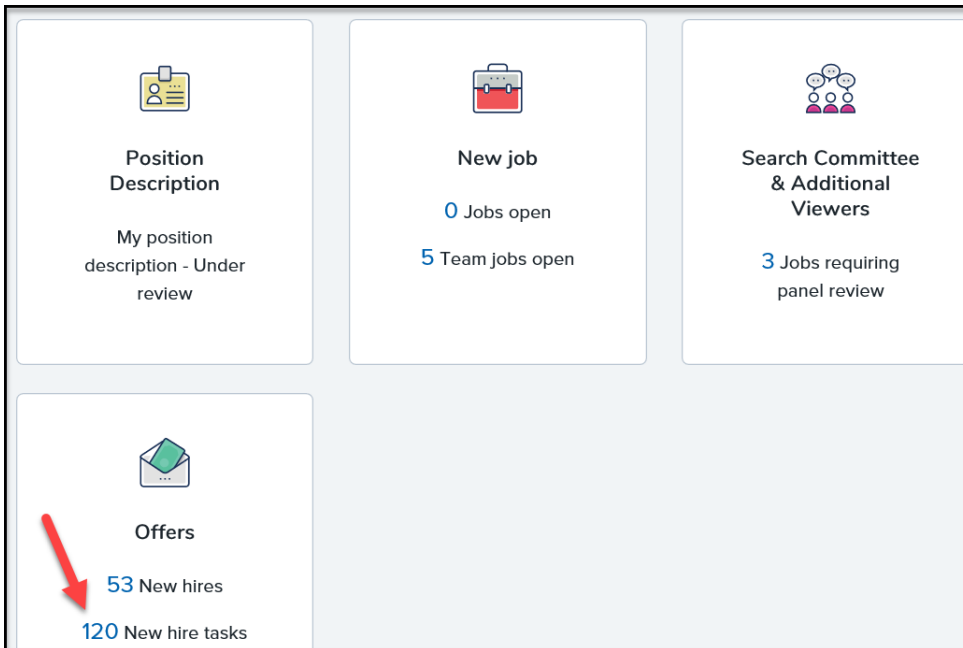


## Onboarding Delegate: Reviewing and Completing Tasks

**Step 1** - Log in to PageUp at <https://ucf.pageuppeople.com>

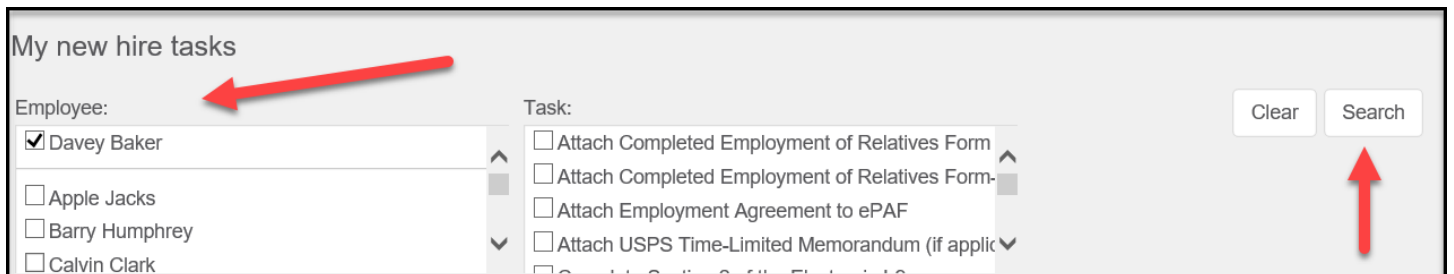
### PAGEUP DASHBOARD

**Step 2** – Under Offers, select the number next to New hire tasks.



### Select Name

**Step 3** – Check the box next to the name of the new hire and select Search.



## View Department's Onboarding Tasks

**Step 4** – Click on the title of each onboarding tasks. **Read the task information.** After the task is completed, mark as completed.

Select	Title	Employee	BadgeID	Step due	Hiring manager
<input type="checkbox"/>	<a href="#">Verify Employee Completed Onboarding Tasks</a>	Davey Baker		1 Feb 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	<a href="#">Submit Hire ePAF</a>	Davey Baker		1 Feb 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	<a href="#">Employment of Relatives Form (if applicable)</a>	Davey Baker		1 Feb 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	<a href="#">Complete Section 2 of the Electronic I-9</a>	Davey Baker		7 Feb 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	<a href="#">Submit Signed Position Description</a>	Davey Baker		11 Feb 2019	Jamie (Mgr) Manager

### Verify Employee Completed Onboarding Tasks

Step due: 1 Feb 2019

Review and verify that all the employee onboarding tasks under “Before the First Day” have been completed by the new hire. If the tasks have not been completed, follow-up with the new hire on the completion of the tasks.

Note: Do not submit the Hire ePAF until the “Before the First Day” tasks have been completed by the employee.

Mark as completed

Close

### Optional: Bulk Complete

Onboarding Delegates have the option to “Bulk Complete” multiple employees’ onboarding tasks as one time. This feature would be typically used for departments that hire high volume of employees at one time.

### Follow Steps 1 and 2 above

Log in to PageUp at <https://ucf.pageuppeople.com>

Under Offers, select the number next to New hire tasks.



**Step 3:** Check the box next to the employees' names that you would like to "Bulk Complete" their onboarding tasks at one time. Select Search.

**Bulk Complete**

My new hire tasks

Employee:  Apple Jacks  Walt Zing  Barry Goodman  Barrv Humohrev

Task:  Attach Completed Employment of Relatives Form  Attach Completed Employment of Relatives Form  Attach Employment Agreement to ePAF  Attach USPS Time-Limited Memorandum (if applic

Select	Title	Employee	BadgelD	Step due	Hiring manager
<input type="checkbox"/>	Complete Section 2 of the I9	Apple Jacks		21 Mar 2019	Jamie (COORD) Coordinator
<input type="checkbox"/>	Signed Position Description	Apple Jacks		25 Mar 2019	Jamie (COORD) Coordinator
<input type="checkbox"/>	Mandatory New Employee Training	Apple Jacks		17 Apr 2019	Jamie (COORD) Coordinator
<input type="checkbox"/>	Review & Acknowledge HR Annual Notices	Apple Jacks		25 Mar 2019	Jamie (COORD) Coordinator
<input type="checkbox"/>	Submit Signed Position Description	Walt Zing		4 Apr 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Verify Employee Completed Onboarding Tasks	Walt Zing		25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Submit Hire ePAF	Walt Zing		25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Employment of Relatives Form (if applicable)	Walt Zing		25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Complete Mandatory UCF Webcourses	Walt Zing		4 Apr 2019	Jamie (Mgr) Manager

Or if you would like to Bulk Complete a specific task, Check the Box under Task. Select Search

**Bulk Complete**

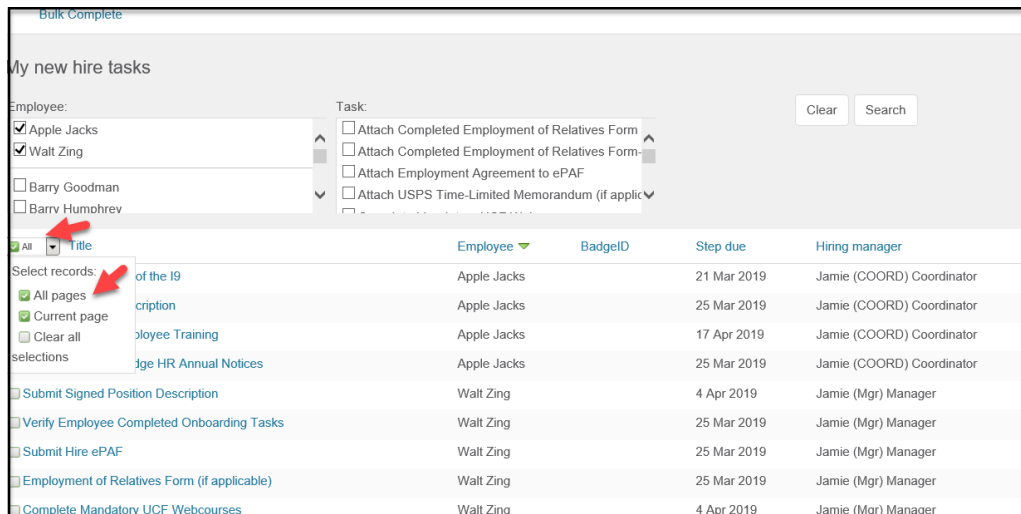
My new hire tasks

Employee:  Barry Goodman  Barry Humphrey  Calvin Clark  Carl Bench

Task:  Attach Employment Agreement to ePAF  Attach Completed Employment of Relatives Form  Attach Completed Employment of Relatives Form  Attach USPS Time-Limited Memorandum (if applic

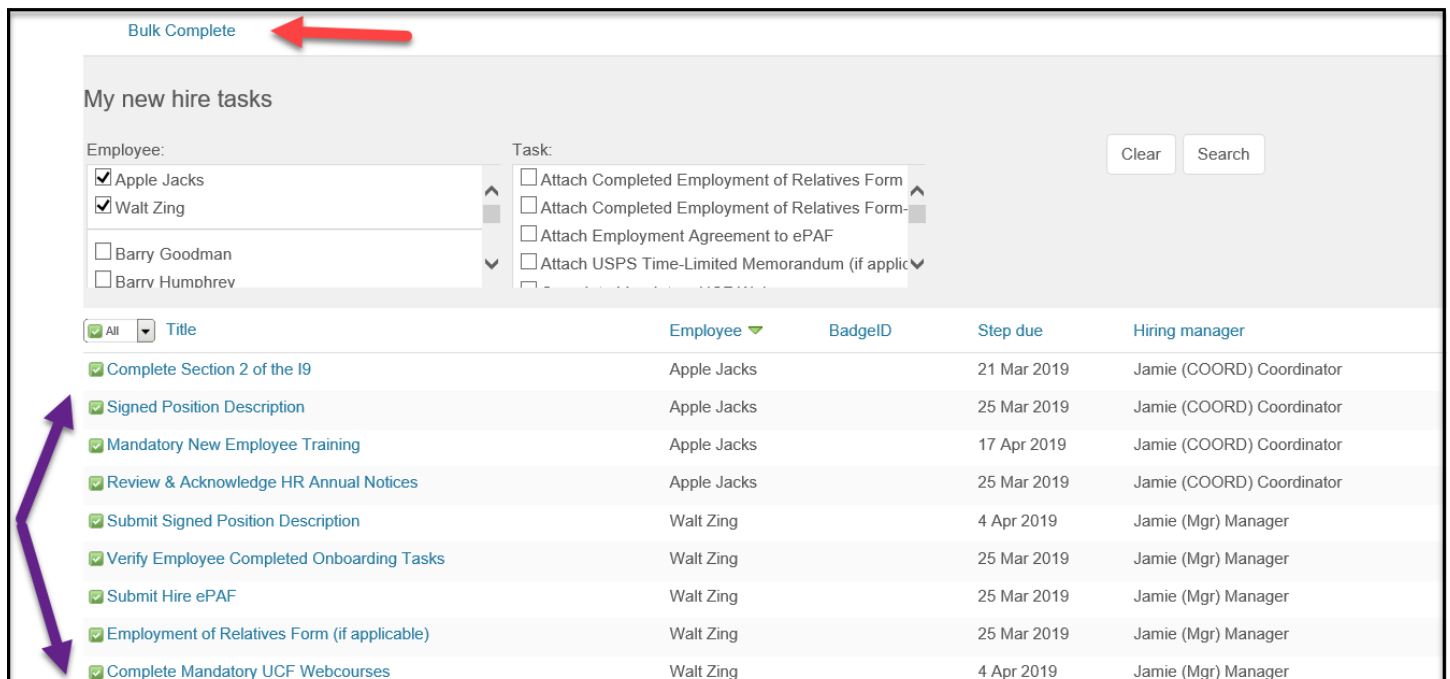
Select	Title	Employee	BadgelD	Step due	Hiring manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Colleen Baker		25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Freddy Burger		29 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Lauren Carpenter		25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Edward Charles		5 Apr 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Barry Goodman	3026596	25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Paul Jasner		25 Mar 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Marissa Lee		5 Apr 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Franks Lott	478989	5 Apr 2019	Jamie (Mgr) Manager
<input type="checkbox"/>	Attach Employment Agreement to ePAF	Kurt Mendelfield		5 Apr 2019	Jamie (Mgr) Manager

**Step 3:** Under the drop down above the Onboarding Tasks, Check the box “All Pages”



**Step 4:** You will notice that all the boxes are now in green with a check box next to them. You can “uncheck” any that you do not want to Bulk Complete. Select Bulk Complete at the top of the page.

**Important:** Once you select Bulk Complete the tasks will no longer appear under your “new hire tasks”. Verify that you have read the information for each associated task and the tasks have been completed before selecting Bulk Complete.





**Step 5:** The tasks have been marked complete and no longer appear.

The screenshot shows a web interface titled "Bulk Complete". At the top, it says "My new hire tasks". A light blue banner contains the message "You have successfully completed 9 tasks." with a red arrow pointing to it. Below this are two columns: "Employee:" with a list of names (Barry Goodman, Barry Humphrey, Calvin Clark, Carl Bench) and "Task:" with a list of tasks (Attach Completed Employment of Relatives Form, Attach Employment Agreement to ePAF, Attach USPS Time-Limited Memorandum (if applic)). To the right are "Clear" and "Search" buttons. At the bottom, a table header is visible with columns: "Select", "Title", "Employee", "BadgeID", "Step due", and "Hiring manager". A red arrow points to a message at the bottom right of the table area: "There are no items to show."