



Human Resource Services

Instructions for Onboarding Faculty and Staff Form

New Human Resources Process for MU Faculty and Staff

In an effort to provide all new employees with a more uniform onboarding experience, Human Resources will begin onboarding both new full-time Staff and Faculty. (**Excluding SOM Faculty and MURC**).

What will be included in this new process?

- **Faculty and Staff Onboarding** – Human Resources will begin scheduling new faculty for onboarding appointments (excluding SOM faculty and MURC). This will follow the same process we currently use for new staff hires.
 - This will include the completion of all pre-hire paperwork. During this appointment, Human Resources will review required employment documentation, and ensure all onboarding requirements are completed prior to the employee's start date.
- **Benefits Sessions** – Human Resources will also schedule benefits sessions for new full-time faculty and staff (excluding SOM faculty and MURC).
 - Departments will no longer need to complete this step but will receive the benefits registration notification so they are aware of the scheduled session.
 - New employees will initially be scheduled for an in-person session for enrollment tracking. However, the benefits coordinator will contact the employee to confirm their preference of an in-person or online enrollment.
- **PAR Processing** – Human Resources will process all new hire PARs for full-time faculty and staff, excluding School of Medicine (SOM) faculty and MURC.
 - **NOTE:** PARs for current employees will continue to be processed by departments.

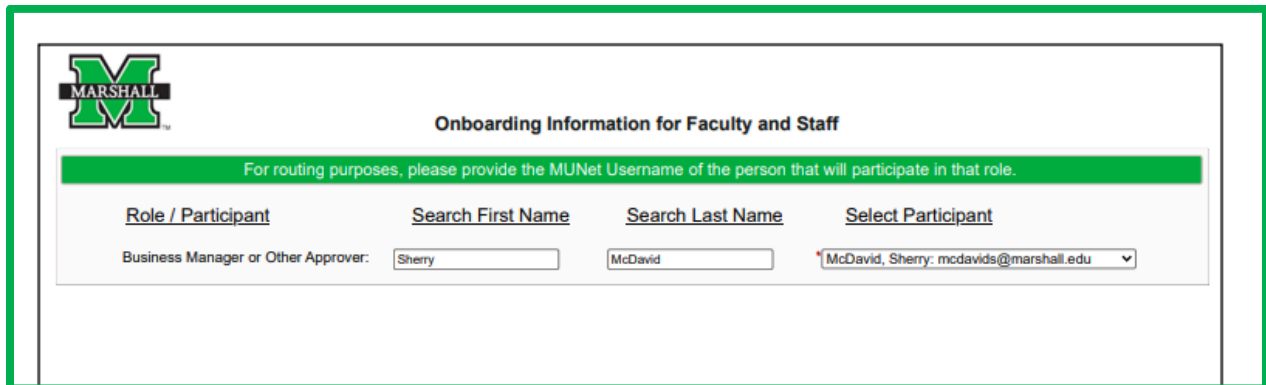
The **Onboarding Information Form for Faculty and Staff** will be used for full-time faculty and staff hires (see note below). It will be routed to and processed by Human Resources, Department Business Managers or other designated departmental approvers, and Academic Affairs (for faculty).

- **** Please note:** This process will not apply to School of Medicine faculty and MURC.

Please see the list below for the steps and the participants.

Step 1 - Human Resources

- The first section will be completed by Human Resources.



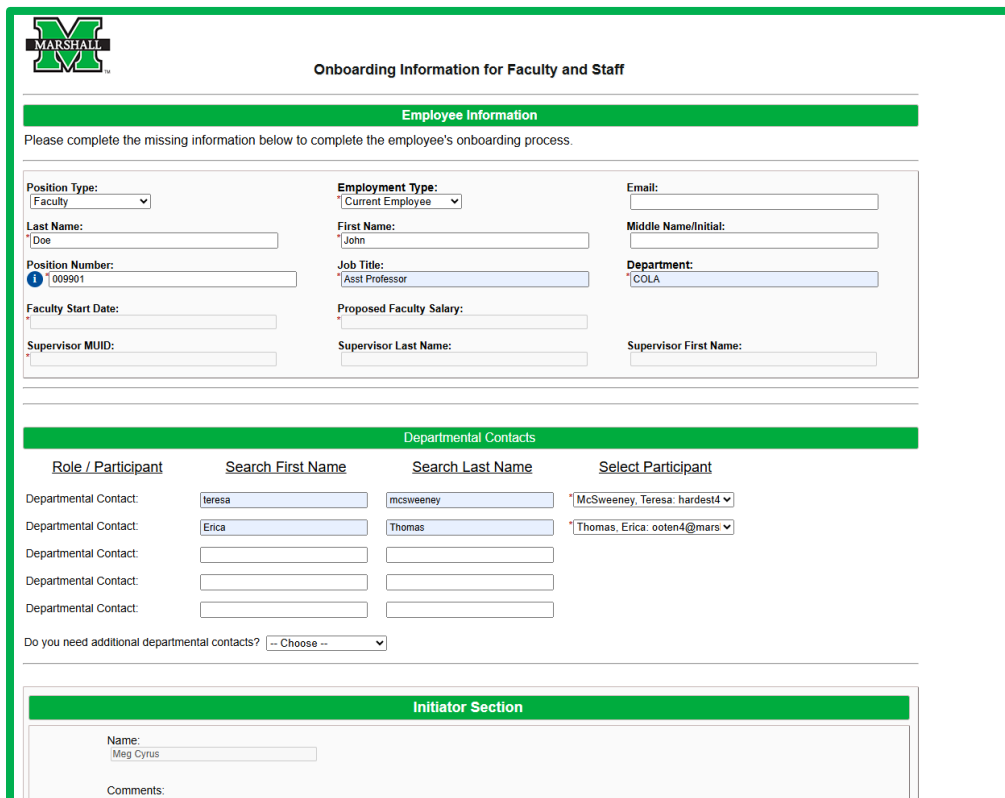
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Onboarding Information for Faculty and Staff

For routing purposes, please provide the MUNet Username of the person that will participate in that role.

Role / Participant	Search First Name	Search Last Name	Select Participant
Business Manager or Other Approver:	Shery	McDavid	*McDavid, Shery: mcdavids@marshall.edu

- Human Resources will also be assigned fields in the Employee Information section of the form. Human Resources will indicate whether the position is Faculty or Staff using the drop-down menu, followed by selecting the employment type—Current, New, or Former employee. Human Resources will also enter the employee's name, position number, title, and department, along with any additional departmental contacts who should receive notifications related to this form.
- Once Human Resources signs off as the Initiator, the form will then be routed to the Business Manager/Approver to provide remaining information.



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Onboarding Information for Faculty and Staff

Employee Information

Please complete the missing information below to complete the employee's onboarding process.

Position Type: Faculty	Employment Type: Current Employee	Email:
Last Name: Doe	First Name: John	Middle Name/Initial:
Position Number: 009901	Job Title: Asst Professor	Department: COLA
Faculty Start Date:	Proposed Faculty Salary:	
Supervisor MUID:	Supervisor Last Name:	Supervisor First Name:

Departmental Contacts

Role / Participant	Search First Name	Search Last Name	Select Participant
Departmental Contact:	teresa	mcsweeney	*McSweeney, Teresa: hardest4
Departmental Contact:	Erica	Thomas	*Thomas, Erica: ooten4@mars
Departmental Contact:			
Departmental Contact:			
Departmental Contact:			

Do you need additional departmental contacts? -- Choose --

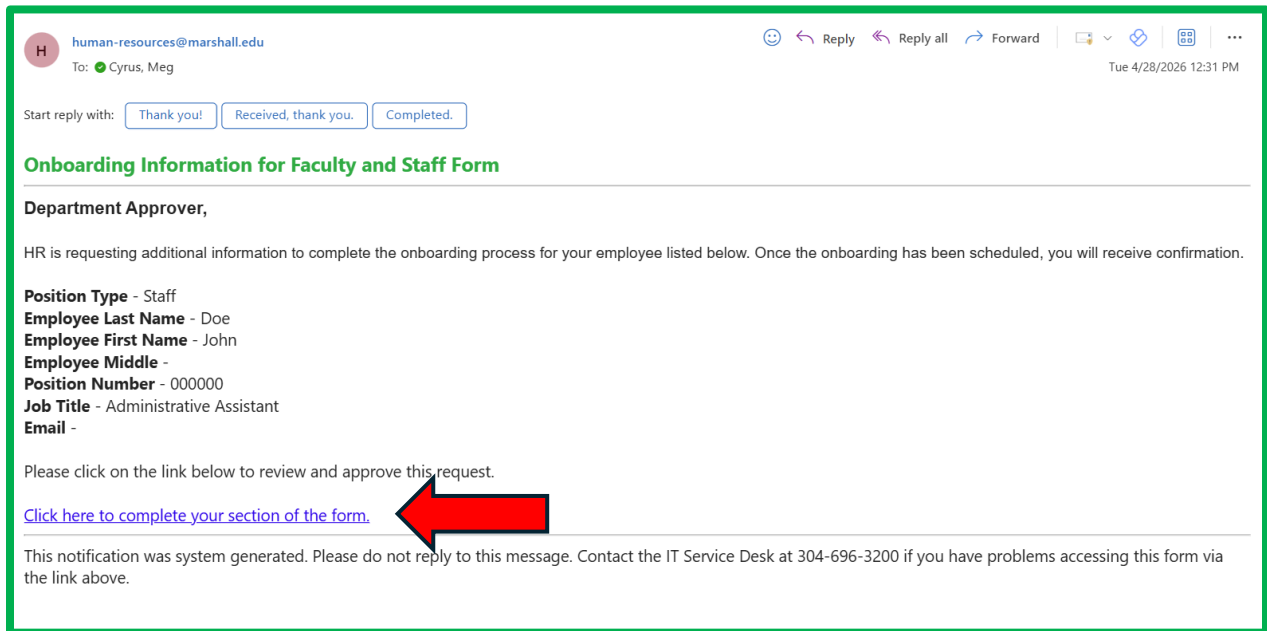
Initiator Section

Name:
Meg Cytus

Comments:

Step 2 - Business Manager/Approver

- The Business Manager/Or Other Approver will receive an email notification that includes the candidate's information entered by Human Resources, along with a link inviting them to complete their section of the form.



The screenshot shows an email interface with the following content:

From: human-resources@marshall.edu
To: Cyrus, Meg
Date: Tue 4/28/2026 12:31 PM

Start reply with:


Onboarding Information for Faculty and Staff Form

Department Approver,

HR is requesting additional information to complete the onboarding process for your employee listed below. Once the onboarding has been scheduled, you will receive confirmation.

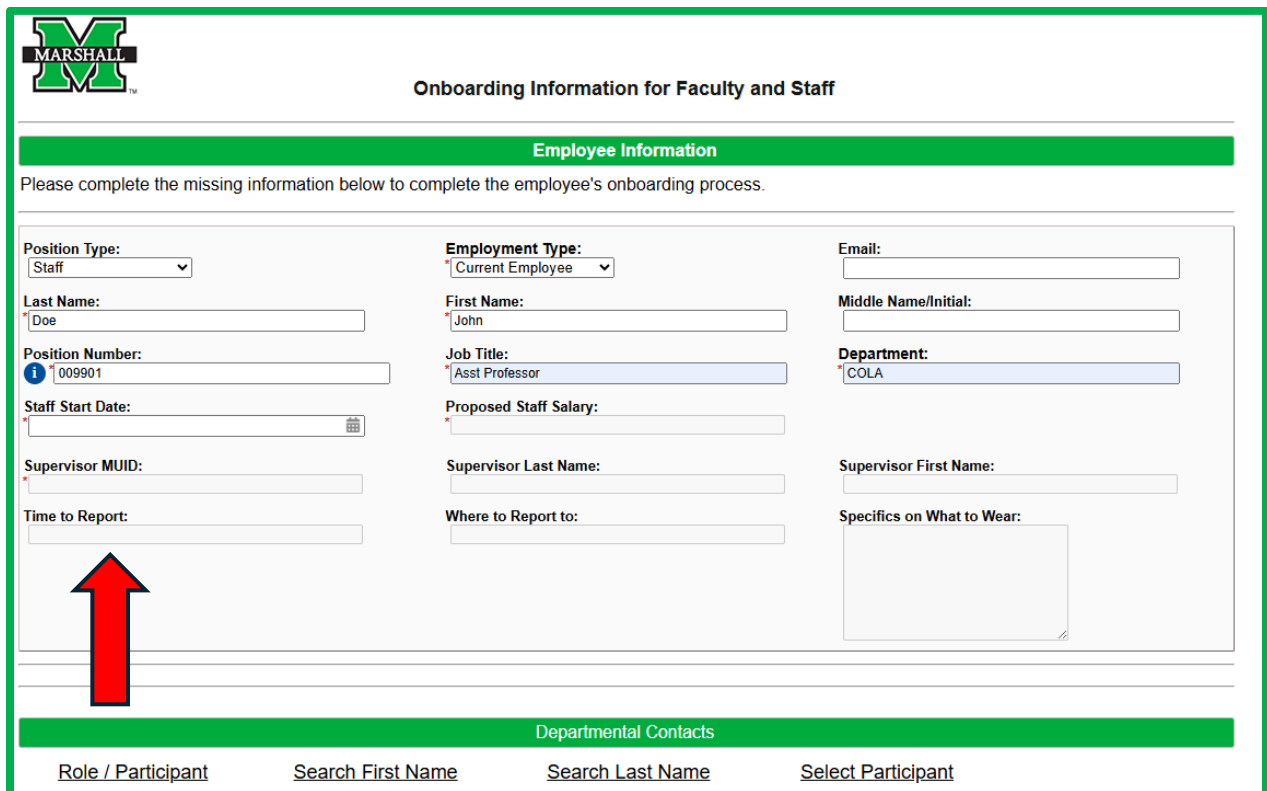
Position Type - Staff
Employee Last Name - Doe
Employee First Name - John
Employee Middle -
Position Number - 000000
Job Title - Administrative Assistant
Email -

Please click on the link below to review and approve this request.

[Click here to complete your section of the form.](#) 

This notification was system generated. Please do not reply to this message. Contact the IT Service Desk at 304-696-3200 if you have problems accessing this form via the link above.

- For Business Managers/Or Other Approver, they will need to complete the remaining information which may differ between faculty and staff. This information could be start time, where to report, specifics on what to wear, etc.



The form is titled "Onboarding Information for Faculty and Staff" and features the Marshall University logo. It is divided into two main sections: "Employee Information" and "Departmental Contacts".


Employee Information

Please complete the missing information below to complete the employee's onboarding process.

Position Type: Staff	Employment Type: Current Employee	Email: <input type="text"/>
Last Name: Doe	First Name: John	Middle Name/Initial: <input type="text"/>
Position Number: 009901	Job Title: Asst Professor	Department: COLA
Staff Start Date: <input type="text"/>	Proposed Staff Salary: <input type="text"/>	Supervisor First Name: <input type="text"/>
Supervisor MUID: <input type="text"/>	Supervisor Last Name: <input type="text"/>	Specifics on What to Wear: <input type="text"/>
Time to Report: <input type="text"/>	Where to Report to: <input type="text"/>	

Departmental Contacts

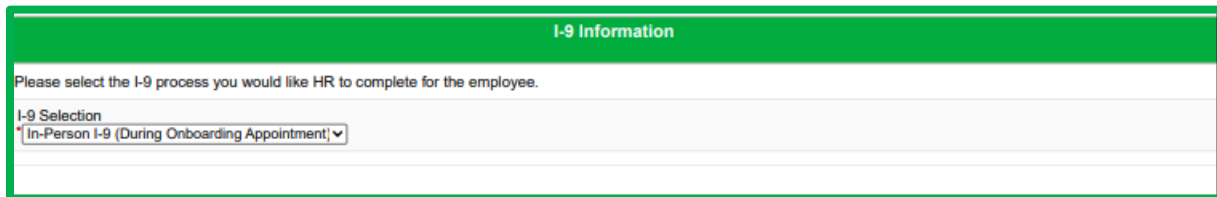
Role / Participant	Search First Name	Search Last Name	Select Participant
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You will also need to complete the I-9 Information section. You will need select one of two options:

- **In-Person I-9** (completed during the onboarding appointment).
- **Remote I-9 Everywhere**, which carries a \$10 charge to the department. If this option is selected, the Business Manager must complete the I-9 Everywhere request form with state funding information.

**** Please note:** If the individual is a current employee transitioning to another position within the University, the I-9 section will not populate. The Business Manager should proceed directly to their signature box to sign off.



I-9 Information

Please select the I-9 process you would like HR to complete for the employee.

I-9 Selection
* In-Person I-9 (During Onboarding Appointment) ▼

- You will then scroll down to the approval box and select one of the following options for Making the Job Offer:
 - The department will contact the candidate.
 - The department would like Human Resources to contact the candidate.

Please note: Human Resources will contact each candidate regardless if the department made the offer, to schedule their onboarding appointment and benefits session.

For Faculty - The faculty salary will populate in the Business Manager/Approver signature box from what was entered from the top section (Employee Information). If the salary needs to be changed, it will need to be changed at the top of the form.

Business Manager or Other Approver Section

Name:

Who will be making the initial job offer to the candidate **after** the salary has been approved?

Reminder: HR will contact each candidate after a job offer has been made to schedule their onboarding appointment and benefits session.

Faculty Information:

Faculty Salary:

Please inform the employee to complete the [Faculty Pay Option Form](#).

Comments:

...3093363229

<i>Sherry McDavid</i>	03/12/2026
Signature	Date

- Once Business Manager/Or Other Approver signs off on the form:
 - **For Faculty Hires** –It will then be routed to Academic Affairs for approval. Once they approve the form, it will route to Human Resources.
 - **For Staff Hires** – It will skip the Academic Affairs section and be routed to Human Resources.

For positions that need to go through Academic Affairs, the Business Manager/Or Other Approver will receive the following Confirmation Email.

H

human-resources@marshall.edu

To: ● Cyrus, Meg

☺ ↩ Reply ↩ Reply all ➦ Forward 📎 🔍 📅 ⋮

Start reply with:

Onboarding Information for Faculty and Staff Form

Department Approver,

This email is to confirm the below information you submitted for the onboarding process. If this is a Faculty position, the form will now be routed to Academic Affairs for validation or returned for correction. If this is a Staff position, it will be routed to HR for processing and to schedule the onboarding appointment. boarding

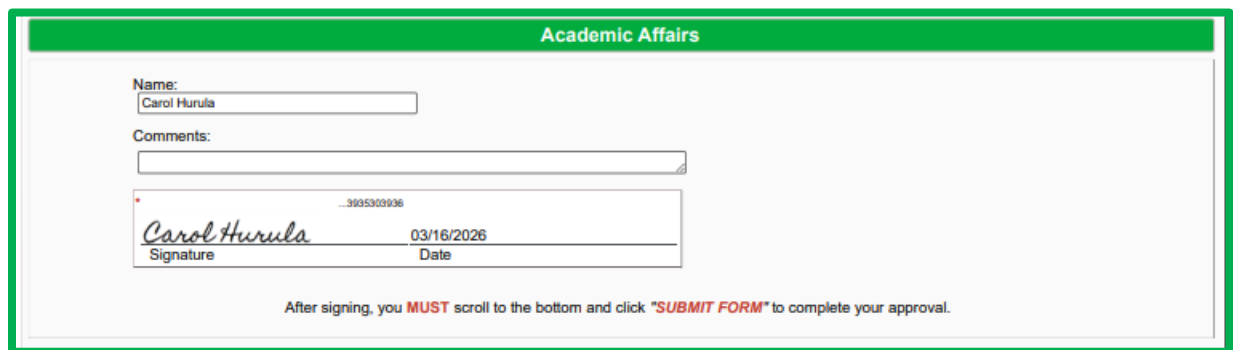
Position Type - Faculty
Employee Last Name - Smith
Employee First Name - Sally
Employee Middle -
Position Number - 111111
Job Title - Asst Professor
Email -

This notification was system generated. Please do not reply to this message. Contact the IT Service Desk at 304-696-3200 if you have problems accessing this form via the link above.

Faculty Positions Only

Step 3 – Academic Affairs

- Academic Affairs will either approve the form or send it back to Business Manager/Or Other Approver for revision of Faculty start date and/or salary.
- Once the form is approved, it will then move to Human Resources
- If the department chooses to extend the offer to the candidate, you will move forward with Step 4.
 - If the department requests that Human Resources extend the offer, Step 4 will not be required, as Human Resources will manage the offer process.
 - A notification will be sent from Human Resources regardless of who makes the offer.



The screenshot shows a form titled "Academic Affairs" with a green header. The form contains the following fields:

- Name: Carol Hurula
- Comments: (empty text area)
- Signature: Carol Hurula
- Date: 03/16/2026

Below the signature and date fields, there is a small text box containing the number "995309936". At the bottom of the form, there is a note: "After signing, you **MUST** scroll to the bottom and click **'SUBMIT FORM'** to complete your approval."

Step 4 – Business Manager or Other Approver Confirmation Section

If the department selected that they wanted to make the offer for their faculty, after Academic Affairs has approved the form, it will be routed back to the Business Manager/Other Approver (a second time) indicating that approval has been granted to extend an offer to the candidate.


After the offer has been made, the Business Manager/Other Approver will then record whether the candidate accepted or declined the position.

** The Business Manager/Other Approver will only receive the following two emails if they indicate that the department would like to contact the candidate to extend an offer:

- The first is the **Permission to Hire** email.
- The second is the email for the Business Manager or Other Approver to confirm or state whether the candidate has accepted or declined the position.

human-resources@marshall.edu
To: Cyrus, Meg

Wed 4/29/2026 8:56 AM



Permission to Hire

This email serves as a confirmation of permission to hire **Sally Smith** to the position of **Asst Professor, COHP (111111)**.

- **If the department is making the offer:**
 - The department is authorized to extend the offer to the applicant. As the department approver, you will receive the onboarding form again to update HR on the candidate's decision to accept or decline.
 - If the candidate accepts, please inform them that Human Resources will reach out to schedule their onboarding and benefits sessions.
 - The department will receive the final completed copy of the Onboarding Form as well as the Welcome Email.
- **If Human Resources is making the offer:**
 - If the candidate accepts, Human Resources will reach out to schedule their onboarding and benefits sessions.
 - The department will only receive the final completed copy of the Onboarding Form as well as the Welcome Email.

If you have any questions or concerns, please feel free to contact Human Resource Services at 304-696-6455 or human-resources@marshall.edu.

[Click here to view a copy of the form.](#)

human-resources@marshall.edu
To: Cyrus, Meg

Wed 4/29/2026 8:56 AM

Start reply with:


Onboarding Information for Faculty and Staff Form

Department Approver,

This email is to notify you that your Proposed Hire has been approved. Once your process is completed, please let us know if they accept or decline the position.

Position Type - Faculty
Employee Last Name - Smith
Employee First Name - Sally
Employee Middle -
Position Number - 111111
Job Title - Asst Professor
Email -

Please click on the link below to review and approve this request.

[Click here to complete your section of the form.](#) 

This notification was system generated. Please do not reply to this message. Contact the IT Service Desk at 304-696-3200 if you have problems accessing this form via the link above.

Business Manager or Other Approver Confirmation Section


Name:

What decision has the candidate made regarding the position?

Comments:


Signature _____ Date _____

After signing, you **MUST** scroll to the bottom and click "**SUBMIT FORM**" to complete your approval.



A.) If the faculty candidate accepts the offer

- a. Human Resources will receive the form and will handle the onboarding call.
- b. The department will receive a welcome email as shown below once Human Resources has completed the onboarding call with the candidate.



Welcome to Marshall University!

Congratulations, *Tabitha!*

We are pleased to welcome you to Marshall University and are excited for you to join the Herd. Beginning a new role is an important milestone, and we are glad you have chosen to become part of our university community. From your first day forward, you are a valued member of our institution, and we are committed to supporting your success as you transition into your new role.

Position Details

Please review your position information and additional details below:

- **Position Title:** Area Coordinator
- **Start Date:** June 3, 2024
- **Starting Salary:** \$41,000
- **Supervisor:** Erica Thomas
- **Report Time:** 8:00 AM
- **Reporting Location:** Old Main
- **Dress Code:** Casual (jeans, t-shirt, tennis shoes)

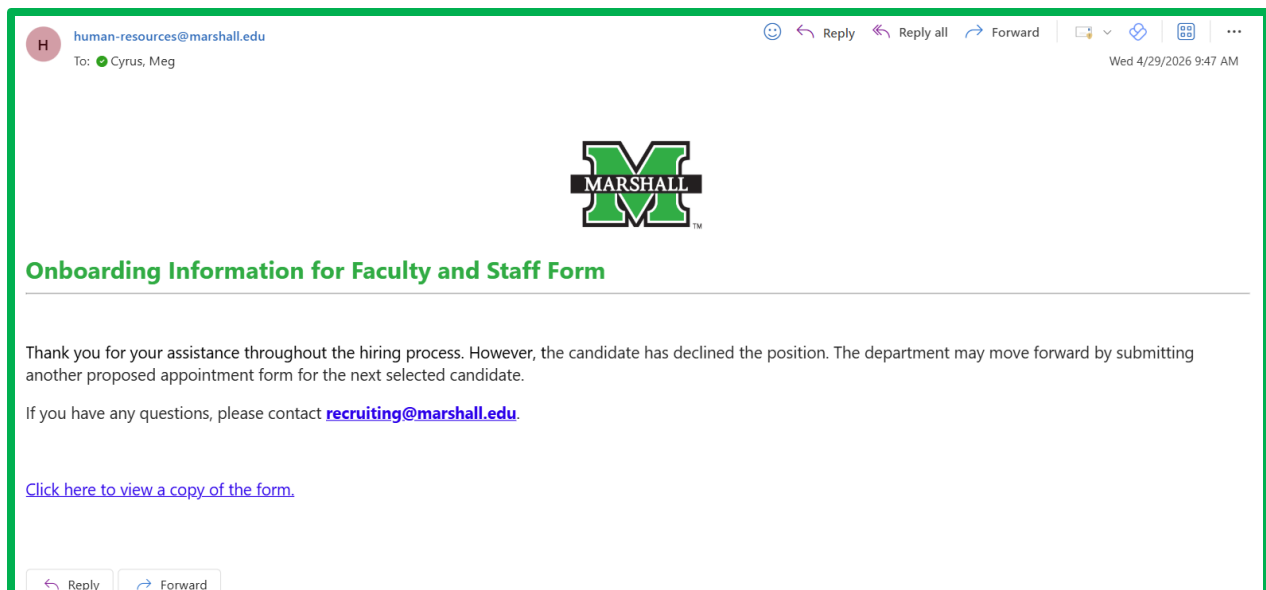
Onboarding Appointment

- April 12, 2024 at 1:00 PM
- Old Main, Room 207

Benefits Enrollment Session

B.) If the faculty candidate declines the offer:

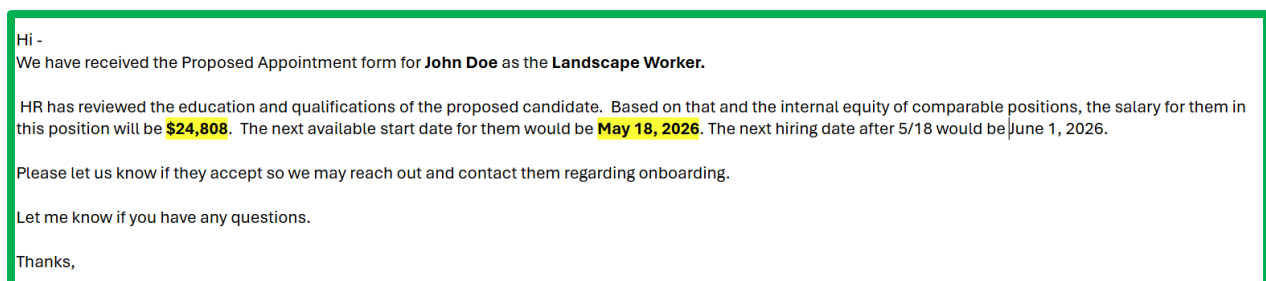
- a. The Business Manager will select “decline,” and Human Resources will mark in their section that the candidate has declined the offer.
- b. The department will receive the decline email as shown below.
- c. The department can move forward with a new candidate by completing a new proposed appointment form.



Staff Positions Only

For **Staff Hires**, the Business Manager will not receive the form a second time. Instead, the HR Recruiting Team will email the department separately with the approved salary and potential start dates.

The department will then need to reply to the Recruiting Team to confirm the candidate's decision. See **Step 5 – Human Resources** for detailed information.



Step 5 - Human Resources

Once Human Resources receives the form for final approval

- For **Staff Hires**, the Recruiting Team will then forward the candidate's information to the Compensation Team for salary review (for staff position only).
- Once the compensation review is complete, the department will receive a separate email with the approved salary and proposed start date. The department will then need to respond to Human Resources via email to confirm the candidate's decision.

Hi -

We have received the Proposed Appointment form for **John Doe** as the **Landscape Worker**.

HR has reviewed the education and qualifications of the proposed candidate. Based on that and the internal equity of comparable positions, the salary for them in this position will be **\$24,808**. The next available start date for them would be **May 18, 2026**. The next hiring date after 5/18 would be June 1, 2026.

Please let us know if they accept so we may reach out and contact them regarding onboarding.

Let me know if you have any questions.

Thanks,

Step 6 - Human Resources Onboarding Final Step

- Human Resources will then conduct an onboarding call with the candidate (Faculty and Staff) to schedule their onboarding appointment, pending they accepted the position with the department.
- Once the call is completed, Human Resources will complete the final section of the form, and the Business Manager/Approver will receive confirmation that the process is complete.

Human Resources Section

Name:

What decision has the candidate made about the position?

Official Information:

Official Staff Start Date:

Official Faculty Salary:

Official Faculty Start Date:

Onboarding Information:

Onboarding Type:

HR Onboarding Appointment Date:

HR Onboarding Time:

Benefits Enrollment Session Date:

Benefits Enrollment Session Time:

Comments:

...3831353931

Meg Cyrus 04/29/2026
Signature Date

After signing, you **MUST** scroll to the bottom and click "**SUBMIT FORM**" to complete your approval.


- Confirmation Email will be sent to the Business Manager/Approver and the Department contacts that were listed on the form once Human Resources completes the form.

Accepted position

- Human Resources will complete the background request and register the new hire for the Benefits Session.
- Departments will continue to receive a welcome email for all staff and faculty hires. This email will include the employee's title, salary, onboarding appointment date, and benefits session date as shown below.

- Human Resources will then complete the PAR for all full-time faculty and staff new hires (excluding SOM Faculty and MURC).

***** Please Note:** For current employees that will be transferring to another department or position, the receiving department will continue to complete the PAR.



Onboarding Information for Faculty and Staff Form

Thank you for your assistance throughout the hiring process. Below are the highlights of the successful hire. The department will receive a welcome email from our recruiters shortly.

Employee Information

Employee Last Name - Smith
Employee First Name - Sally
Employee Middle -
Email -

Position Information


Position Type - Faculty
Position Number - 111111
Job Title - Asst Professor
Salary: \$ 50,000

Onboarding Information

Start Date: 08/10/2026
Benefits Session Date: 08/12/2026
Benefits Session Time: 9am
Onboarding Appointment Date: 08/07/2026
Onboarding Appointment Time: 8am

If you have any questions, please contact us at recruiting@marshall.edu

[Click here to view a copy of the form.](#)



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Onboarding Appointment

- April 12, 2024 at 1:00 PM
- Old Main, Room 207

Benefits Enrollment Session

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