

Happy July, Everyone! Here is this month's Enlighten email with helpful tips to help enhance your PageUp experience.

Viewing Past Approvals

PageUp has added a new feature which allows an approver to see all the jobs they have approved. This was something approvers were asking for, so please spread the word to approvers in your department!

The screenshot shows a dashboard for a user named Shannon. It features three main sections, each with a colored button and associated text:

- JOB DESCRIPTION** (purple button): My position description - Under review
Manage position descriptions
- NEW JOB** (red button): New job
0 - jobs open
- APPROVALS** (orange button): 0 - jobs awaiting your approval
1 - open jobs you have approved

Applicant assistance

If an applicant tells you they are unable to log in to PageUp, remind them that they must use the same email address used in their PageUp profile. If they are unsure, type their name in the search field in the top right corner of your dashboard and you will see the email address used. If they need to change the email address on their profile or can't remember their password, have them contact HR.

If applicants inquire about an email that they didn't receive, make sure they understand that **emails sent through PageUp system come from fsearch@mines.edu**, not from the hiring manager (HM)/department assistant nor from an actual person in HR.

Hiring Process Follow Through and Onboarding

Remember that you, as the "hiring manager," are your department's facilitator for a search or direct hire. Please make sure to follow through the entire process to ensure completeness and compliance. Steps:

- Pre-offer salary request initiated by HM. This is the stage at which HR will do salary work and make our recommendation. **Make sure you select an approval process or it will not move forward.**

Page 1 of 1

Approval process

Originator:*

Approval process:

After selecting the appropriate approval process, click Save and Close at the bottom of the Offer Card. You can always go back in to your Jobs Open to make sure it's there and to check on how it's progressing through the approval stages.

Approval process

Originator:* Jennie Kenney

Approval process: Adjuncts

Approval workflow initiated: 29 Jun 2017, 9:50 am

1. Human Resources:	HR Approver ✓ Approved 29 Jun 2017
2. Department Head:	Leslie Light ✓ Approved 29 Jun 2017
3. College Fiscal Officer:	Nichole Bigley ✓ Approved 30 Jun 2017
4. AA Administrator:	AA Approver ✓ Approved 30 Jun 2017

Provisioning

Click the 'add' button below to add a provisioning item

Item	Option

Provisioning address:

- When the salary is approved, the HM will receive an email saying that the verbal offer may be made.

- Once a verbal offer has been accepted, the offer letter can be made. Be sure that the Final Approved Salary box on the offer card is filled in. And remember, **if you are part of Academic Affairs, AA makes all of your offer letters except for a classified position.**

SALARY & BUDGET

NOTE: all salaries are subject to the Mines Salary Procedures

Requested salary amount: 50,000

Requested salary justification: Jane Doe has 7 years of relevant experience and a bachelor's degree in Business

Salary recommendation & notes (HR VP etc.): HR: see attached salary memo

Final approved salary: [Redacted]

- Once the offer is accepted, the new hire is prompted to submit their background and complete the onboarding form. Completing this form allows Payroll to assign the CWID and enter the job into Banner. **This form needs to be completed prior to their first day of work.** Some applicants are completing only the first page; there are several pages. After completion of each page they should select the “next” button and continue until the form is complete.
- When their background has successfully completed, Paula will send you an email. If you don’t hear anything, contact Paula. There have been a few instances where the background was not submitted in a timely manner.

Remember that new hires still must come to HR on their first day of employment with original documents for the I-9 form completion.

As always, please let us know if you or someone in your department needs training. For PageUp assistance, you may contact anyone on the HR Recruitment Team:

Michelle Darveau mdarveau@mines.edu
Paula MacGeorge pnmacgeorge@mines.edu
Deb Wernli dwernli@mines.edu
Yolanda Wilson ywilson@mines.edu

Have a great Independence Day holiday!