

Here is this month's Enlighten email with helpful tips to enhance your PageUp experience.

## **Add moving expense comments on the offer card**

On the offer card there is a section titled ***moving expense***. If you copy and paste the red text above that field the text will also appear on the offer letter. In place of the \$x.xxx add the amount approved for moving expense. This is the standard approved language that must be used in offer letters if you are providing a moving allowance.

on or before July 1, 2018).

Startup text:

Moving expense text: Moving and Relocation Allowance policy Section 2-8. If you have questions regarding your moving allowance please contact the [Controllers Office](#).  
Mines will not provide any moving reimbursement."/>  
You will receive a taxable moving and relocation allowance of \$5,000 no earlier than one month prior to your start date shown above. In accordance with University policy you will be required to repay this allowance if you terminate your employment with the University within one year of the start date shown above. The following link will take you to the University

Employment

Example of how the statement will appear on the offer letter:

3. **Moving** You will receive a taxable moving and relocation allowance of \$5,000 no earlier than one month prior to your start date shown above. In accordance with University policy you will be required to repay this allowance if you terminate your employment with the University within one year of the start date shown above. The following link will take you to the University policy: [Moving and Relocation Allowance policy Section 2-8](#). If you have questions regarding your moving allowance please contact the [Controllers Office](#).

□

## Headcount management on job card

In March a change has been made to make the headcount management section on the job card more intuitive for users. Every job has at least 1 position so there is always a position displayed. Rather than asking for number of positions before the position table, the entry of additional new or replacement positions has been relocated at the bottom as an 'Add more'. Once the job has been approved, only HR can add additional positions so please contact us in that situation.

OLD view

### HEADCOUNT MANAGEMENT

Positions:\*      New:     Replacement:     Add

Position no	Type:*	Applicant	Application status	
1	<input type="text"/> Select ▼	-	-	Cancel

NEW view

Position no	Type:*	Applicant	Application status	
1	<input type="text" value="p198617"/> Replacement ▼	-	-	Cancel

New:     Replacement:     Add more

## Alphabetize list of selected applicants when using Bulk Send

Currently, when using the "Bulk Send" or "Bulk Compile and Send" feature, the list of applicants are randomized. PageUp has ordered the list so that the applicants will be listed alphabetically by last name.

## Re-send approval email

Sometimes people forget to approve and hold up the approval process. You may just want to resend the approval notification to the one person without having to reset the approval process. PageUp has added a link to be able to re-send an approval email to an individual user for jobs.

Approval process:\*

Grounds and Maintenance approvals

1. 1 up approval:

Geoff Hiring ⓘ You are here  
Resend email to approver ←