



HOME RUN HIRING FOR YOUR GRANT PROJECT

PRESENTED BY:
MURC HUMAN RESOURCES
& PAYROLL OFFICE



OVERVIEW

- ✓ **1ST Base** : Fundamentals
- ✓ **2nd Base** : Finding Your New Employee
- ✓ **3rd Base** : Onboarding Your New Employee
- ✓ Day 1 – It's a **GRAND SLAM!!**
- ✓ Call Your **Coaches & Bench** When You Need Help

1ST BASE: FUNDAMENTALS

Employment Categories

Category	Hours/Week	Benefits Eligible
Full-Time	37.5	Full employee benefits
Part-Time A	20–37.4	Some benefits based on hours
Part-Time B	< 20	Legally mandated benefits only

1ST BASE: FUNDAMENTALS

Draft the Position Description for HR Review

		RESEARCH CORPORATION	
POSITION DESCRIPTION FORM - new positions			
Submit to Alisha Harbour for review			
Position Title:		Business Clerk	
Position Number (if known):		R100000	
Essential Job Functions			
Job Summary/Purpose:		The Business Clerk provides administrative support to supervisors and managers in a business unit.	
Specific Job Duties:		<i>Administrative duties</i> Complete general office duties such as preparing letters and reports. Handle office interactions with internal staff and outside business partners. Operate and maintain office machinery, including copiers, fax machines and printers <i>Accounting duties</i> Obtain state purchasing card and reconcile as needed. Purchase supplies for staff and office, as well as stationary items from MU Printing Services as needed. Process encumbrances and requisitions.	
Qualifications			
Required Qualifications:			
Education		High school diploma	
Experience		Two years experience in related field	
Preferred Qualifications:			
Education		Associates degree	
Experience		Two - three years experience in related field; Experience using Banner	
Knowledge, Skills, and Abilities			
Knowledge, Skills and Abilities (including certifications)		Excellent communication skills, both written and oral Knowledge of various computer programs such as Microsoft Office	
Physical Demands		Physical Demands (The nature of physical effort leading to physical fatigue)	
KEY		Standing	
N = Not Required		Walking	
R = Rarely (<2%)		Sitting	
O = Occasional (3-33%)		Squatting	
F = Frequent (34-66%)		Bending	
C = Constant (67-100%)		Pulling	
		Pushing	
		Lift/Carry	
		Date Created & Initials	
		Date Reviewed & Initials	
		Date Revised & Initials	

1ST BASE: FUNDAMENTALS

Choose Your Search Committee Members

Your search committee should be comprised of faculty and/or staff (depending on the position) who have a vested interest in the position

Complete the MURC Recruiting Request Form

You'll need the MURC Fund & ORG for the position (your Compliance Officer will send this to you)
The [Recruiting Request Form](#) requires signatures from the MURC Supervisor/PI and the applicable Dean prior to sending to your Compliance Officer

1ST BASE: FUNDAMENTALS

Send the Following Completed Documents to
Your MURC Compliance Officer:

- List of Search Committee Members (identifying the Search Chair)
- Recruiting Request Form
- Approved Position Description

Your Compliance Officer will submit approved
documentation to MU HR Services

HR Services will post the job in PeopleAdmin, officially
opening your search

2ND BASE: FINDING YOUR NEW EMPLOYEE

HR Services will email the PI when the position is available on PeopleAdmin

- The email will contain further instructions and Search Committee Training information (if needed)

Your Search Committee should review all candidates and agree on who they'd like to interview

- The Search Committee Chair will move applicable candidates to Qualification Review status in PeopleAdmin. They will receive an email within 48 hours regarding candidate status
- NO candidate should be interviewed before permission is granted by HR Services
- Once permission to interview is granted, the candidate is approved for all interview rounds; additional interview permission is not required

Complete Interviews

Your Search Committee should interview approved candidates and deliberate to make their final selections

2ND BASE: FINDING YOUR NEW EMPLOYEE

You found them!!

- Once your search committee has found their all -star candidate, the search chairperson will move the selected candidate to Proposed Hire in PeopleAdmin.
- Complete the [Proposed Appointment Form](#)
- The Proposed Appointment Form will route through the Chair, Dean/Director, and MURC Executive Director
- HR Services will review all information on the Proposed Appointment Form

Once the quality review has been completed, you will be notified of “Permission to Hire” your selected candidate

- If HR Services has questions or needs additional information prior to approving a candidate, they will be in touch with the search chairperson
- DO NOT make a job offer prior to receiving written approval from HR Services

2ND BASE: FINDING YOUR NEW EMPLOYEE

Make the job offer to the selected candidate

You can make a verbal offer then should follow up with a written offer letter
An offer letter template can be found on the MURC website

When the candidate accepts, you should **REPLY ALL** to the “Permission to Hire Email” with the following information:

- ☐ Candidate has accepted the position
- ☐ Anticipated Start Date
- ☐ Fund/Org
- ☐ Supervisor Name
- ☐ Salary

The candidate should respond both verbally and in writing to the offer letter

The candidate will receive the required background check email within 24 hours of acceptance

3RD BASE: ONBOARDING YOUR NEW EMPLOYEE

MURC HR will:

- Schedule I-9 Verification and Onboarding meeting
- Send the Onboarding Dynamic Forms packet to your new employee
- Supervisor/PI will be notified when the following steps are completed:
 - ☐ I-9 Verification
 - ☐ Onboarding Meeting
 - ☐ All Forms Have Been Received
 - ☐
 - ☐

PI/Supervisor will complete and submit a MURC PAR

Employee cannot begin until all steps are complete

GRAND SLAM! – DAY 1

Best Practices for Day 1:

- Introduce to colleagues
- Campus Tour
- Walk with them to have their employee ID made (1st floor – Drinko Library)
- Coordinate a parking pass, if needed
- Make sure they're able to access email, etc.
- Go over the MURC timesheet
- Department policies & procedures



Hourly Hiring

Department Responsibilities

Best Practices for Day 1:

- Inform the new employee to reach out to MURC Payroll to finalize new hire paperwork prior to their hire date.
- Complete and submit a Personnel Action Request (PAR) for the individual prior to their hire date.

MURC HR/Payroll doesn't handle recruiting services for hourly positions.

If you don't already have a high-performing student or another suitable individual in mind for the role, we recommend reaching out to Career Services for assistance. They can guide you in utilizing Handshake to recruit for your position.

New Employee Responsibilities

- If no paperwork is on file, the employee will need to complete the new hire paperwork before beginning work. The employee will need to reach out for the necessary paperwork and schedule a time with MURC Payroll to complete the I-9 verification and submit the necessary forms.
- Familiarize themselves with the MURC Pay Schedule, [Hourly Payroll Schedule](#).

COACHES



Coria Kent, MURC Human Resources

- Salary Onboarding
- Benefits



Tammy Brumbaugh, Sr. Payroll Administrator

- PARs
- Position Numbers
- Payroll Questions



Alisha Harbour, Payroll Accountant

- Timesheets
- Leave Accrual

MARSHALL UNIVERSITY HR SERVICES

Services Include:

- PeopleAdmin
- Search Committee training
- Background Checks

[Human Resource Services website](#)

Contact Information:

207 Old Main

One John Marshall Drive

Huntington, WV 25755

304-696-6455 (Main)

304-696-6844 (Fax)

human-resources@marshall.edu

[Departmental Contacts](#)

MURC POST-AWARD COMPLIANCE CONTACTS

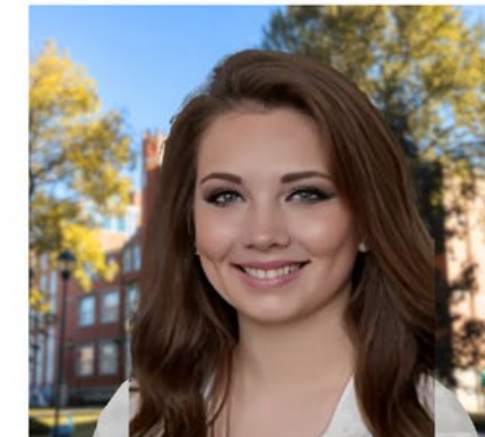
- Recruiting Request Form
- Proposed Appointment Form
- Budgets

Find your Compliance Officer here:

[Post-Award Services - Marshall University Research Corporation](#)



REBECCA HILL
Director of Grants Compliance



KAYLA PERRY
Grants Compliance Administrator



SYDNEY HUNTER
Grants Compliance Administrator



MARY GLENN RICE
Grants Compliance Administrator



CYRAH MOORE
Associate Grants Compliance Administrator



QUESTIONS?