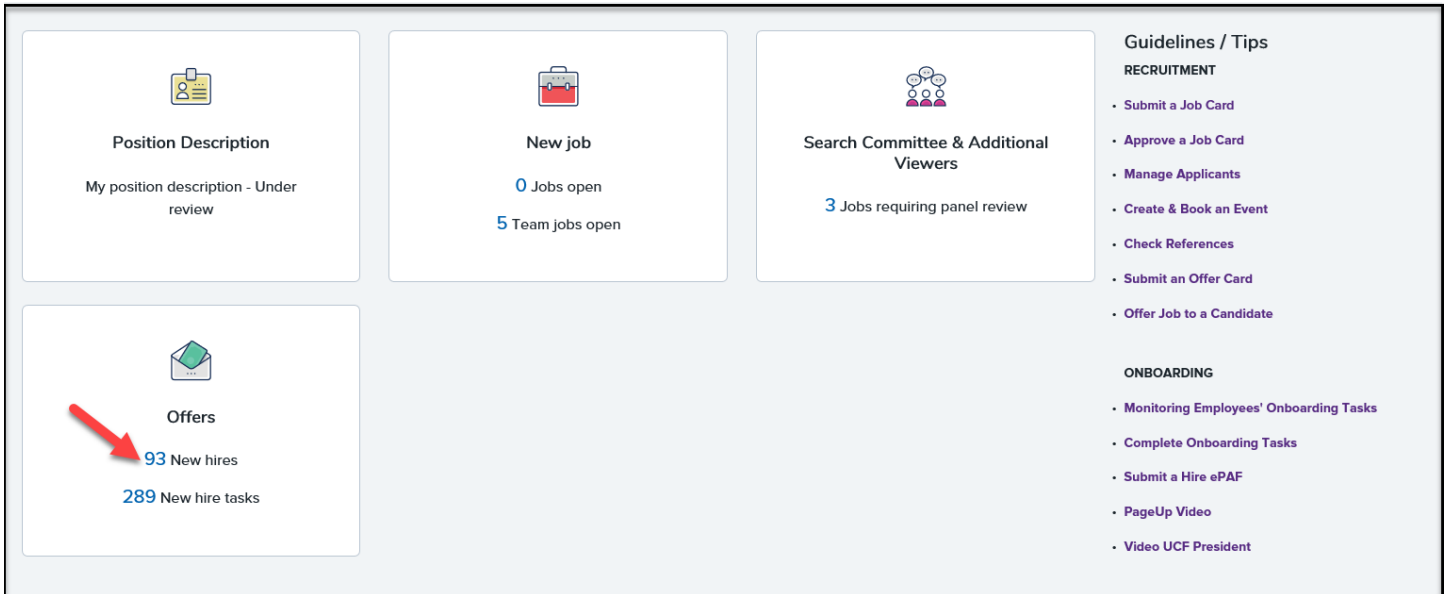


Onboarding Delegate: Monitoring Employees' Onboarding Tasks

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

PAGEUP DASHBOARD

Step 2 – Under Offers, select the number next to New hires.



The dashboard includes several key metrics:

- Position Description:** My position description - Under review
- New job:** 0 Jobs open, 5 Team jobs open
- Search Committee & Additional Viewers:** 3 Jobs requiring panel review
- Offers:** 93 New hires, 289 New hire tasks (highlighted with a red arrow)

Guidelines / Tips

RECRUITMENT

- Submit a Job Card
- Approve a Job Card
- Manage Applicants
- Create & Book an Event
- Check References
- Submit an Offer Card
- Offer Job to a Candidate

ONBOARDING

- Monitoring Employees' Onboarding Tasks
- Complete Onboarding Tasks
- Submit a Hire ePAF
- PageUp Video
- Video UCF President

Select Name

Step 3 – Locate the employees name, and to the far right, select View all Tasks.

My new hires

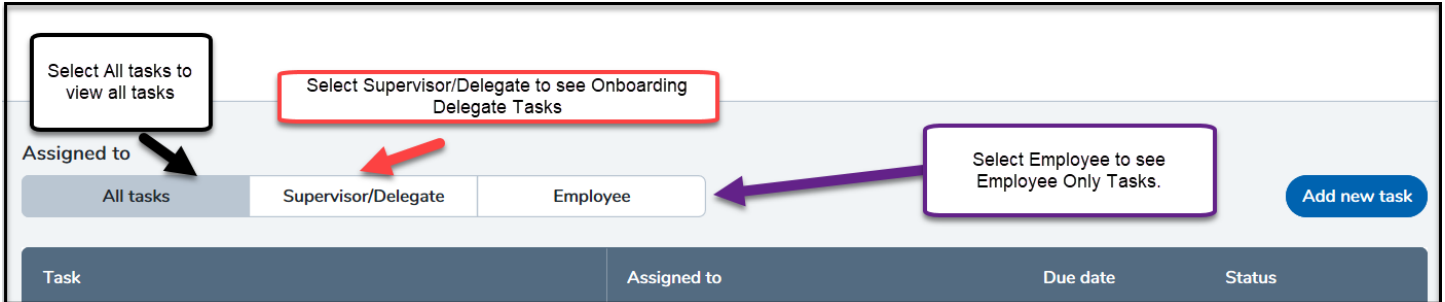
Applicant first name	Applicant last name ▲	Requisition Number	Title	Application status	
Walt	Zing	492598	Senior HR Representative	Launch Offer	View offer details
Walt	Zing	492613	Senior Telecomm Services Speci	Offer Accepted Paperwork Complete	View offer details View all tasks

View Status of Employee's Onboarding Tasks


It's very important as the onboarding delegate that you verify that the employees are completing their tasks timely. The Hire ePAF cannot be approved until the **"Before the First Day"** and **"Before Or On Your First Day"** onboarding tasks are completed. Please follow-up with the employees if the tasks have not been completed.

Step 4 –You will see a dashboard of the new hires’ and supervisors/onboarding delegate tasks. Tasks are grouped by due date (Before Your First Day, Before Or On Your First Day, Your First Week, Your First Month).

There are tasks specific for the employee to complete, specific of the onboarding delegate/supervisor to complete, and there are joint tasks such as the completion of the I-9 Form which both employee and onboarding delegate must complete. New Hires and Onboarding Delegate/Supervisor will receive one reminder email a couple of days before the task is due.



Confirm that the employee has completed their tasks by reviewing the status column or each task.

Task	Assigned to	Due date	Status
Before Your First Day			
Complete Section 1 of Electronic I9	Onboarding Ucf	16 Dec 2018	Overdue
Complete 3- in-1 Form	Onboarding Ucf	16 Dec 2018	Completed
Complete the Loyalty Oath	Onboarding Ucf	16 Dec 2018	Completed
Instructions on Uploading Onboarding Documents	Onboarding Ucf	16 Dec 2018	Overdue
Acknowledge Pre-Employment Notices	Onboarding Ucf	16 Dec 2018	Completed
Complete Employee Acknowledgement Form	Onboarding Ucf	16 Dec 2018	Overdue
Complete Retirement Status Notification Form	Onboarding Ucf	16 Dec 2018	Overdue
Disclose Relatives at UCF	Onboarding Ucf	16 Dec 2018	Overdue
Review Health Insurance Marketplace Notice	Onboarding Ucf	16 Dec 2018	Overdue
Review Drug Free Workplace Policy Statement	Onboarding Ucf	16 Dec 2018	Overdue

Status Key

- Open = Task has not been completed but is not overdue
- Completed = Task has been completed
- Overdue = Task has not been completed and is overdue.

Step 5: Review the information that was completed.

Click on the hyperlink of task title:

Disclose Relatives at UCF	Clifford Danson	10 Mar 2019	Completed
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Select the “Open Form” button

Review the Information


Disclose Relatives at UCF X

Completed date: 15 Feb 2019, 2:59pm

Please click “Open” to acknowledge if you have any relatives that currently for work UCF.

For questions or if you need assistance please contact Jamie (DEL) Delegate at pupdown3+11@gmail.com.

Onboarding Form



Relatives Employed at UCF

Please indicate if you have a relative working at UCF:

Yes, I know of a relative employed at UCF

Relative's name
Jessica Rabbit

Department (Type N/A if unknown)

Physics

NOTE:
Relative is anyone related to an employee, including, where applicable, (foster, adopted, step-, grand-, half-, in-law, spouse of, or great.) parent, child, sibling, first cousin, spouse, domestic partner, significant other, uncle, aunt, nephew, and/or niece. Persons who intend to marry or with whom the employee intends to form a domestic partnership or other intimate relationship are included in the definition of relative.

Please initial
CD

Additional Information: I-9 Processing

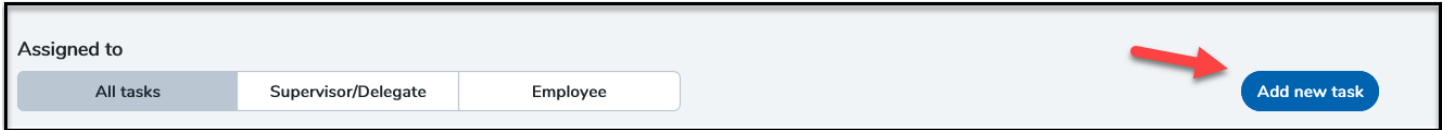
Hiring Departments will continue to complete I-9s within the Electronic I-9 Express system (www.i9express.com). Continue to provide the employee with the instructions to complete Section 1 of the I-9 form so that they select the appropriate location. Once the employee has completed Section 1 of the I-9 form, the employee will need to log back into the Knights Welcome Center and mark the task as completed. Once the hiring department completes Section 2 of the I-9 form within I-9 Express, the onboarding delegate will need to mark the task as completed within PageUp. Hiring department must view the **original documents** to complete Section 2 of the I-9 Form. Section 1 of the I-9 must be complete no later than the employee’s first day of hire. Section 2 of the I-9 form must be completed no later than the employee’s 3rd day of hire.

Step 6: After you have confirmed that the “Before the First Day” onboarding tasks have been completed, **submit the Hire ePAF**. For more information about submitting the Hire ePAF, refer to the Submit a Hire ePAF under the Onboarding guides on the PageUp Dashboard.

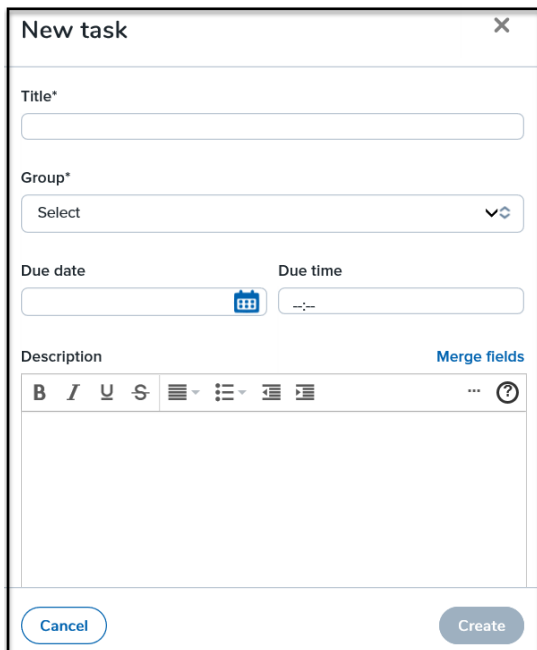
Optional: Additional Functionality

Onboarding Delegates and Supervisors have the ability to create additional tasks that are specific to the division, college, or unit, or new hire's position.

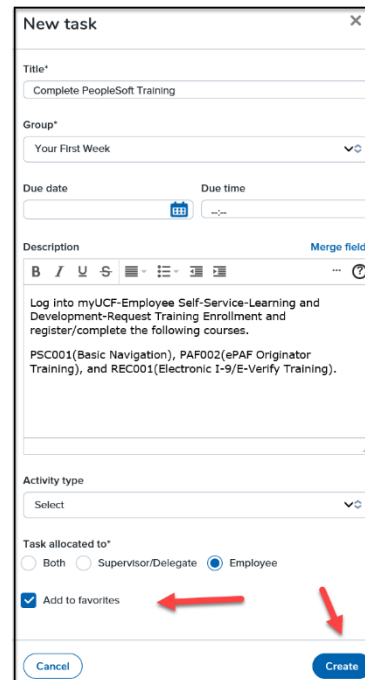
Select "Add new task"



A Blank Task Box will appear

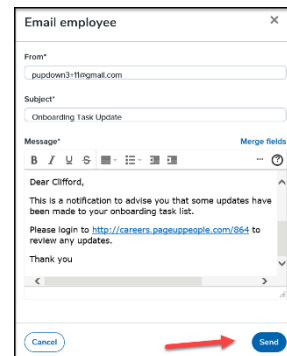
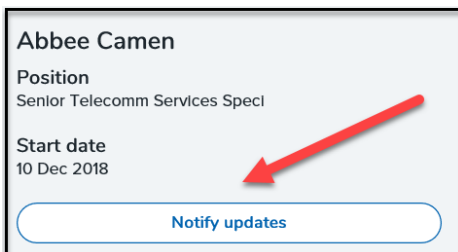


Fill in the Task Information and Select Create.



Select Notify Updates

Send an email message to the employee that a new task has been added. You can update the message as needed and select "Send".



Note: If you check the box to add it your favorite, it will be available for you to add to other hires as needed. You can select the (+) sign under “My Favorite Tasks”, Select the “Group” and Select Create to add to the onboarding task for other hires.

