



# SALARY HIRING GUIDE

Full-Time (37.5 hours)

Part-Time A (20+ hours)

## STEPS TO COMPLETE WITH YOUR MURC COMPLIANCE OFFICER:

1. The MURC Supervisor, Principal Investigator (PI), or their designee should prepare the [MURC Recruiting Form](#); any positions to be assigned to colleges require the signature of the dean.
2. Once your Recruiting Request Form is approved, you will move on to creating and/or posting the position in PeopleAdmin.

## STEPS COMPLETED WITH MARSHALL UNIVERSITY HR SERVICES

1. HR Services hosts the PeopleAdmin system where you will post your position.
  - a. Resources can be found here: [PeopleAdmin Resources – Human Resource Services](#)
  - b. HR Services contacts are Meg Cyrus and Sherry McDavid
2. Your search committee will conduct your search as instructed by HR Services
  - a. All interviewees must be approved by HR Services – you will need to update their status in PeopleAdmin as you select candidates to interview
3. Once the successful candidate is selected:
  - a. Search Committee Chairperson will update PeopleAdmin
  - b. Complete the [Proposed Appointment Form](#)
4. HR Services will notify Supervisor/PI and MURC stakeholders when selected candidate has been approved to hire

## STEPS TO BE COMPLETED IN PARTNERSHIP WITH MARSHALL UNIVERSITY HR SERVICES AND MURC HUMAN RESOURCES

1. Make the job offer to the approved candidate: you can make a verbal offer then should follow up with a written offer letter. **You should not make an offer to any candidate prior to receiving approval from HR Services.**
2. When the candidate accepts, you should REPLY ALL to the “Approval to Hire Email” with the following information:
  - Candidate has accepted the position
  - Anticipated Start Date
  - Fund/Org
  - Supervisor Name
  - Salary
3. The candidate should respond both verbally and to the offer letter so there is record of them accepting the conditions of the job, benefits, etc.

## STEPS TO BE COMPLETED WITH MURC HUMAN RESOURCES

1. MURC Human Resources will email the selected candidate the [Onboarding Information Form](#)
2. MURC Human Resources meets via Teams with selected candidate: for I-9 verification, etc.
3. MURC Human Resources will activate employee information in Banner and provide information for MURC Payroll
4. Supervisor, Principal Investigator (PI), or their designee should prepare the [Personnel Action Request \(PAR\) Dynamic Form for salaried employees](#) .
5. MURC Human Resources will schedule Employee Benefits meeting with your new hire; this is a mandatory meeting that, although flexible, they will be required to attend