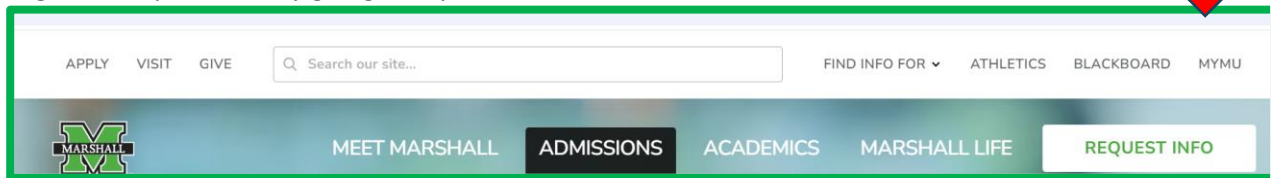




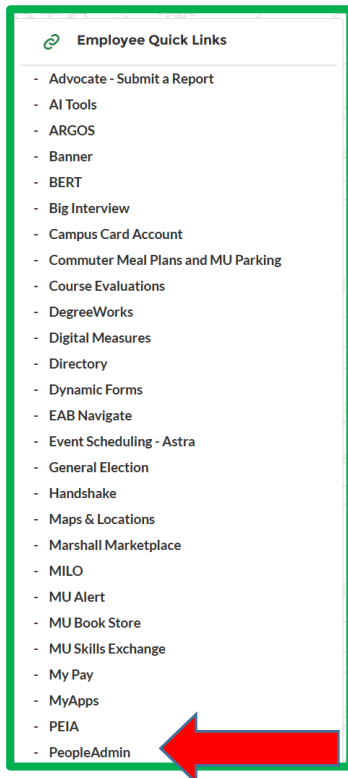
Modifying MURC Position Position Management (Orange Screen)

****The Recruiting Authorization form needs to be completed/approved before starting this process.**

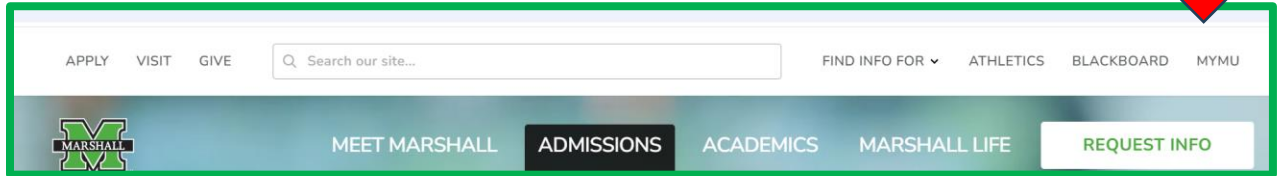
1. Log into PeopleAdmin by going to myMU.



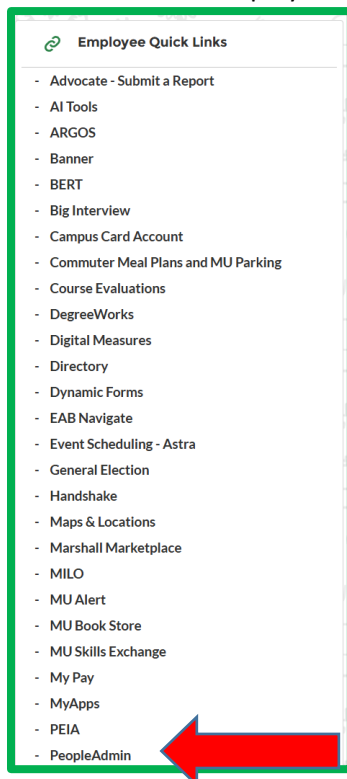
You will look for Employee Quick Links on the right side and select PeopleAdmin.



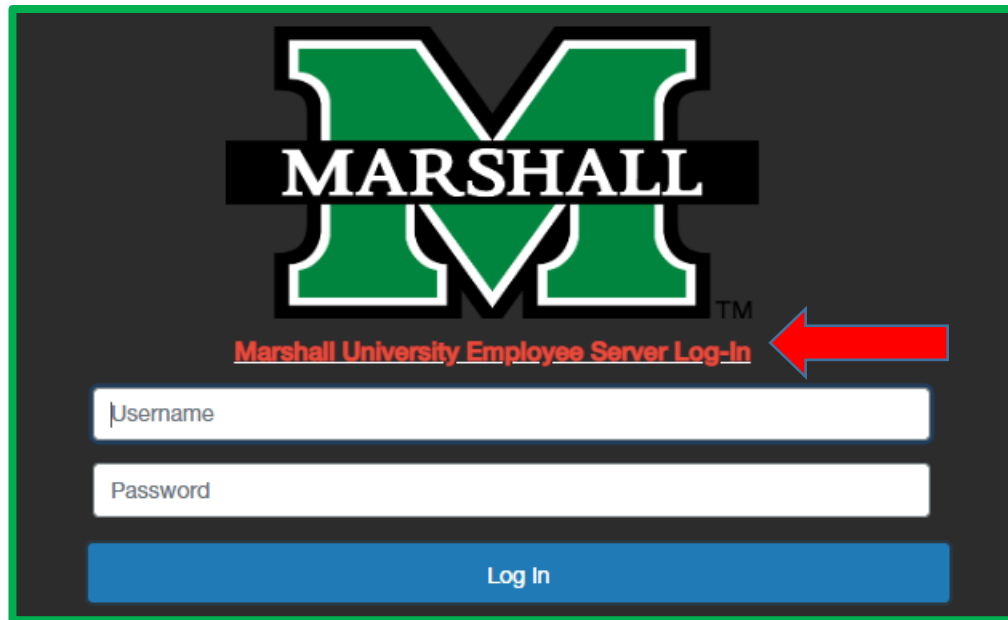
1. Log into PeopleAdmin by going to myMU.



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.



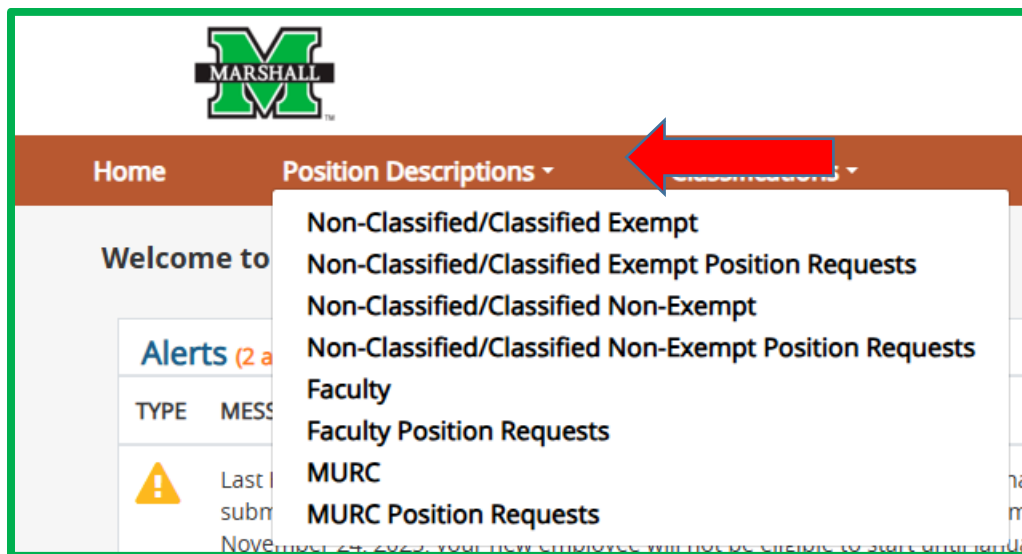
b. Selecting the Position Management Screen:

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**.

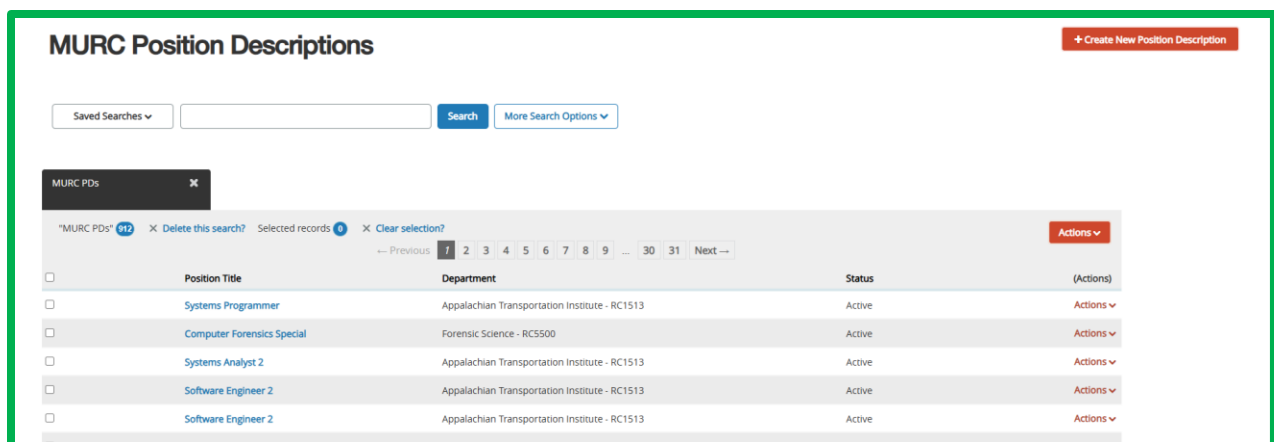


4. You will click on the **Position Description** tab and select the correct **position type** to begin modifying your position in PeopleAdmin.



- 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.**



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

Position Description: Research Assistant (MURC)

Current Status: Active
 Position Type: MURC
 Department: Appalachian Transportation Institute - RC1513
 Created by: Kimberly Thomas

Take Action On Position Description

- Print Preview
- Print Preview (Employee View)
- View Supervisor
- Modify Position Description

Summary | Settings | History | Associated Classification

Classification

Classification Information

Classification Title	MURC-Misc Other Technicians
Classification Code	R1196

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.

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**

*** 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.

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

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...**
- 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

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	427931144150573434_1714807996_1546_2_emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

MURC PDs X "MURC PDs" 012 X Delete this search?

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

	Position Title	Department	Status	(Actions)
☐	Systems Programmer	Appalachian Transportation Institute - RC1513	Active	Actions v
☐	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

Save

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	427931144150573434_1714807996_1546_2_emailaddress@zed.zed

Position Descriptions - [Filter these results](#)

MURC PDs X "MURC PDs" 012 X Delete this search?

Search Position

Search

Position Keyword: kent sowards

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	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 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

Position

Required

Category

Question

Status

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	☐	☐	☒
2	Cover Letter	☐	☐	☒
3	Curriculum Vitae	☐	☐	☒
4	Teaching Philosophy	☒	☐	☐



Applicant Documents

Save
<< Prev
Save & Continue

Order	Name	Not Used	Optional	Required
1	Resume	☒	☐	☐
2	Cover Letter	☒	☐	☐
3	Curriculum Vitae	☒	☐	☐
4	Teaching Philosophy	☒	☐	☐
5	Letters of Reference	☒	☐	☐
6	High School Diploma/G.E.D.	☒	☐	☐
7	Other Document	☒	☐	☐
8	Criteria Form	☒	☐	☐
9	Other Attachment	☒	☐	☐
10	Offer Letter	☒	☐	☐
11	Contract	☒	☐	☐



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 / 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

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: **Choose File** | 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

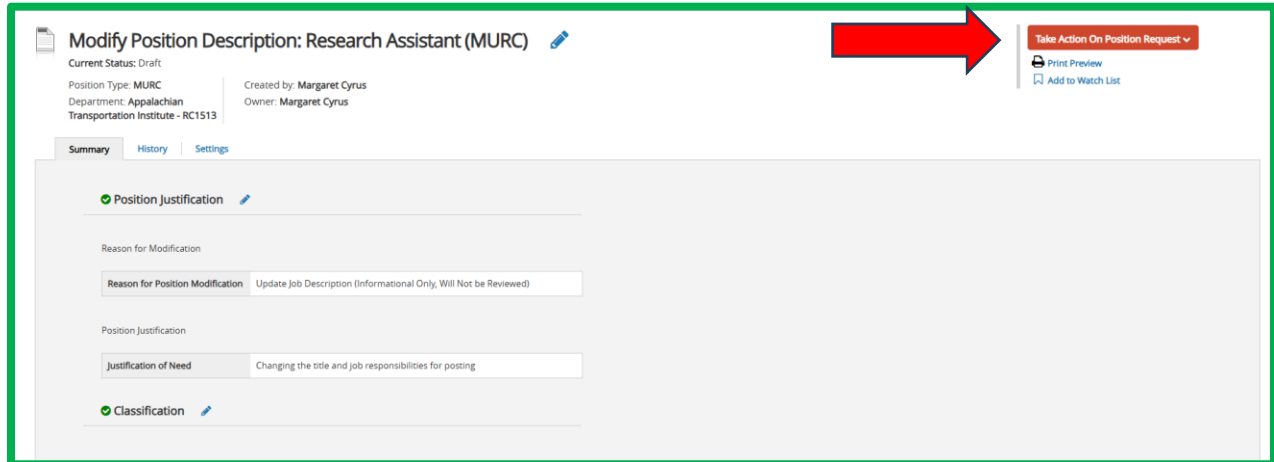
Position Documents

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	Job Description 11-07-25 15:08:38 (EST)	PDF conversion in process	Actions ▼
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
Department: Appalachian
Transportation Institute - RC1513

Created by: Margaret Cyrus
Owner: Margaret Cyrus

Take Action On Position Request ▼
Print Preview
Add to Watch List

Summary | History | Settings

Position Justification

Reason for Modification

Reason for Position Modification: Update Job Description (Informational Only, Will Not be Reviewed)

Position Justification

Justification of Need: Changing the title and job responsibilities for posting

Classification

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.

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>