

Hello, PageUp Hiring Managers!

We have great news and are excited to announce two changes in PageUp: a 'teams' category on the job card and a different approach to onboarding for new employees. These changes will be effective on October 4, 2017.

Teams Job View

You asked for better job viewing visibility and here it is! PageUp has added a field on the job card titled **Teams** which allows better job information visibility.

Expected benefits:

- Improved information access for departments, colleges, and VP levels
- Team viewing available for Hiring Manager, Dept. Head, Dean, VP, and Supervisors

How to:

Located in Users & Approvals above Hiring Manager field (Bottom of the job card)

Auto populates with the originator's team. This is the primary department of the originator.

Choose a team from the drop down if change is necessary.

The screenshot shows the 'USERS & APPROVALS' section of a job card. At the top, there is a blue header with the text 'USERS & APPROVALS'. Below this, there are several fields and instructions:

- BUDGET and ORA Approvers:** A red instruction states: "Be sure to select an approver before approving this job requisition/card." Below this are two dropdown menus, both currently set to "Select".
- Dept head/ supervisor/ contact:*** A text input field is empty, with a search icon and a blue tooltip that says "No user selected."
- Team:** A dropdown menu is currently set to "HR Test Team".
- Hiring Manager:*** A text input field contains "Harry Hire", with a search icon and a blue tooltip showing "Email address: learn_and_develop@mines.edu".
- Approval process:*** A dropdown menu is currently set to "None".

**This change is not retroactive. Don't worry. Human Resources is working to add the team field to all previously created jobs.*

New Starter Form

We are replacing the existing 'onboarding form' with the 'new starter form.' Using the term 'onboarding form' was often confused with onboarding workflow. The new starter form will pop up immediately after an applicant accepts an offer in PageUp.

Expected benefits:

- No more confusing document uploads for new employees
- Information for CWID gets to payroll faster
- Easier completion of W-4 and direct deposit forms

- Quicker CWID creation allows for efficient system access, better new employee experience and productivity

How to:

Choose 'New Starter Form' on the **Offer Card** in the onboarding section.

Not necessary for current employees changing positions.

ONBOARDING

Onboarding Form:

Onboarding workflow:

Supervisor:*
No user selected

Onboarding department contact:
No user selected.

We hope that you will find these changes helpful. Please provide us with feedback of how well this works for your department.