



Modifying a Position in PeopleAdmin

Position Management screen (Orange screen)

Before You Begin:

Staff, Faculty Coach, and Faculty Equivalent Positions

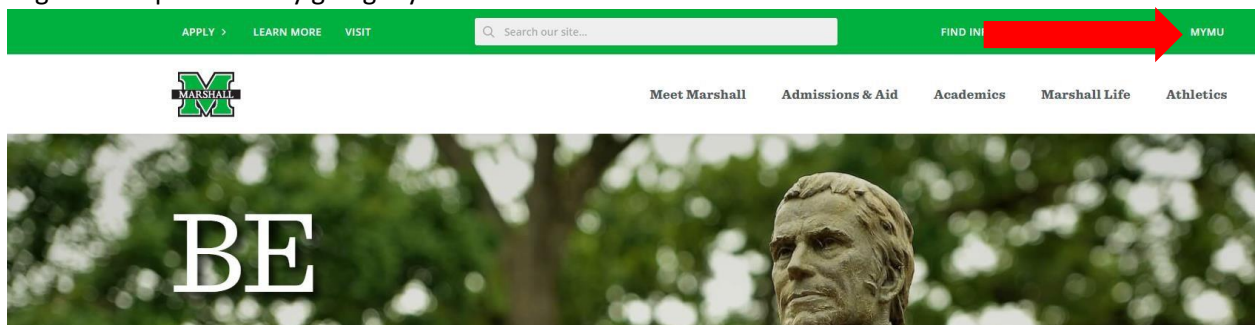
- If a department is requesting a **new position**, wants a position **reviewed for a reclassification, department restructure**, or position has had **significant changes**:
 - the [Job Description Review Request Form](#) must be completed and reviewed before entering anything in PeopleAdmin.
 - HR will let you know when to proceed in PeopleAdmin.
 - If there is an existing employee in a position for review, the review can take up to **45 working days**.
- If there is **no significant change** to a position, the department can proceed with the position in PeopleAdmin and does not need to wait on approval from HR.

Faculty Positions (Academic Affairs)

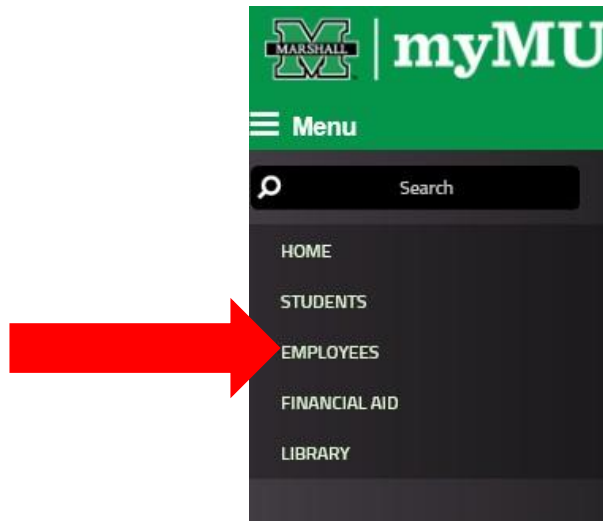
- If a department is requesting a **new position**, please contact Mary Chapman, chapmanm@marshall.edu to obtain a position number. Once you have a position number, you will then proceed to PeopleAdmin to create the position.
- If it is an existing position, the department can proceed with the position in PeopleAdmin and does not need to wait for approval from HR.

Modifying a Position in PeopleAdmin in the Position Management screen (Orange screen)

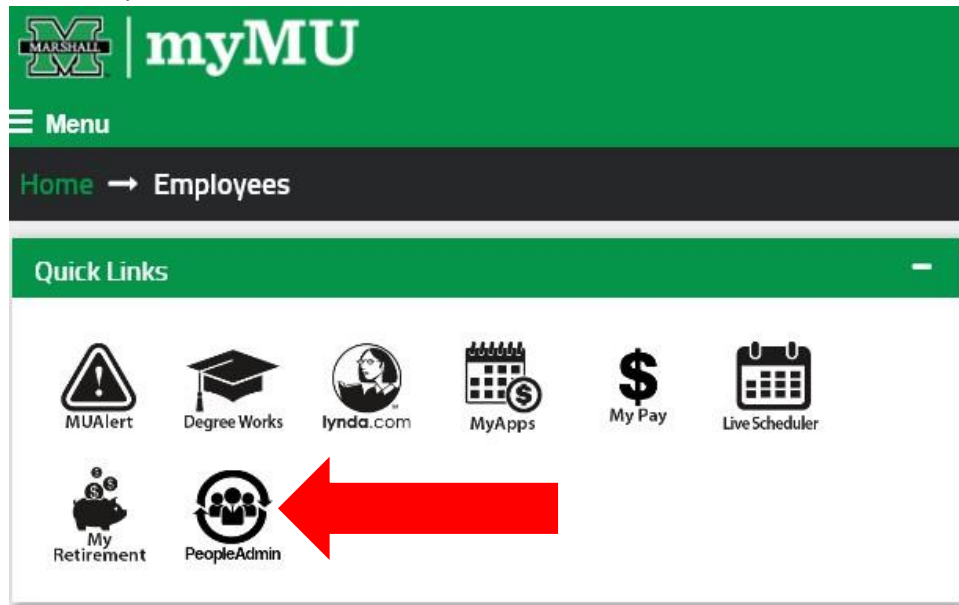
1. Log into PeopleAdmin by going myMU.



You will select the EMPLOYEES option.



Then select the PeopleAdmin button.



2. 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** and select the **Position Management** (“orange position description”) screen.

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.

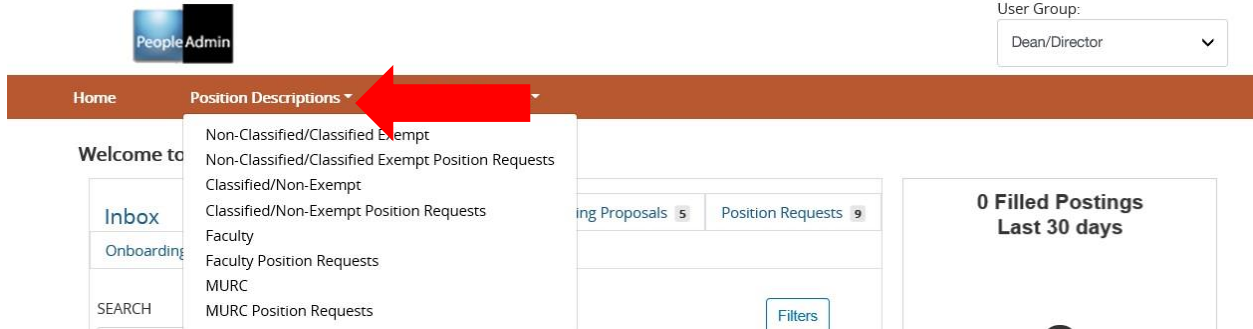


b. **Selecting the Position Management Screen:**

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



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



4. 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).

Faculty Position Descriptions

[+ Create New Position Description](#)

[Saved Searches ▾](#)

[Search](#)
[More Search Options ▾](#)

search ×

"search" 17 × Delete this search?

Selected records 0 × Clear selection?

Actions ▾

	Banner Position Number	Position Title	Department	Status	(Actions)
<input type="checkbox"/>	001542	Instructor	Accountancy/Legal Environment - MU2310	Active	Actions ▾
<input type="checkbox"/>	001543	Professor	Accountancy/Legal Environment - MU2310	Active	Actions ▾
<input type="checkbox"/>	001545	Associate Professor	Accountancy/Legal Environment - MU2310	Active	Actions ▾
<input type="checkbox"/>	001548	Associate Professor	Accountancy/Legal Environment - MU2310	Active	Actions ▾

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

Position Description: Assistant Professor (Faculty)

Current Status: Active

Position Type: Faculty

Department: Accountancy/Legal Environment - MU2310

Created by: System Account

Print Preview (Employee View)

Print Preview

★ View Supervisor

★ **Modify Position Description**

Summary | History | Associated Classification

✓ Classification

Classification Information

Classification Title	Assistant Professor
Classification Code	F0200

4. 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 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

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

- 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**
- After you have entered the information, you will click the **“Next”** button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

Position Justification

Classification

Position Details

Position Budget Inform...

Supervisory Position

Supplemental Questions...

Position Documents

Position Request Summary

Position Justification

Save

Next >>

Check spelling

* Required Information

Reason for Modification

Reason for Position Modification

☐ Re-classification

☒ Update Job Description

☐ Update Budget Details

☐ Request Review of Existing Position

☐ Change in Job Responsibilities

☐ Change in FTE

Position Justification

* Justification of Need

Without this position, we are unable to offer sufficient courses. |

6. 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. (Continued on next page).

If the classification is correct, you will click on the **“Next”** button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

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

Classification

Save << Prev Next >>

Selected Classification

Classification Details

Classification Information

Classification Title	Assistant Professor
Classification Code	F0200
FLSA	Exempt
EEO	20

Classifications - Filter these results

Faculty Classification Search

"Faculty Classification Search" 13

Classification Code	Classification Job Title	EEO	Created Date	FLSA	(Actions)
<input type="radio"/> F0050	Post-Doctoral Teaching Fellow	20	November 14, 2013 at 04:58 PM	Exempt	Actions

7. 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 “**Next**” button.

Editing Position Description

✓ Classification

✓ Position Details

✓ Position Budget Inform...

✓ Supervisor

✓ Employee

✓ Applicant Documents

✓ Position Documents

✓ Supplemental Questions

Summary

Position Details

ABC

Check spelling

* Required Information

Employee Information

Employee First Name

Alisha

Employee Last Name

Harbour

Employee Id

Position Information

* Position Title

HR Rep

Banner Position Number

002190

E-Class

CX - Class Exempt FT - .53 or >

Department

Human Resources - MU1065

Job Summary/Purpose

* Job Description

This HR generalist position is charged with duties in the following areas: Recruitment, Employee Onboarding, customer service support for HRIS systems, Performance Management.

****IMPORTANT – ON THE POSITION DETAILS SECTION, YOU MUST NOW BREAK DOWN THE JOB DUTIES (FOR CLASSIFIED AND NON-CLASSIFIED POSITIONS) IN THE JOB DUTIES SECTION. THE NEW PERFORMANCE MANAGEMENT MODULE IN PEOPLEADMIN WILL NOW PULL THESE JOB DUTIES TO BE GRADED DURING THE EVALUATION PERIOD.**

THESE SHOULD BE THE ESSENTIAL JOB DUTIES THAT AN EMPLOYEE MUST PERFORM ON THE JOB.

TO ADD NEW JOB DUTIES, YOU WILL CLICK ON THE BLUE “ADD JOB DUTIES ENTRY” IN THE JOB DUTIES SECTION.

Job Duties

These are the job duties for required of the position.

For multiple job duties, please list them as separate entries by clicking on the add duties button.

Description of Job Duty

*Serves as primary contact and support to university hiring managers/directors in the filling of vacant position utilizing PeopleAdmin.
*Will provide one-on-one training and consultation with hiring authorities and applicants in the system processes and workflows.

☐ Remove Entry?

Description of Job Duty

*Participate as an HR representative in the implementation of the new performance management system. Serve as the primary contact regarding PeopleAdmin PM system.
*Conduct individual or group training on the system and interact with supervisors and employees who have concerns or issues about the system.

☐ Remove Entry?

Description of Job Duty

-Process emeritus employee notifications.
-Process dependent tuition waiver and verify dependent status.
-Enter benefit deductions into Banner accurately.
-HR customer service as back up on front desk as necessary.

☐ Remove Entry?

Add Job Duties Entry

8. 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 “**Next**” button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

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

Position Budget Information

Save << Prev Next >>

Check spelling

* Required Information

Budget Summary

Budget Fund 123456 *

Budget Org 1234 *

Percentage Funded 100 *

☐ Remove Entry?

Add Budget Summary Entry

Save << Prev Next >>

9. At the **Supervisory Position** screen, if the supervisor has changed for this position, you will select the correct supervisor for the position using the “radio” button. You will click on the “**Next**” button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

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

Supervisory Position

Save << Prev Next >>

Selected Supervisor

Job Title	Assistant Professor view
Position Number	000406
Position Type	Faculty
Org Unit	Criminal Justice - MU2662
First Name	Samuel
Last Name	Dameron
Email	emailaddress@zed.zed

Position Descriptions - Filter these results

Faculty Position Descriptions

"Faculty Position Descriptions" 1170

--- Previous 1 2 3 4 5 6 7 8 9 ... 38 39 Next -->

Position Title	Department	Status	Actions
<input checked="" type="radio"/> Assistant Professor	Criminal Justice - MU2662	Active	Actions
<input type="radio"/> Asst Football Coach-Defense	Football - MU7044	Active	Actions
<input type="radio"/> Professor	COHP-Nursing - MU9510	Active	Actions
<input type="radio"/> Clinical Instructor	COHP-Nursing - MU9510	Active	Actions

****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.**

10. At the **Supplemental Questions for Posting** screen, currently you do not have to enter anything at this screen. Just click the “Next” button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

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

Supplemental Questions for Posting

Save << Prev Next >>

Included Supplemental Questions

Add a question

Position	Required	Category	Question	Status
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Save << Prev Next >>

11. On the **Applicant Document** screen, please **do not** add the documents here. If you see documents listed as required or optional, please list them as “**Not Used**”.

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"/>

“Click save and continue” this page and you will have the opportunity to the documents when you create your posting

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"/>

12. At the **Position Documents** page, you can upload your PIQ, 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**

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
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- Position Documents**
- Position Request Summary

Position Documents

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Memo			Actions ▾
PIQ or Job Description			Actions ▾

Save << Prev Next >>

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

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
- Classification
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Position Documents

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Memo			Actions ▾
PIQ or Job Description			Actions ▾

Save << Prev Next >>

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 PIQ or 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

Click on the “Next” button.

Position Requests / ... / Modify Position Description / Assistant Professor / Edit

Editing Position Request

- Position Justification
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Position Documents

Save << Prev Next >>

PDF conversion must be completed for the document to be valid when applicable.

Document Type	Name	Status	(Actions)
Organizational Chart			Actions ▾
Memo			Actions ▾
PIQ or Job Description	PIQ or Job Description 08-16-16 15:32:12	PDF complete	Actions ▾

Save << Prev Next >>

12. 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 for faculty/staff positions).”

Position Requests / ... / Modify Position Description / Assistant Professor / Summary

Alisha Harbour, you have 0 messages. Current Group: Human Resources

Modify Position Description: Assistant Professor (Faculty) [Edit](#)

Current Status: Draft

Position Type: Faculty Created by: Alisha Harbour
Department: Accountancy/Legal Environment - MU2310 Owner: Alisha Harbour

Summary History Settings

Position Justification [Edit](#)

Reason for Modification

Reason for Position Modification
Re-classification, Update Job Description

Position Justification

Justification of Need
Need a full-time position.

Classification [Edit](#)

Classification Information

Classification Title
Assistant Professor
Classification Code
P0200
FLSA
Exempt

Take Action On Position Request

- Keep working on this Position Request
- WORKFLOW ACTIONS
 - Cancelled (move to Canceled)
 - Approve (move to Vice President)**
 - Cancelled (move to Canceled)
- MOVE DIRECTLY TO...
 - Dean/Director
 - Vice President
 - Human Resources Review
 - Approved
 - Canceled

13. 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 by the Strategic Hiring Committee, it will be returned to the Dean/Director queue.

14. Once the position has been approved, you will receive the standard email from Human Resource Services.

Good morning –

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

Thanks!

Mary

From: human-resources@marshall.edu <human-resources@marshall.edu>
Sent: Tuesday, June 14, 2022 8:46 AM
To: Chapman, Mary <chapmanm@marshall.edu>
Subject: Action Submitted for Review

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: 001567

Title: Assistant Professor

Department: Elementary & Secondary Education - MU611E

Action Number:

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>