

Happy Friday, Everyone!

1. We'd like to let you know of **additional PageUp log in options** that you may find more convenient. You can continue to visit <https://inside.mines.edu/HR-PageUp-Information> and go to the Employee Login, but there are now two other options:

https://inside.mines.edu/Office_of_Human_Resources :

PageUp

- **PageUp Login**

Please note: When you bookmark the PageUp login page, you will need to edit the bookmark to be <https://mines.dc4.pageuppeople.com>

and on Trailhead:



2. The <https://inside.mines.edu/HR-PageUp-Information> webpage has a clean new look and now contains more training aids, located under PageUp User Resources. Please check it out and let us know what you think. If there are items you'd like to see added, please let us know; it is still a work in progress.
3. There have been a few instances where the PageUp hiring manager thought they had initiated the **Pre-Offer Salary Request** but because an approval process was not selected, it did not go anywhere.

Approval process

Originator:*	<input type="text" value="HR Approver"/>	 
	Email address: fsearch@mines.edu ▼	
Approval process:	<input type="text" value="None"/> ▼	

Be sure to select an approval process from the drop down list, then click on save and close at the bottom of the Offer Card. You can always go back in to Jobs Open to make sure it's there and check on how it's progressing through the approval stages.

4. Reminder: HR can **assist** with travel expenses for out-of-state applicants coming to campus for interviews.  Please visit this link for the details: <https://inside.mines.edu/UserFiles/File/hr/PageUp/Travel%20Info%20Admin%20Faculty%20Interviewees.pdf> For questions regarding this process, please contact Nancy Cummings in HR.
5. We are working on a second streamlined requisition (job card) to be used for direct hires such as adjuncts, post docs, research hourly, etc. Watch for news on this in a future Enlighten email.
6. If you know of new hires who should attend PageUp training (or anyone who has never attended or wants a refresher), please let us know and we will schedule them. Also, if there are others who should be on this distribution list, please let us know that as well.

Have a great weekend!

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