

PEOPLEADMIN INSTRUCTIONS FOR STUDENT WORKERS

CREATING A NEW STUDENT POSTING

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 POSTION 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
- When the Hiring Proposal has been placed in the status of “Approved to make Contingent Offer,” it is now back in the Hiring Manager’s hands for action
- The Hiring Manager should contact the student to determine that they are still interested in the position
- Hiring Manager should move Hiring Proposal by clicking on the Student’s Name (see Yellow arrow above) and then selecting “Take Action On Hiring Proposal” in the orange box in the upper right half of the screen. Hiring Manager should choose “Offer Accepted, Background Check Pending”
- This moves the Hiring Proposal to the Human Resources inbox

- HR will email the student and copy the Hiring Manager as to whether the student will need a background check or whether they are clear to complete the employment paperwork, or start work
- Students who require a background check cannot start work or complete employment paperwork until the background check is complete
- Students who have never worked on campus before will need to complete an employment packet and HR will email the student to schedule a time. The student will be informed to bring original documents for the I-9 Form and other required information
- Once HR determines that the student has completed all forms and is ready to begin work, HR will move the Hiring Proposal status to “Hiring Proposal Approved”.
- When the Hiring Proposal is at the “Hiring Proposal Approved” status, the student may begin working. HR will also email the student and copy the Hiring Manager to notify them they are authorized to start work
- To check the status of a Hiring Proposal that may not be on your Watch List, click on Hiring Proposals at the top of your screen if it does not show up in your inbox. (See red arrow)