

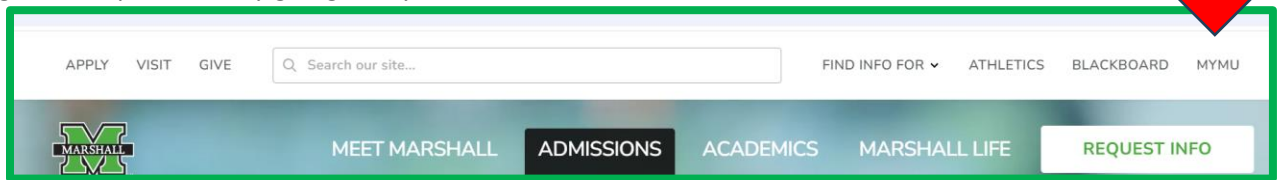


Modifying MURC Position Position Management (Orange Screen)

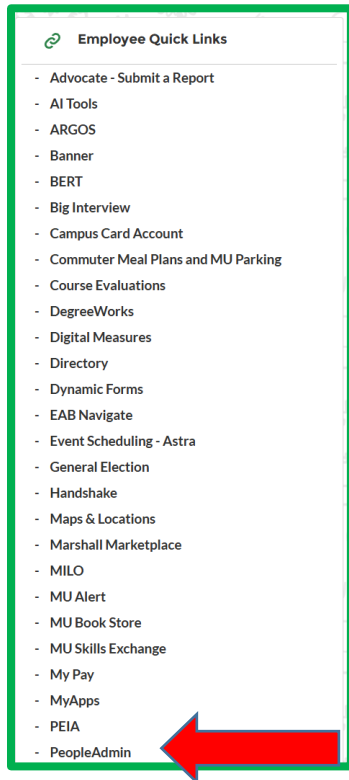
Before You Begin:

- 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](#)

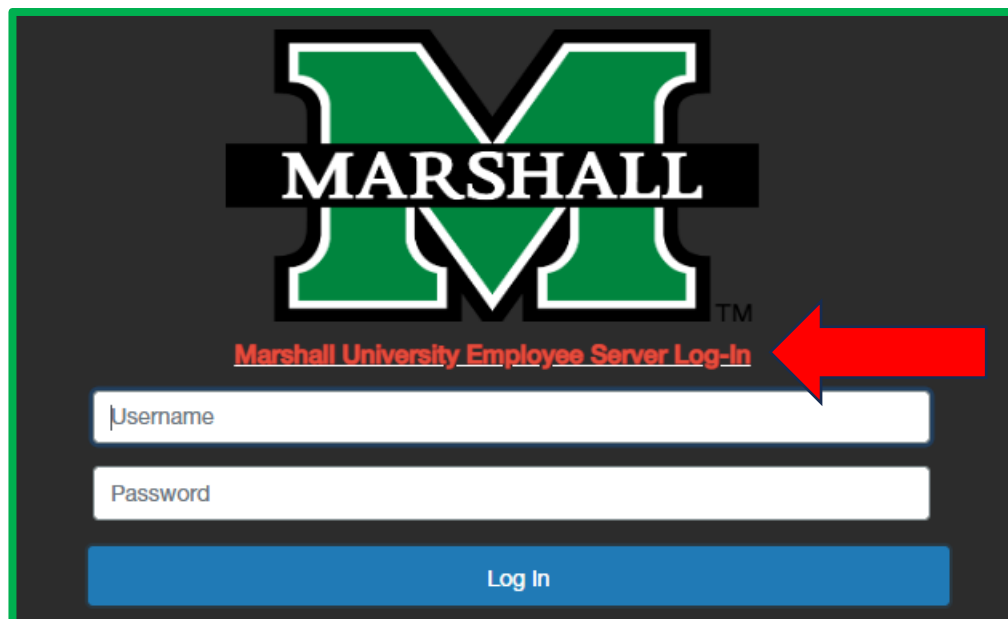
1. Log into PeopleAdmin by going to myMU.



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



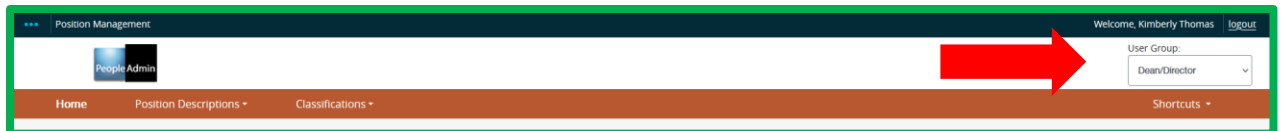
2. Click on the red link Marshall University Employee Server Log-In. **Do not enter your username or password.**



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.



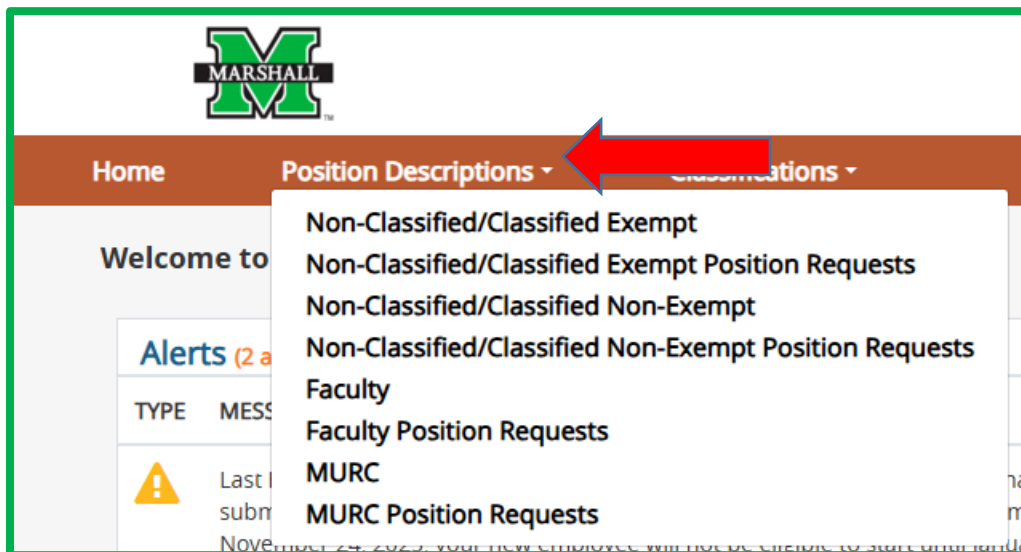
b. **Selecting the Position Management Screen:**

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**.

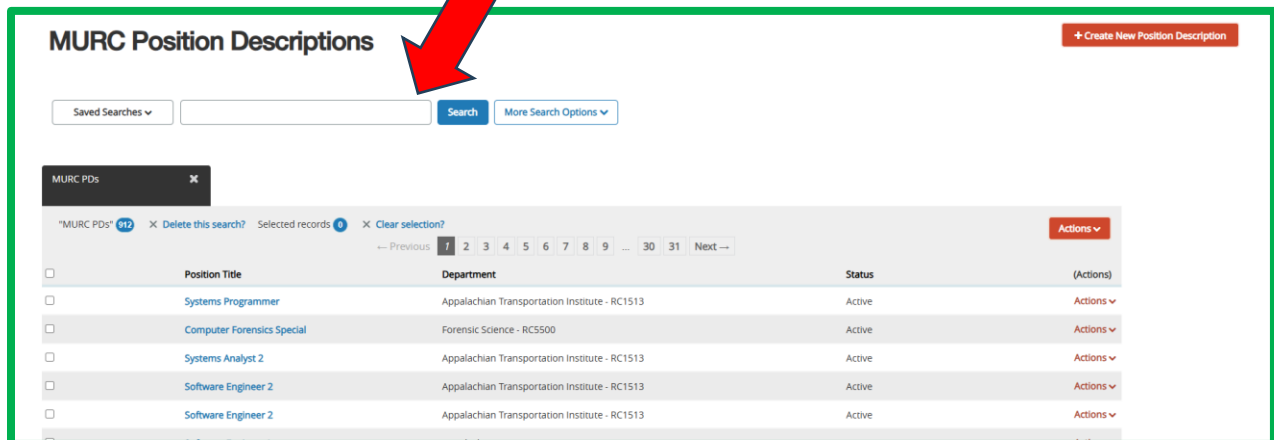


4. You will click on the **Position Description** tab and select the correct **position type** to begin modifying your position in PeopleAdmin.

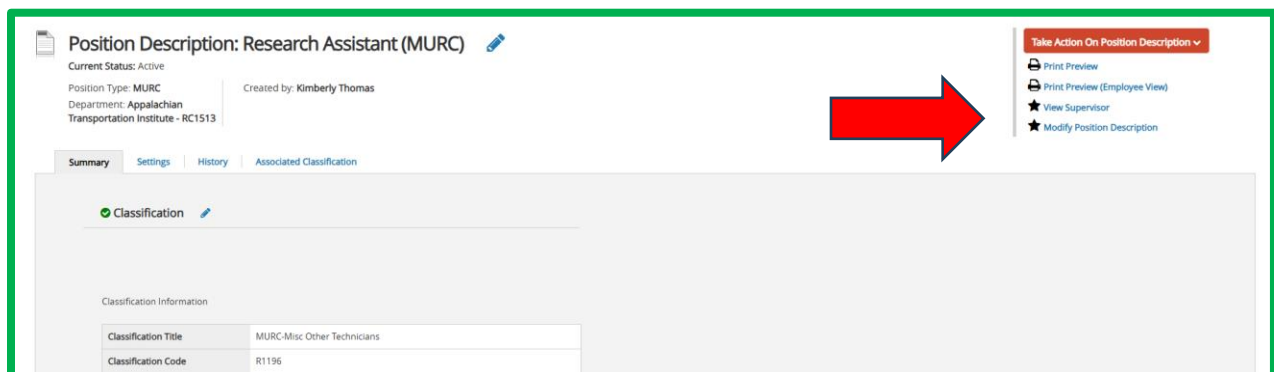


5. After you have selected the correct **Position Type**, type in the position number and select the position you wish to modify by clicking on the position number or title. (Please note: You will not find your position if you are under the incorrect position type).

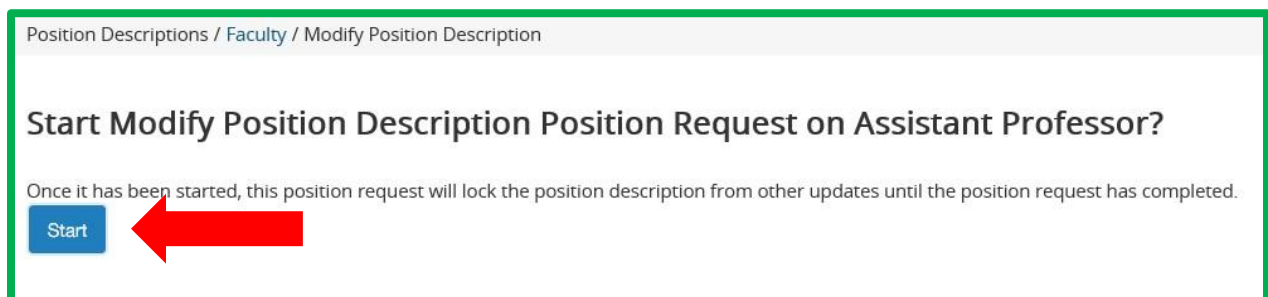
***** Do not select “Create New Position Description, unless this is truly a new position with new Banner Number issued by Human Resources - versus being a vacant position.**



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**

*** 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.

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...
- Supervisory Position
- Supplemental Questions...
- Applicant Documents
- Position Documents
- Position Request Summary

Classification

Save

<< Prev

Save & Continue

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](#)

MURC Classification Search

MURC Classification Search

Delete this search?

Previous

1

2

3

Next

	Classification Title	Classification Code	EEO	Classification Status	(Actions)
<input type="radio"/>	MURC-Chief Executives	R1001	10	Approved	Actions
<input type="radio"/>	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 Justification
- Classification
- Position Details**
- Position Budget Inform...
- Supervisory Position
- Supplemental Questions...
- Applicant Documents
- Position Documents
- Position Request Summary

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

* Job Description

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.

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

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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%.**

Position Requests / MURC / Edit

Editing Position Request

- Position Justification
- Classification
- Position Details
- Position Budget Inform...**
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- Position Documents
- Position Request Summary

Position Budget Information

Save << Prev Save & Continue

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...
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- Position Documents
- Position Request Summary

Supervisory Position

Save << Prev Save & Continue

Selected Supervisor

Job Title	Associate Director of CBER view
Position Number	R10128
Position Type	MURC
Org Unit	CBER - RC2280
First Name	Kent
Last Name	Sowards
Email	427901144150573424.1714807996_1546_2_emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

MURC PDS X "MURC PDS" 12 X Delete this search?

Previous 1 2 3 4 5 6 7 8 9 ... 30 31 Next --

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

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	4279431

Position Descriptions - Filter these results

Search Position


Search

Position Type: MURC

Add Column: Add Column

Outstanding Actions: Select outstanding actions

Search Cancel



Editing Position Request

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

Supervisory Position

Save << Prev Save & Continue

Selected Supervisor

Job Title	Associate Director of CBER view
Position Number	R10128
Position Type	MURC
Org Unit	CBER - RC2280
First Name	Kent
Last Name	Sowards
Email	4279431.144150573424_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 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

Save << Prev Save & Continue

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
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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 / MJRC / 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

Save

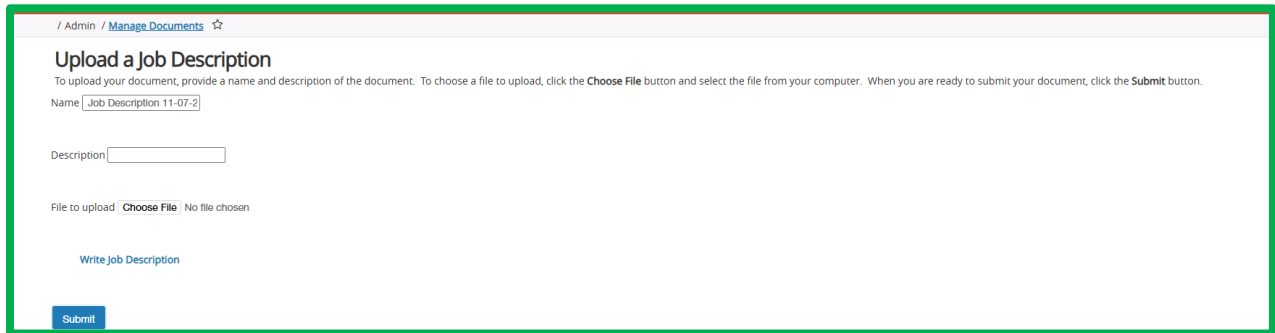
<< Prev

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 ▾

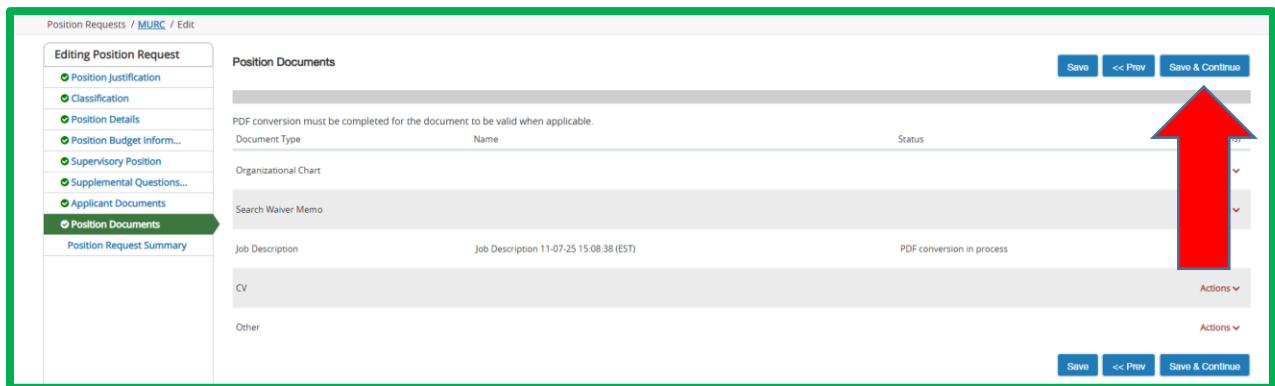
You will then click the gray **“Browse”** button; find the file you wish to upload and then click on the blue **“Submit”** button.



The screenshot shows a web form titled "Upload a Job Description". At the top, it says "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". There is a "Write Job Description" link and a blue "Submit" button at the bottom.

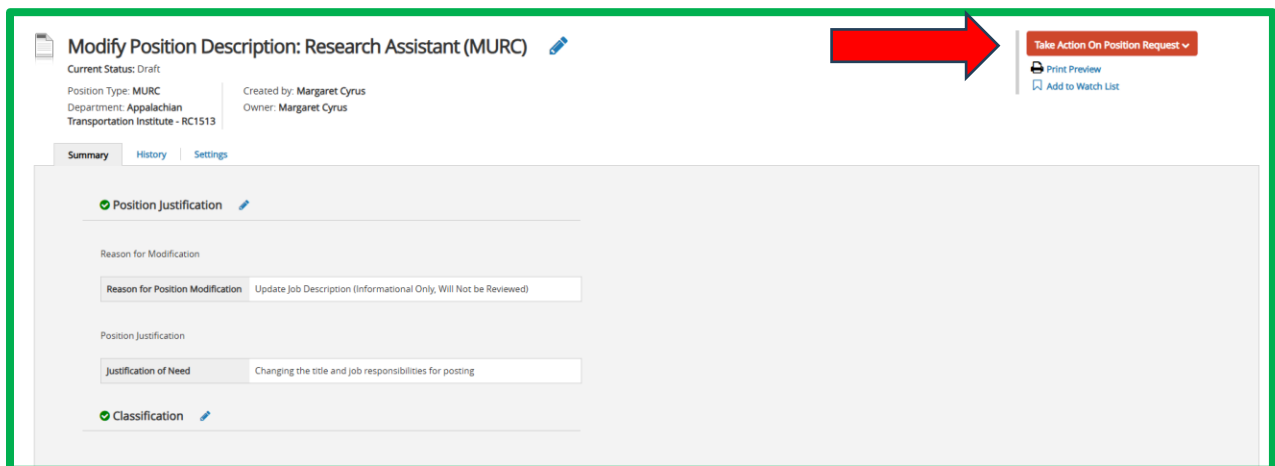
Click on the **“Save and Continue”** button.



The screenshot shows the "Position Documents" section of a web application. On the left is a sidebar with a list of items: "Editing Position Request", "Position Justification", "Classification", "Position Details", "Position Budget Inform...", "Supervisory Position", "Supplemental Questions...", "Applicant Documents", "Position Documents" (highlighted), and "Position Request Summary".

The main 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 11-07-25 15:08:38 (EST)" and status "PDF conversion in process"), "CV", and "Other". Each document has an "Actions" dropdown menu. A large red arrow points to the "Save & Continue" button in the top right corner of the document list area.

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**.



The screenshot shows the "Modify Position Description: Research Assistant (MURC)" page. At the top, it says "Current Status: Draft". Below this, it shows "Position Type: MURC", "Department: Appalachian Transportation Institute - RC1513", "Created by: Margaret Cyrus", and "Owner: Margaret Cyrus".

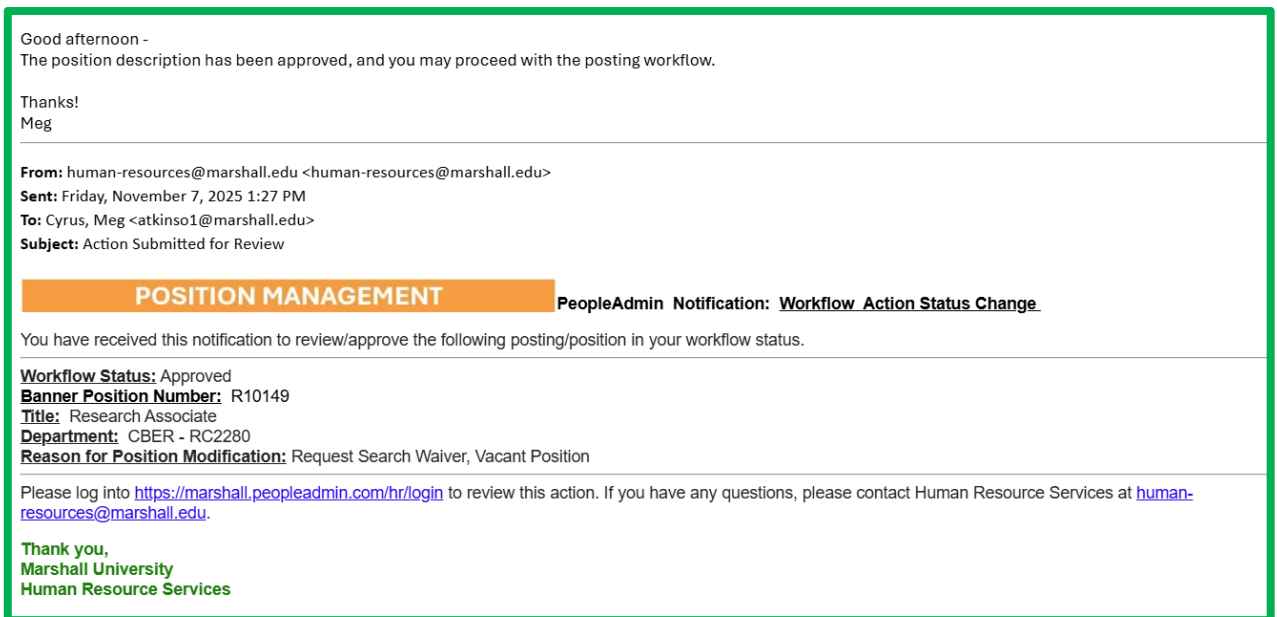
There are tabs for "Summary", "History", and "Settings". The "Summary" tab is selected. It shows a "Position Justification" section with a "Reason for Modification" field containing "Update Job Description (Informational Only, Will Not be Reviewed)" and a "Position Justification" section with a "Justification of Need" field containing "Changing the title and job responsibilities for posting".

At the bottom, there is a "Classification" section. A large red arrow points to the "Take Action On Position Request" button in the top right corner.

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.



The instructions to complete your posting in Applicant Tracking (blue screen) can be found here:
<https://www.marshall.edu/human-resources/peopleadmin-resources/>