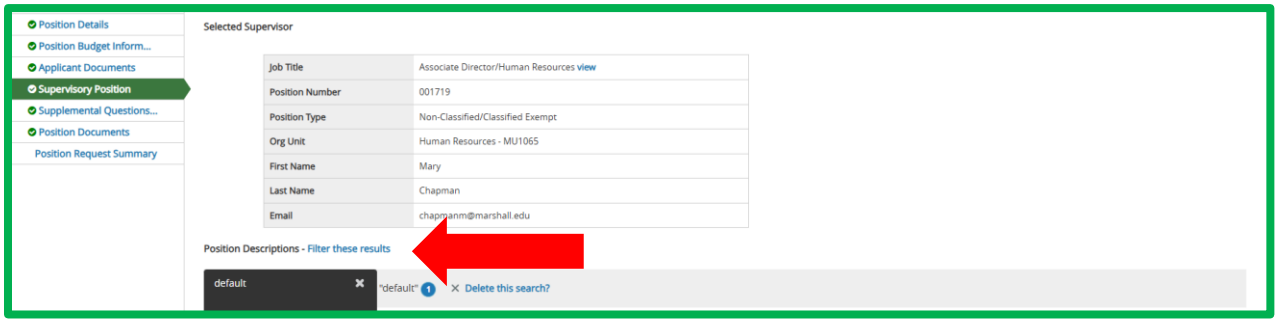
12. On the **Applicant Document** screen (if it should populate, it normally doesn't for modifications), please **do not** add the documents here. If you see documents listed as required or optional, please list them as "**Not Used". "Click save and continue"** this page and **you will have the opportunity to the documents when you create your posting (on the blue side, Applicant Tracking).**

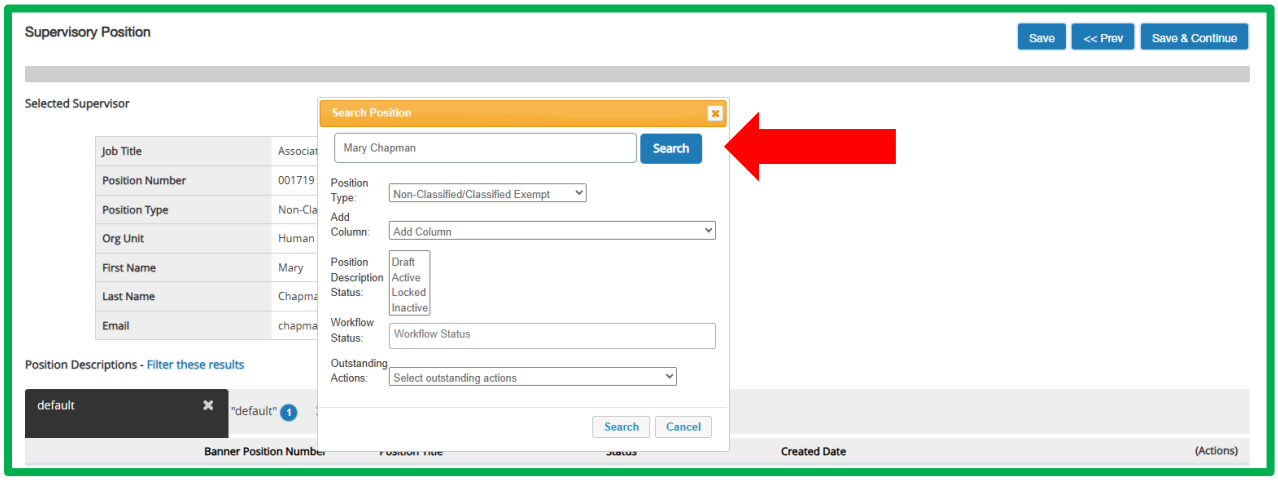


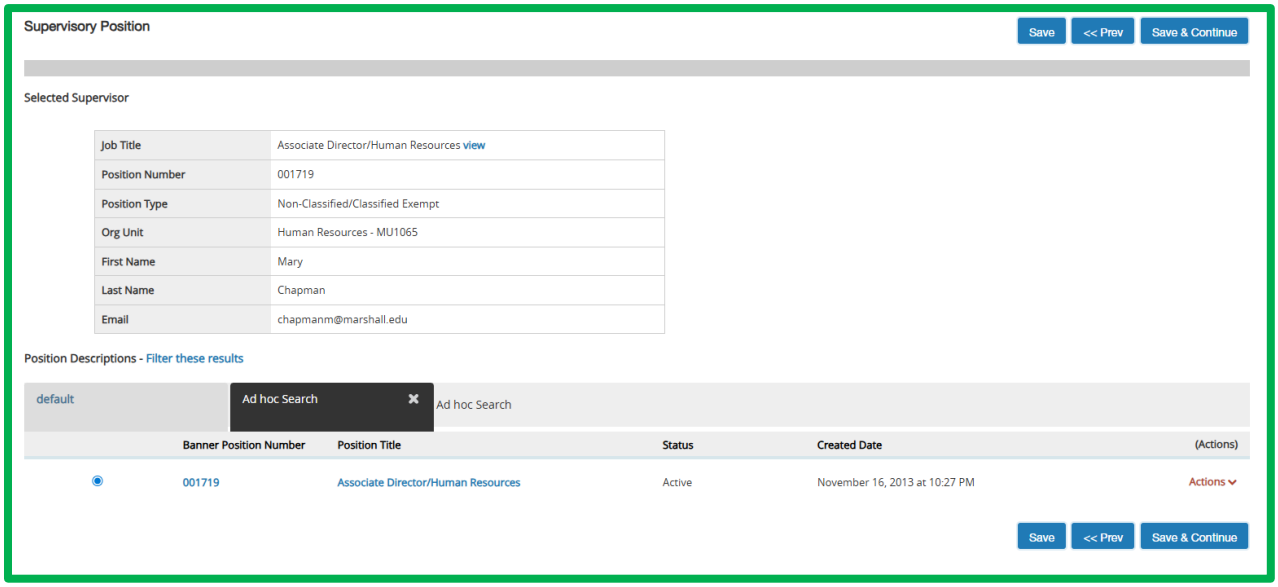


13. At the **Supervisory Position** screen, if the supervisor has changed for this position, you will select the correct supervisor for the position using the "blue" filter these results. The box will pop up where you can type in the supervisor's position number or name and select their position type – 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.



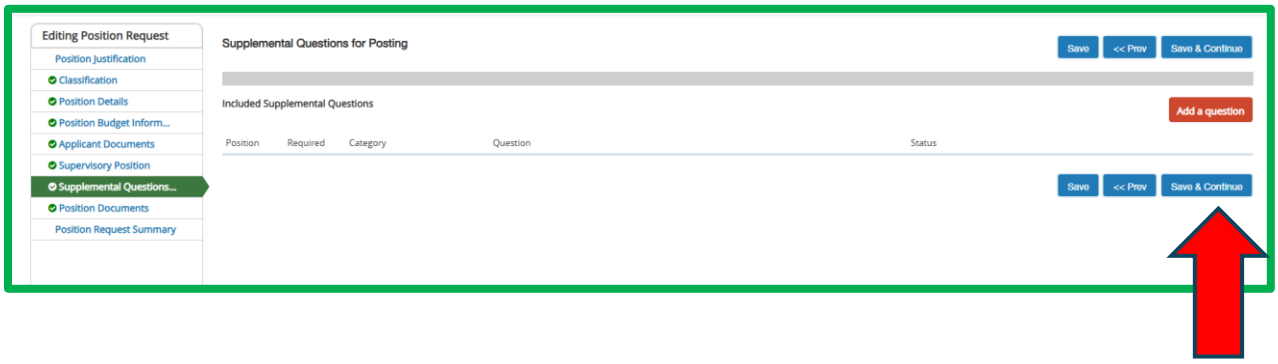




**If the supervisor's name does not appear, please email recruiting@marshall.edu with the banner position number, position type, and the name of the supervisor that needs to be added. Once we have updated the posting, we will notify you via email.

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).

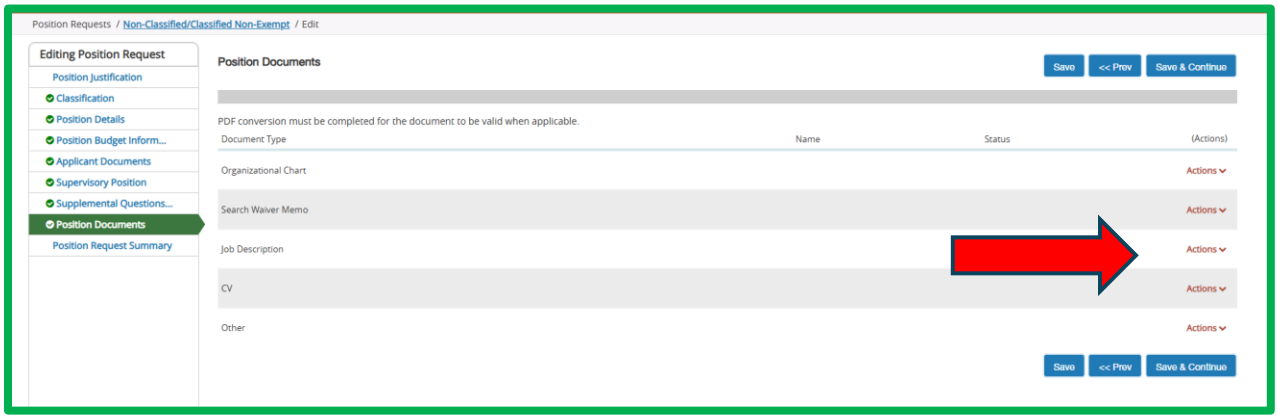


15. On the **Position Documents** page, you can upload your job description, organizational chart or another document pertaining to the position. This is also where you will upload your Completed Recruiting Authorization Form, under the Job Description tab.

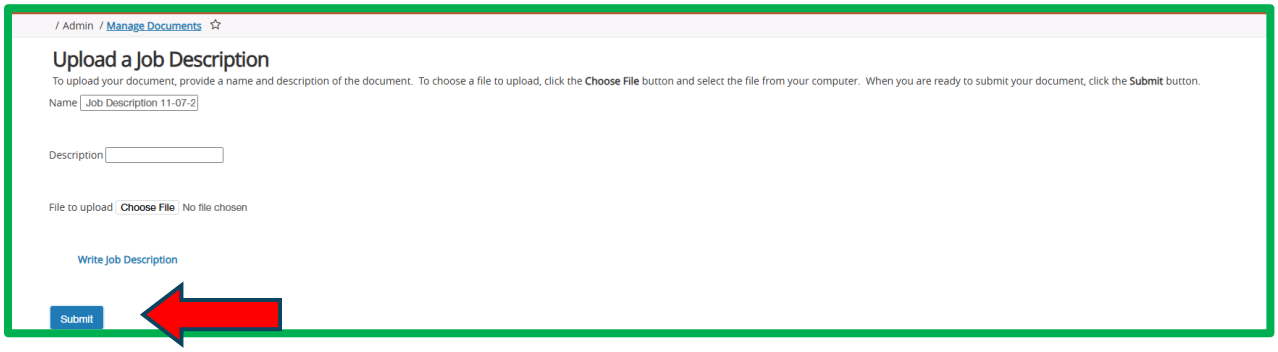
If you are requesting a waiver, please also upload the following:

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

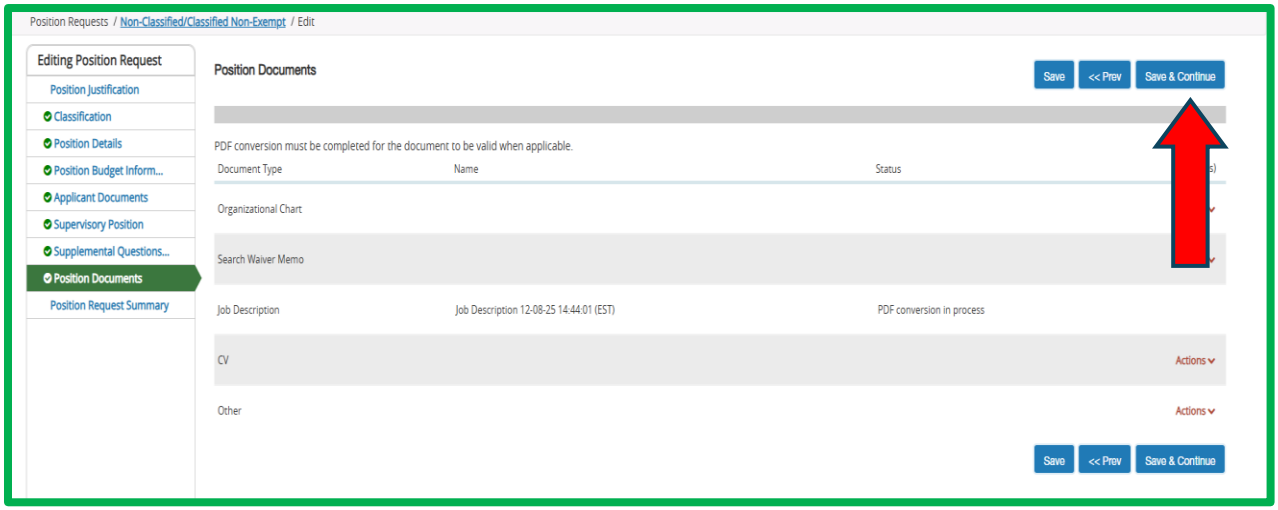
To upload a document, you will hover your mouse over the "Actions" and then select the "Upload New" option.



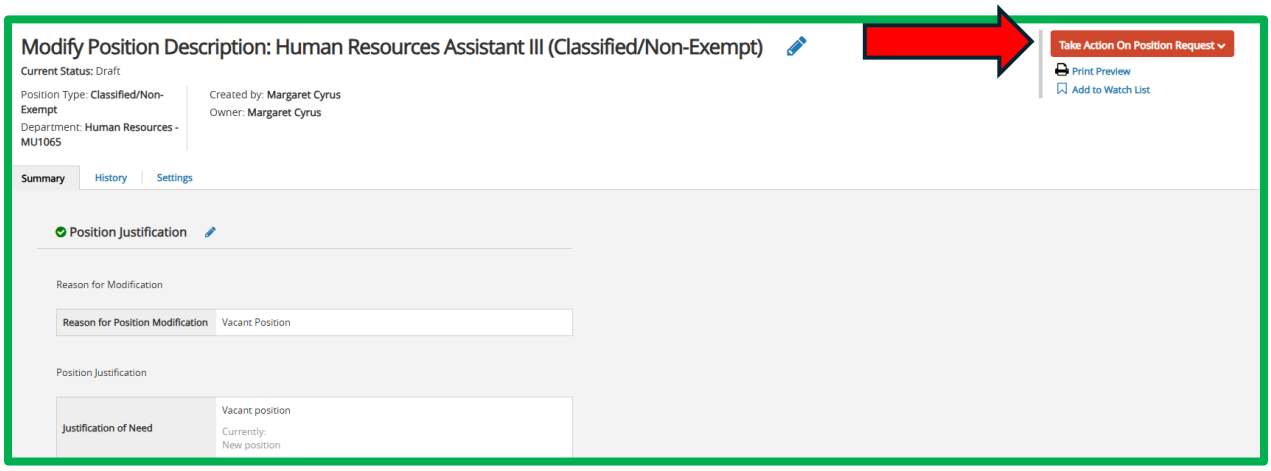
You will then click the gray **“Browse”** button; find the file you wish to upload and then click on the blue “**Submit**” button.



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



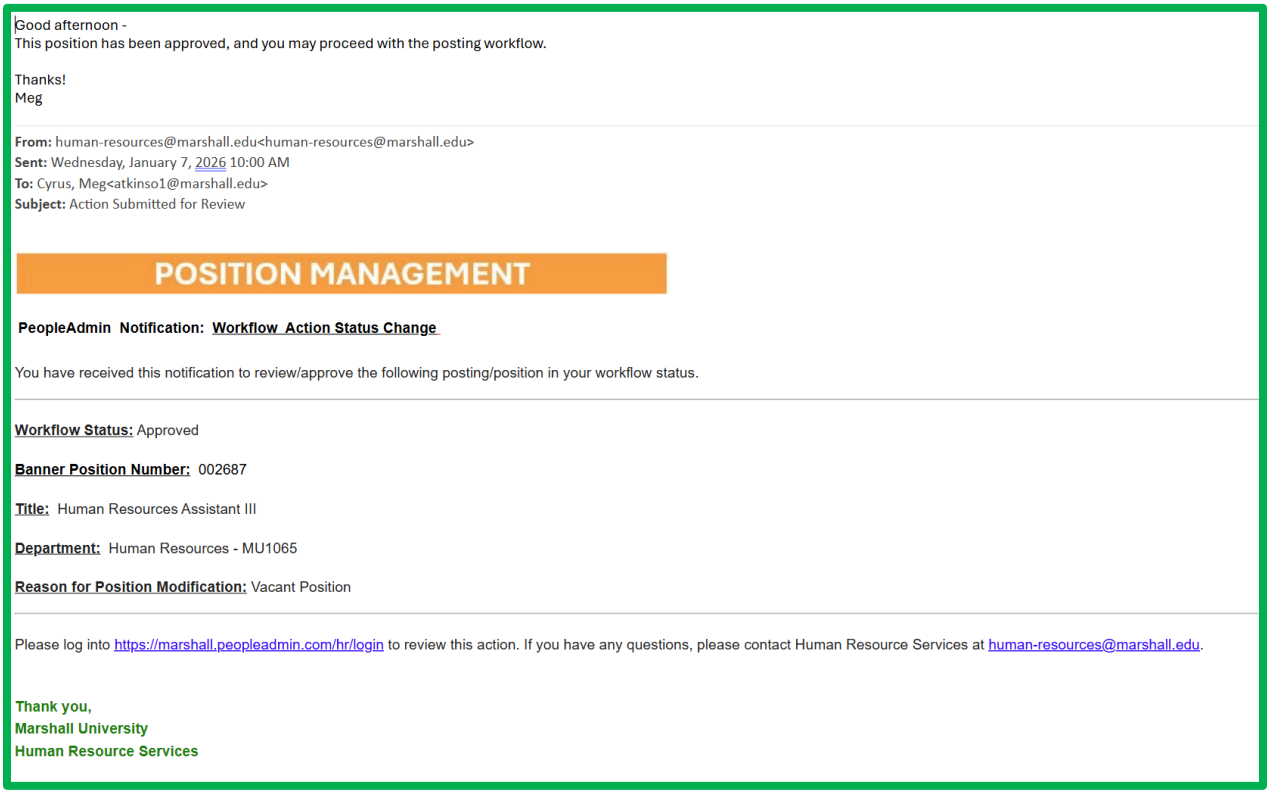
16. On the **Summary** page, please review your changes. Once you are satisfied use the "Take Action on Position Request" and "Approve (move to Vice President) Then click **submit.**



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/