

Steps for entering a student worker position in PeopleAdmin:

Entering a student worker position for the first time:

1. Develop a simple job description including title, job summary, duties, and minimum requirements. This does not need to be forwarded to HR, but should be maintained in your department.
2. Things you will need to know:
 - Org number where the position will be charged
 - Position number for the student worker position (this can be found on the biweekly voucher under POSN or on the Bi-Weekly Hours Report under Position) for current positions.
 - NOTE: New student worker positions will need to be assigned a position number. Email or contact Human Resources – Payroll to request a NEW student worker position number. Ext. 7222 or hrinfo@muw.edu.
 - Hourly Rate
 - Hiring Manager
 - Guest Users (If more than one person will need to be able to view the applications, guest user rights may be assigned. Guest users must be regular MUW employees, and they will only have view access to that one position.)

Entering position in PeopleAdmin

- Login to the MUW Hiring Manager Site:
- <https://muw.peopleadmin.com/hr/login>

Username: (if you need help with your user name or need your password reset, contact HR)
Password:

- Click on Postings.
- Choose Student posting type.
- Choose Create New Posting.
- You will be asked “What would you like to use to create this new posting?”
 - Select “Create from Position Type” if this position has never been posted in PeopleAdmin.
 - Select “Create from Posting” if this position has been posted on PeopleAdmin previously. NOTE: Be sure to make sure that it is still accurate and up-to-date.
- When “Creating from a Position Type” you will need to enter the following information.
- Position Title
- Cabinet, College/Division, and Department choices all affect the approvers through the PeopleAdmin process. Please choose the appropriate selection in each one for the correct order of approvals.
- Workflow State (should not be changed)
- References (see detailed information below about references)
- Online Applications (Do not uncheck Accept online applications. It should always be checked.)
- Special offline application instructions (should not be used unless you are accepting a mailed portfolio or something that cannot be submitted online)

- **REFERENCES – it is recommended that you do NOT accept references through PeopleAdmin for student worker positions.**
 - In “Settings” section, leave all reference information blank.
 - In the “Reference” section, you will not check the box “Accept References”.
 - If you feel the position requires references, please contact HR about accepting references and Recommendation Workflow.
- Once all of the information is complete, choose “Create New Posting.”
- Enter all requested information on Position Justification Section.
 - Is this a title change (yes, no). Should be no for most Student positions.
 - Salary Grade. Choose Student (Institutional)
 - Position Number (See note above under “Entering a student position for the first time”.)
 - Budget Org No.
 - Essential Duties - should be the full list of duties from the job description created above
 - Minimum Qualifications – should match job description
 - Job Description Summary – Will show up on the list of all job postings on our website
 - Will this job have a specific close date? – If yes is chosen, a date must be entered and PeopleAdmin will automatically remove the job from the postings on that date.
 - Special Instructions to Applicants – Use this field if the applicant needs to provide a portfolio or something specific for this job that cannot be attached. Should mark “Other Document” on the Applicant Document Section coming up.
- **SUPPLEMENTAL QUESTIONS SECTION**
 - Supplemental Questions can be very useful for screening the applicants. Please contact HR for guidance on developing additional supplemental questions. There is one supplemental question required for all student positions that cannot be removed.
- **APPLICANT DOCUMENTS SECTION**
 - Select the required documents for all applicants to submit from the list below. If “Other Document” is chosen, instructions should be provided in the Special Instructions to Applicant section on the previous Position Justification section.
- **SUMMARY SECTION**
 - The summary page provides an opportunity to review everything that has been entered prior to forwarding it to the next approver. If you see something that needs to be changed or added, select edit. Once the position has been reviewed and if there are no changes, select “Take Action On Posting”.
 - Always click the settings tab to be sure that the approval hierarchy is correct. If you see an issue, please contact HR before sending it to the next approver.
 - An exclamation point in a red circle beside any section of the Posting information means there is an error in that section and it must be corrected.
 - If you are in a non-academic (no dean approver) department or a dean, choose Send to Supervising President’s Cabinet Member. If you are in an academic department that has a dean in the organizational structure, choose Send to Dean.
- Once a position has been sent to the next approver, you no longer have access to make any changes to it. If you see an error or need to make a change after that, please contact HR.

HIRING A STUDENT WORKER THROUGH PEOPLEADMIN ONCE THE POSITION HAS BEEN POSTED

- Open the Posting
- Under the Applicants tab, select the last name of the applicant you wish to hire

- On the orange “Take Action on Job Application” drop down, choose “Academic/Non-Faculty Student/Temp – Selected for Campus Interview (move to Selected for Campus Interview)
- Then on the orange “Take Action on Job Application” drop down, choose “Academic/Non-Faculty Student/Temp – Recommend for Hire (move to Recommend for Hire)
- Now, just below the orange “Take Action on Job Application” drop down, look for the green circle with plus sign in the middle that says “Start Hiring Proposal” and select.
- Complete Hiring Proposal (HP) by choosing the “Start Hiring Proposal” button
- Once all of the required information has been entered on the HP, choose the appropriate next approver on the orange “Take Action on Hiring Proposal” drop down box
- Once the HP is at the status of “Approved to Make Contingent Offer,” hiring manager should offer the position to the student.
- If student accepts position, Hiring Manager moves the HP to the workflow status of “Offer Accepted, Background Check Pending”
- Once in the “Offer Accepted, Background Check Pending” status, HR will determine if student needs to complete any forms or if the students can begin working
- If the student needs to complete forms, HR will contact the Hiring Manager to request that the student come to HR and the HP will remain in the “Offer Accepted, Background Check Pending” status.
- If HR determines that the student has completed all necessary forms and begin work, the HP status will be changed to “Hiring Proposal Approved.”
- The Hiring Manager should keep a check on the workflow status in PeopleAdmin to know when the student may begin working.