

# PageUp Talent Management Training

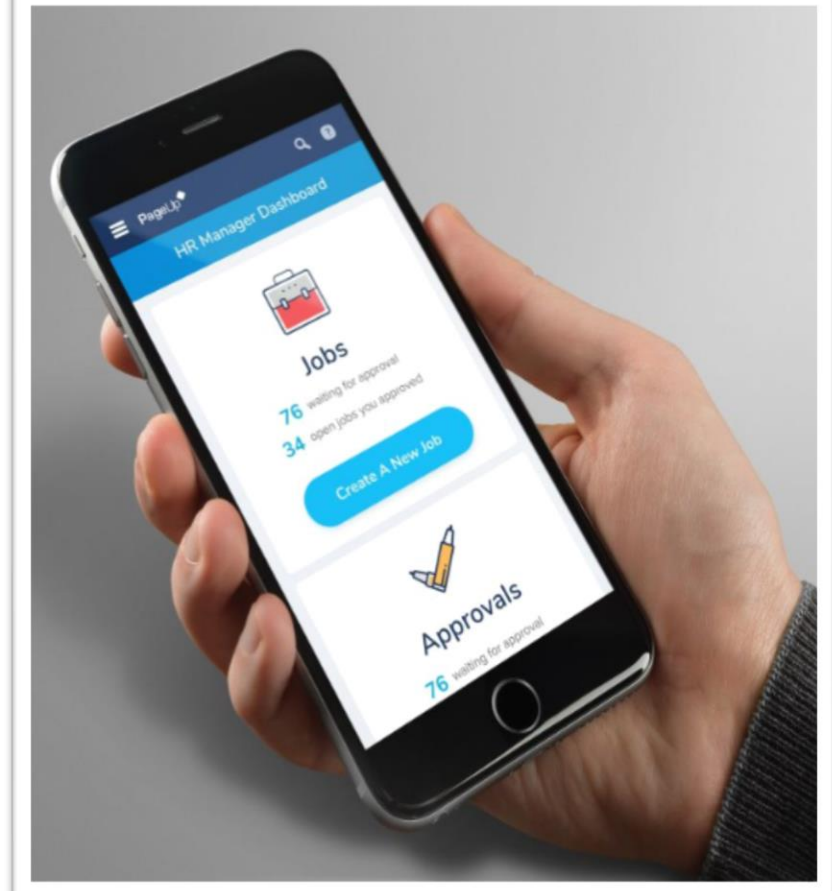


# PageUp<sup>TM</sup>

# PageUp Overview

- PageUp provides an enhanced candidate experience at every step of the recruitment cycle, from application to onboarding.
- PageUp provides following advantages:
  - Branded applicant experience
  - Integrated communications tools
  - Optional interview scheduling tool
  - Offers can be initiated and tracked
  - Eliminates need for paper
  - Robust metrics & analytics
  - Standardized and centralized employee onboarding
  - Provides oversight into the numerous organizational units and empowers teams to organize and track their recruitment process
  - Improved data integrity

# Available Across All Devices



# Implementation Details

- PageUp will go live for users on April 26, 2019
- PageUp go live for applicants on May 3, 2019
- Wrap up searches in PeopleAdmin by June 6, 2019
- The pay groups using PageUp at go live are:
  - USPS
  - A&P
  - Faculty
  - OPS – Phase 1
    - Hourly Non-Student Advertised
    - Post Doctoral
    - Medical Residents
    - Standardized Patients

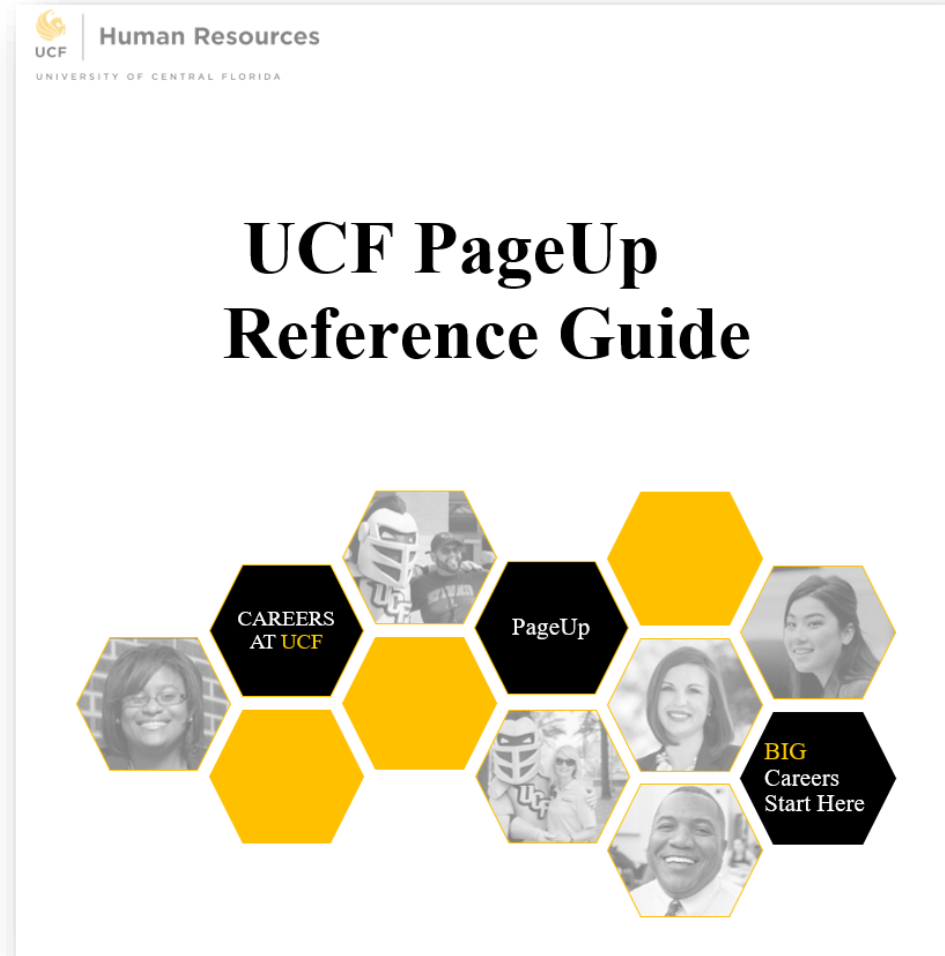


# Training Objectives

- General Navigation
- Job Card Posting Positions
- Managing Jobs & Managing Applications
- PageUp Functions
- Applicant Experience
- Offers
- New Hire Experience
- Manage Employee Onboarding Tasks
- Understand the Electronic Onboarding Process
- Know how to Monitor Status of Employee Onboarding Tasks
- Navigate and Complete Tasks as the Onboarding Delegate
- Know How and When to Submit a New Hire ePAF

# Reference Tools

- Comprehensive Training Guide
- Guidance tools on the PageUp dashboard
- Resources available online at: <https://hr.ucf.edu/liaisons-and-managers/new-talent-aquisition-system/>



# JOBS AT UCF

PROFESSIONAL CAREERS + TEACHING AND RESEARCH OPPORTUNITIES IN ORLANDO



[WWW.UCF.EDU/JOBS](http://WWW.UCF.EDU/JOBS)





# Careers Portal

EXPLORE UCF JOBS

The screenshot shows the 'CAREERS AT UCF' website. At the top, there is a navigation bar with the UCF logo, 'UCF SIGN IN', and a search bar. Below the navigation, there is a 'JOB SEARCH' section with a search input field and a 'LOGIN' button. The main content area is divided into a left sidebar for filtering and a main content area for job listings and announcements.

**REFINE YOUR SEARCH**

**WORK TYPE**

- Administrative & Professional (109)
- Faculty (34)
- OPS (Temporary) (14)
- USPS (Staff) (11)

**LOCATIONS**

- Main Campus (Orlando) (156)
- Main Off Campus (8)
- UCF at Celebration (1)
- UCF at Chiefland (1)
- UCF at Heathrow (1)
- UCF at Sumterville (2)
- UCF Downtown (1)
- UCF HSC at Lake Nona (3)
- UCF Rosen Col - Universal Blvd (1)
- UCF Sanford/Lake Mary (1)
- UCF South Lake (1)
- UCF Valencia West (1)

**CATEGORIES**

- Academic Advising/Support (11)
- Administrative/Clerical Support (13)
- Administrative/Professional (30)
- Admissions/Financial Aid/Enrollment (5)
- Advancement (2)
- Arts & Humanities (1)
- Business Administration (12)
- Communications/Public Relations/Marketing (5)
- Construction/Planning (2)

**Be a Part of Something Big**

You picked a great time to start a career at UCF. Making the world a better place is a big job. It requires a big University and we cannot do it alone. We need you. We are laser focused on attracting and cultivating exceptional and diverse faculty, students and staff whose collective contributions strengthen us. Sound like you? Then take the next step and apply for a career with the second largest public university in the U.S., where bigger is better.

**JOIN THE UCF TALENT NETWORK**

**Computer Support**

We want you to be a part of the Knight Nation's tech community! If our current technical opportunities don't align with your employment goals, we would love to keep in touch through our Talent Network.

**Senior Groundskeepers**

The Landscape & Natural Resources department at the University of Central Florida is seeking candidates interested in upcoming opportunities to join our team as Senior Groundskeepers.

**Law Enforcement Officer**

UCF Police Dept is seeking new law enforcement officers.

**CURRENT OPPORTUNITIES**

POSITION	LOCATION	CLOSES
Accountant II	Main Campus (Orlando)	April 5, 2019

This position will be part of the university's general accounting team and will primarily be responsible for managing accounting information and transactions for several university direct support organizations (DSO). The successful candidate will have an interactive nature; ability to multi-task; strong analytical and problem-solving capabilities; attention to detail; and



# GENERAL NAVIGATION

# New Terms

- Job Card
  - Requisition used to post a single or pool posting.
- Dashboard
  - Home page containing task tiles for various functions in the system
- Offer Card
  - Contains hire documents, offer/welcome letter and position and salary details
- Talent Network
  - Section of the careers portal where talent pipeline pools can be posted
- Posting Introductory Sentence
  - Preview sentence(s) viewable to the applicants on the careers portal prior to selecting posting

# User Types

- **Hiring Manager**

- Access to submit a job card (requisition) and hiring documents to Staffing Coordinator
- Ability to update applicant status

- **Staffing Coordinator (HR Liaison)**

- Ability to submit a job card and hiring documents
- Ability to edit a job card and hiring documents
- Ability to approve or decline a job card or hiring documents
- Ability to update applicant status

- **Executive Approver**

- Access to view a job card and hiring documents
- Ability to approve or decline a job card or hiring documents

- **Search Committee & Additional Viewers (aka Guest users)**

- Access to view applicants
- Ability to provide feedback/responses
- Access to view job
- Search Chair has ability to view committee responses

# User Access

## Access the PageUp System

To access the PageUp System, click on [ucf.pageuppeople.com](https://ucf.pageuppeople.com)

The screenshot shows the UCF Federated Identity login page. At the top, there is a navigation bar with the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". To the right of the navigation bar, there is a "UCF SIGN IN +" button and a search bar labeled "Search UCF". The main content area is titled "UCF Federated Identity". On the left side, there is a login form with two input fields: "NID" and "Password". Below these fields is a black "Sign on" button. To the right of the login form, there is a yellow box that says "You are logging into:" followed by the URL "https://admin.dc4.pageuppeople.com/". Below this box, there are three links: "What is my NID?", "NID Password Reset", and "Trouble Signing On?". At the bottom of the login form, there is a small text that says "By signing on, you agree to the terms of the UCF Policies & Procedures." and the UCF logo.

# My Dashboard

The homepage display of workflow task tiles based on what functionality a user has permission to access

**UCF UNIVERSITY OF CENTRAL FLORIDA**

PageUp.

### My Dashboard

Welcome jaclyn (Mgr), this is your Dashboard where you will see all your tasks organized in various stages.

Task Category	Count	Action
Position Description	1 (Under review)	Manage position descriptions and ...
New job	9 (Jobs open), 301 (Team jobs open)	New Job (Faculty), New Jobs (OPS)
Approvals	0 (Awaiting approval), 0 (Approved)	
Advertisements	4	
Assigned Applications	0 (Jobs with applicants), 0 (Applicants assigned)	
Search Committee & Additional Viewers	1 (Jobs requiring review)	
Interviews	6 (Scheduled)	
Offers	0 (Awaiting approval), 1 (New hires), 0 (New hire tasks)	

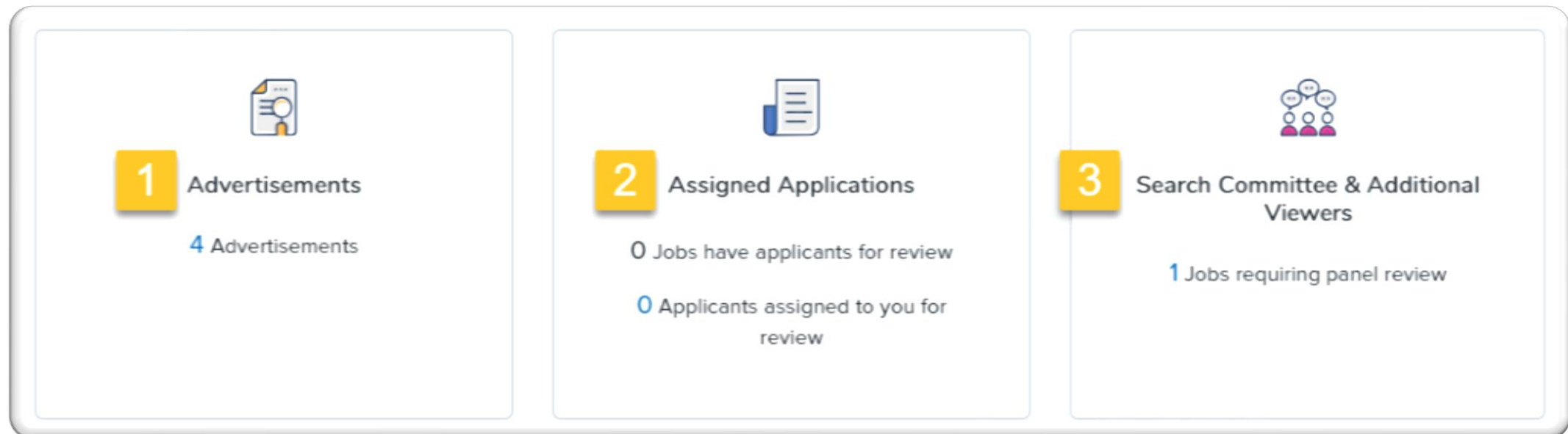
# Task Tiles

1. **Position Description** Task Tile allows you to search USPS and A&P positions to create a posting.
2. **New Job** Task Tile allows you to view the number of jobs open, the number of team jobs open, and create a posting for Faculty and OPS groups.
3. **Approvals** Task Tile allows you to view the number of jobs awaiting your approval and the number of jobs you have approved.



# Task Tiles

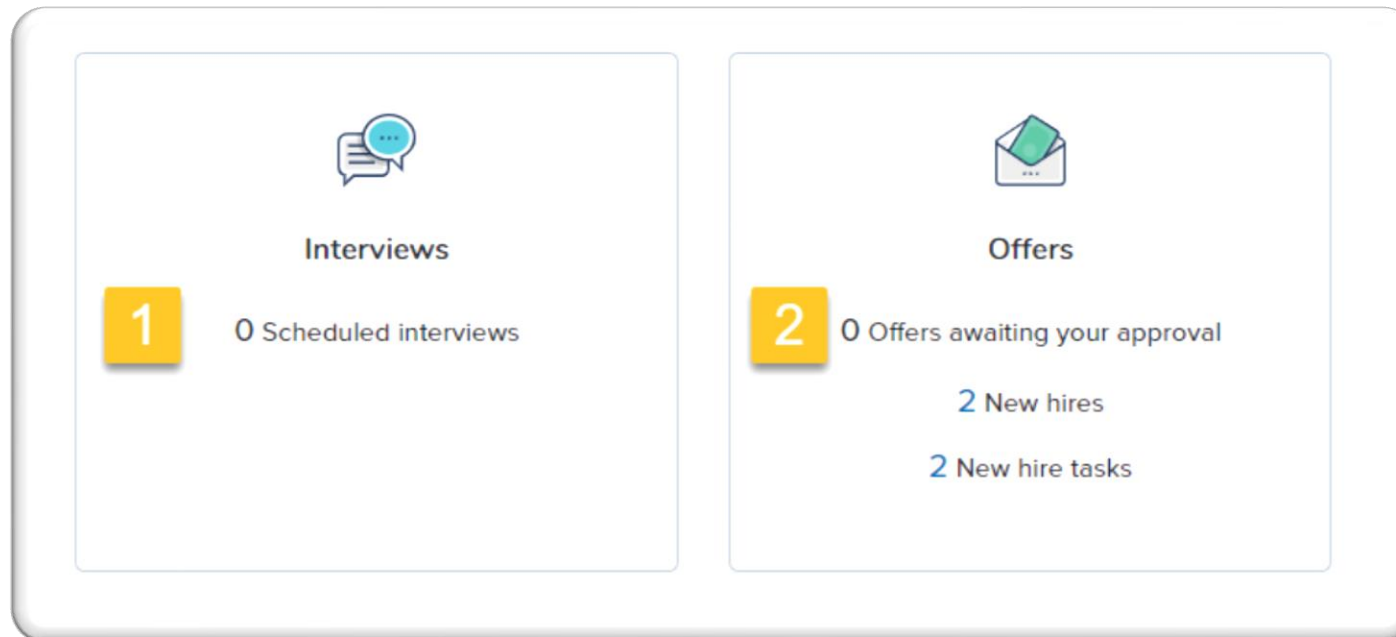
1. **Advertisements** Task Tile allows you to view a list of your jobs posted on the careers portal.
2. **Assigned Applications** Task Tile allows you to view the number of jobs and applicants for review that have been assigned to you.
3. **Search Committee & Additional Viewers** Task Tile allows you to view positions for committees you are serving. *Additional Viewers* is the same as *guest user access*.





# Task Tiles

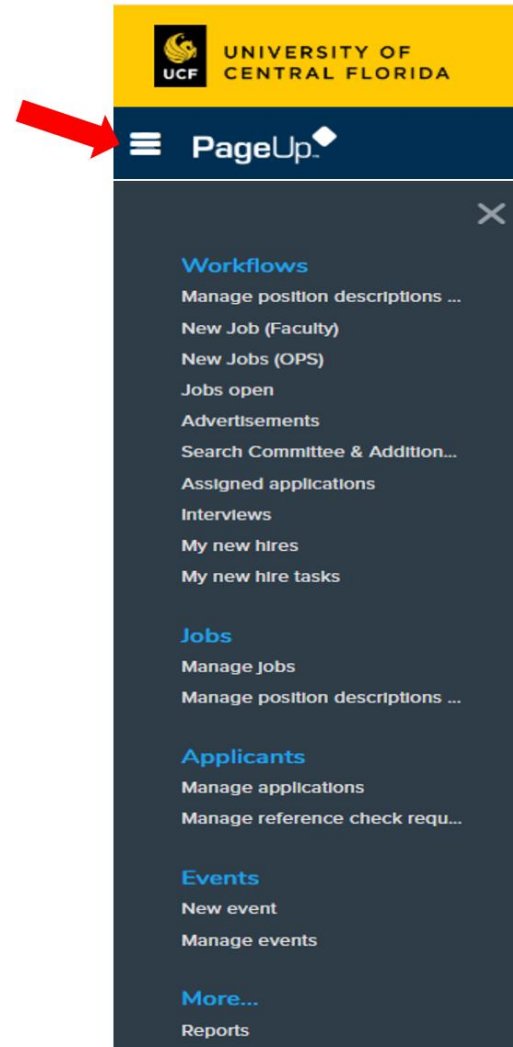
1. **Interview** Task Tile allows you to view the number of scheduled interviews if utilizing the *Events* function in PageUp.
2. **Offers** Task Tile allows you to view the number of offers awaiting your approval. The number of your new hires and the number of your new hire tasks.



# Main Menu

The Menu is grouped into subheadings.

It allows the user access to different areas of the system.





# JOB CARD POSTING POSITIONS

# Submitting a Job Card (Requisition)

## My Dashboard

**Position Description**  
My position description - Under review  
[Manage position descriptions and ...](#)

**New job**  
12 Jobs open  
310 Team jobs open  
[New Job \(Faculty\)](#)  
[New Jobs \(OPS\)](#)

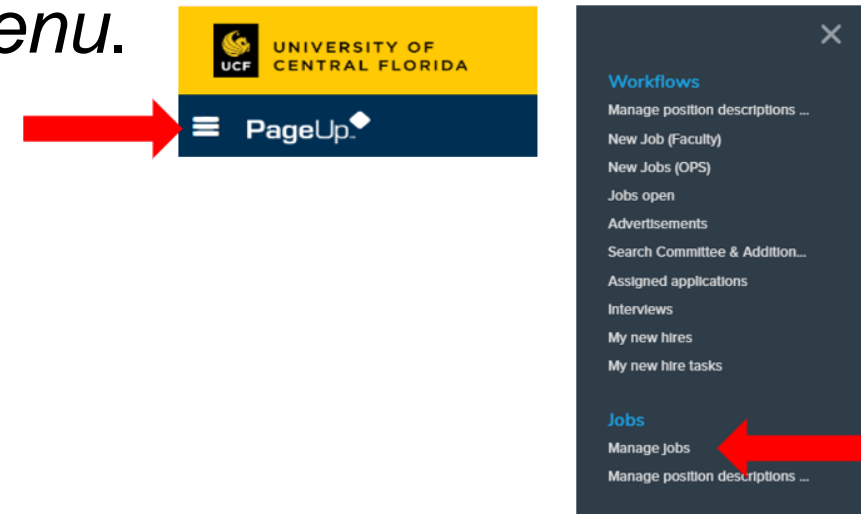
# Job Card

Job Card can be accessed from multiple locations:

1. The jobs open link on the dashboard



2. *Manage jobs* link from the *Main Menu*.



# Job Card

Job Card contains the following:

- **Position Info tab** displays posting information.
  - Job Requisition Number
  - Posting details
- **Notes Tab** is used to add *Position Notes*- viewable to all
  - Please remember all notes are subject to public record.
- **Document tab** is used to upload documents relating to the job posting such as: ads, transcripts, exemptions.
- **Reports tab** allows you to see reports pertaining to the job card.
- **Approval workflow** – approve or decline job card and/or return to originator for revisions.

# Job Card- Reporting Capabilities

The screenshot displays a web interface for a job card. At the top right, there are navigation links for "Jobs" and "R". Below this, a blue header bar contains the job title "(492615) HRIS Analyst Senior" and three action buttons: "View applications", "Print", and "Actions" with a dropdown arrow. A secondary blue bar below the header contains tabs for "Position info", "Notes", "Documents", and "Reports", with "Reports" being the active tab. The main content area features three report cards arranged horizontally. Each card has a title, a name, a date, and a download icon. The first card is titled "EEO Departmental Report" for "Jaclyn Velez" from "5 months ago". The second is "Scheduled Interview Report" for "PageUp Administrator" from "9 months ago". The third is "Time to Fill" for "Jamie Makowski" from "5 months ago". At the bottom center of the interface, there is a "Done" button.

Jobs R

(492615) HRIS Analyst Senior

View applications Print Actions

Position info Notes Documents Reports

EEO Departmental Report

Jaclyn Velez

5 months ago

Scheduled Interview Report

PageUp Administrator

9 months ago

Time to Fill

Jamie Makowski

5 months ago

Done

# Job Card- Metrics & Analytics



Job ID: 492357  
 Job Title: Associate Director,  
 Communications and Marketing  
 Org Hierarchy:  
 President  
 Additional Departments - President  
 Communications & Marketing

### ALL APPLICATIONS

Total Count 147

Gender	#	%
Male	47	32%
Female	99	67%
Not Disclosed	1	1%
Not Specified	0	0%

Are you Hispanic or Latino?	#	%
Yes	13	9%
No	126	86%
Not Disclosed	8	6%
Not Specified	0	0%

Race Category	#	%
American Indian or Alaska Native	2	1%
Asian	5	4%
Black or African American	3	2%
Native Hawaiian or Other Pacific Islander	2	1%
White	116	79%
Two or more races	8	6%
Not Disclosed	11	8%
Not Specified	0	0%

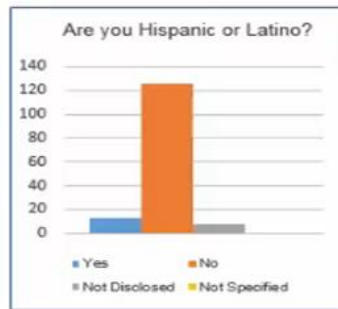
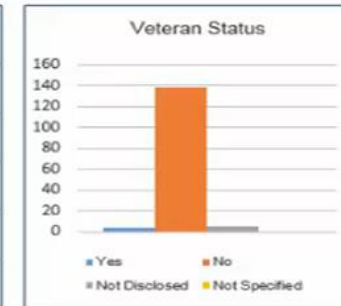
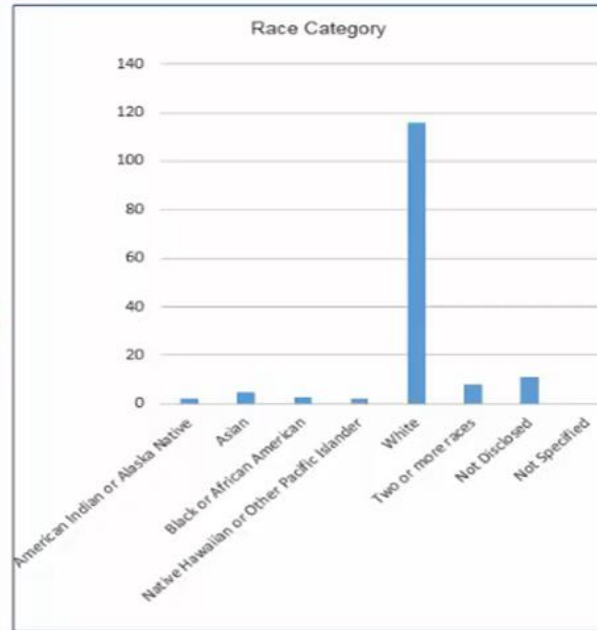
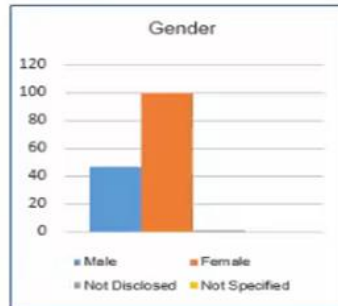
Veteran Status	#	%
Yes	4	3%
No	138	94%
Not Disclosed	5	4%

## Applicant EEO Report

Report Date: 09/19/2017

Powered by PageLip

### Visuals



### Matrix View

Non-Hispanic / Non-Latino										Do not wish to disclose	Not answered	Total
Hispanic/Latino	American Indian or Alaska	Asian	Black or African	Native Hawaiian or Other	White	Two or more races	Not Disclosed	Not Specified				

AllApplications

PhoneInterview

CampusInterview1

CampusInterview2

ReferenceCheck

OfferAccepted





# VIDEO DEMONSTRATION

## Creating a Job Card

# Key Takeaways

## Job Card

- Job summary allows you to edit and personalize the job posting
- Allows you to post a single or pool positions
- Search committee section allows you to assign a chair and committee members
- Positions will be posted by system generated requisition number
- Recruitment process must be selected on the job card prior to submission



# MANAGING JOBS AND MANAGING APPLICATIONS

# Managing Applications

There are multiple ways to view any job posting:

- From the **Job Card**, click the **View Applications** button on the upper left hand side.
- From the **Manage Jobs** screen, click the number listed in the applications column.
- From the **Manage Jobs** screen, click the **Applications** icon (blue person located on the far right).
- From the **Main Menu**, click the **Manage Applications** link.





# Managing Applications

## Manage jobs

Status: All

Types: All

[+ Show other search criteria](#)

Job No.	Date created	User	Title	Area	Department	Status	Applications
492620	18 Dec 2018	JM	 Computer Specialist	ADMIN & FINANCE-BUSINESS SVCS	BS SV-AUX OPERATIONS	Offer	6
492619	17 Dec 2018	JC	 Appl Syst Analy Programmer	AA-College of Graduate Studies	GR STDY-PAYROLL	Approve 7 	
492616	7 Dec 2018	JM	 HRIS Analyst Senior	ADMIN & FINANCE-HUMAN RESOURCE	HM RES-PAYROLL	Approve 1	

# Managing Applications

1 Senior Secretary (492664)

2 Search Results

3 Submitted Status

4 First name Last name Email Sub-source

5 6 7 8

<input checked="" type="checkbox"/> All	Submitted	Status	First name	Last name	Email	Sub-source	<input checked="" type="checkbox"/>
<input type="checkbox"/>	27 Feb 2019	Interview 1	Captain	Crunch	glossy11+1@knights.ucf.edu	WOM	<input type="checkbox"/>
<input type="checkbox"/>	27 Feb 2019	Create Hire Documents	Noah	Velez	glossy11_2@knights.ucf.edu	CareerB	<input type="checkbox"/>
<input type="checkbox"/>	27 Feb 2019	Interview 1	Jon	Snow	glossy11_3@knights.ucf.edu	HEJ	<input type="checkbox"/>
<input type="checkbox"/>	28 Feb 2019	Interview 1	Sandra	Rodriguez	sandra.rodriguez@ucf.edu	Website	<input type="checkbox"/>
<input type="checkbox"/>	1 Mar 2019	Interview 1	George	Peterman	pupdown3+103@gmail.com	Empl FLA	<input type="checkbox"/>
<input type="checkbox"/>	1 Mar 2019	Hiring Manager Under Review	Nika	Gooding	nikag749@aol.com	WOM	<input type="checkbox"/>
<input type="checkbox"/>	1 Mar 2019	Hiring Manager Under Review	Shanna	Milien	atsucfpu@gmail.com	WOM	<input type="checkbox"/>
<input type="checkbox"/>	5 Mar 2019	Hiring Manager Under Review	Carol	Arce	Carol.Arce@ucf.edu	Website	<input type="checkbox"/>

Applicant flags:

- Veteran's Preference
- Ineligible for Rehire

Application flags:

- Recall preference
- USPS preference
- Written notice preference

Applicant Card

Applicant Card

Applicant Card

Applicant Card

Applicant Card

Applicant Card

Applicant Card

Applicant Card

# Change Applicant Status

Application statuses can be changed individually or using bulk actions. Do not use bulk actions for creating documents.

Certain applicant statuses will send an email notification to the applicant through the Talent Management system. Most emails can be edited before sending.

**NOTE: The PageUp bulk actions functions are extremely powerful and need to be used responsibly. Incorrect use of bulk actions can lead to large numbers of applicants being sent incorrect information.**

# Search Committee Panel Features

My panel jobs						
Job number	Date added	Status	Job title	User	Total applications	Your role
264883	24 Oct 2006	Approved	Talent Manager	DA	20	Chairperson <a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>
517349	11 Dec 2008	Approved	Faculty Administrator	CL	1	Panel member <a href="#">View Applicants</a>   <a href="#">View job</a>

The screenshot shows the UCF Search Committee Panel interface. At the top left is the UCF logo and the text "UNIVERSITY OF CENTRAL FLORIDA". Below that is a dark blue navigation bar with a hamburger menu icon and the "PageUp" logo. The main content area is light gray and displays the job title "Assistant Professor (492607)" and "Job Code Title (blue box): Assistant Professor". There is a blue button labeled "Bulk compile and send" and a "Sort:" dropdown menu currently set to "Outcome". Below this is a "Reference check" section with a "Select all" checkbox and a list of applicants, including "Honey Cheerios" with a date of "2 Nov 2018". On the right side, there is a "Job Code Title (blue box): Assistant Professor" label and an "Outcome:" dropdown menu. The dropdown menu is open, showing options: "Select", "No further consideration", "Further consideration - Discuss with committee", "Further consideration - Yes", and "Does not meet minimum qualifications".

## Outcome Responses

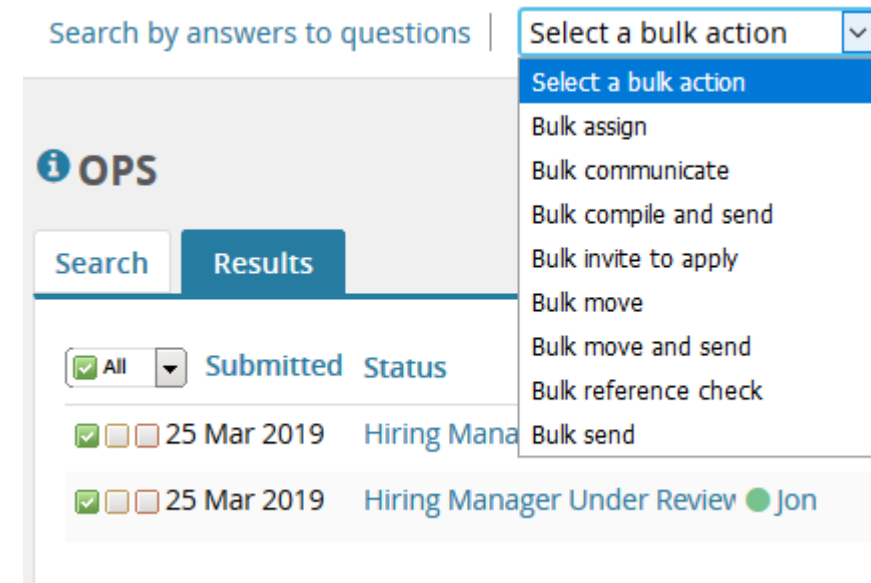
- No further consideration
- Further consideration – Discuss with committee
- Further consideration – Yes
- Does not meet minimum qualifications



# Bulk Actions

**Bulk Actions** make it easy to complete actions for multiple applicants at once such as:

- Status Updates
- Compiling documents into a PDF
- Communications
- Scheduling Interviews
- References



# Bulk Actions

- **Bulk Assign:** Used to assign application to any other user in the system for review. The assigned user can review the application with the option to approve or decline the applicant.
- **Bulk Communicate:** Used for communication with the applicants.
- **Bulk Compile and Send:** Used to compile documents of selected applicants into a single PDF.
- **Bulk Invite to Apply:** This function allows users to invite existing applicants to apply for a different job.
- **Bulk Move:** Used to change the application status of multiple applicants at once.
- **Bulk Move and Send:** Used to change the application status of multiple applicants at once and send application materials to another user in a single email.
- **Bulk Reference Check:** Rather than using the application status to trigger reference letter checks, use this option to Bulk Reference Check. The ability to modify the email is one benefit of using bulk reference check over using application status.
- **Bulk Send:** Used to send application materials to another user as a separate attachment. Each application and document for each applicant will be sent as a separate attachment.

# Confirm Status Changes

After requesting an action, the **Confirm Status Change** screen will appear. It will be denoted by a symbol.

- The screen also provides options, including communications for applicants and communications to users. The options differ depending on the action being performed.



# Applicant Card

The *Applicant Card* displays a full history of the applicant, including the following information:

1 Noah Velez ●

5 6 Actions ^ 7

Address  
3536 State Drive  
Orlando, FL  
32826, United States

Phone  
[+1 \(407\) 478-4534](tel:+14074784534)

Cell  
-

Work  
-

Fax  
-

E-mail  
[glossy11\\_2@knights.ucf.edu](mailto:glossy11_2@knights.ucf.edu)

Number  
1322

Original source  
CareerBuilder

Flags  
Flags

Profile  
[View profile](#)

e-Zines comms hold  
 No

2 Applications   3 History   4 Resume

**Applicant Profile**

**Senior Secretary**

Job ID	Date submitted	Originator	Applied via	Offer Accepted Paperwork Complete (HR USE ONLY)	Offer	Flags	
492664	27 Feb 2019	Daren Hill	CareerBuilder	Status changed 23 Mar 2019	accepted		...

# Applicant Card

3

Applications History Resume

**Job**  
All

**Item**  
All

Today, 1:42am

**Communication** ⓘ  
Senior Secretary  
Bounced E-mail: UCF - Onboarding Task Reminder, To: glossy11\_2@knights.ucf.edu

Saturday, 23 Mar 2019, 12:19pm

Daren Hill

**Paperwork received**  
Senior Secretary  
Paperwork received

Saturday, 23 Mar 2019, 12:19pm

**Note**  
Senior Secretary  
'Personal Data Form (Domestic)' completed

**Item**

All

All

- Activities
- Application submissions
- Assign applications
- Background checks
- Bookings
- Communication
- Documents
- Notes
- Notes (user)
- Offers
- Rankings
- Tasks/reminders

# Applicant Card

4

Applications

History

Resume

Fred Stone- Test Resume.docx

Fred Stone


3536 State Drive Orlando, FL 32826

(407) 478-4534 (home) E-mail: [PUPDOWN3@gmail.com](mailto:PUPDOWN3@gmail.com)

## Objective

To obtain a Human Resources/Personnel Relations Coordinator position within the Recruitment Department at the University of Central Florida that will enable me to utilize my skills and provide an opportunity for professional development and career growth.

## Profile

 Self-starter and highly motivated with the ability to work in a fast paced environment.

# VIDEO DEMONSTRATION

## Managing Applications

# Key Takeaways

- Can move applicants individually or collectively into different recruitment statuses.
- Compile and send application and forms into a PDF document.
- Edit and send email communication to applicants.
- View applicant history.
- Ability to collect search committee responses for first round deliberations.





5 Minute Break

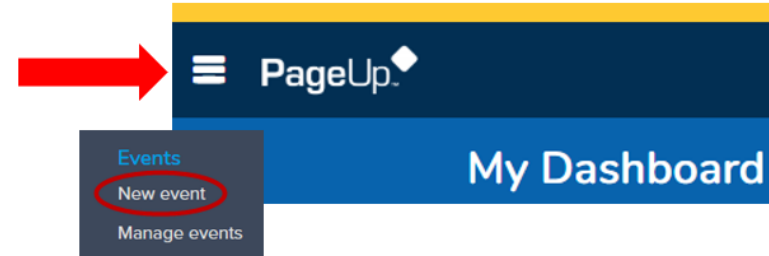
# PAGEUP FUNCTIONS

# Create an Appointment/Event

Booking an event allows users to manage and invite applicants to interviews or phone screening calls. The user sets up time slots and invites applicants to book a preferred time. These events can be entered into users' Outlook calendar.

PAGEUP MY DASHBOARD

Navigation: Main Menu  | New event



[Create New Event](#)

1. **Title:** Type in a title for your event, for example: *Phone screen for Job No#* or *Interview for Job No#*.
2. **Event type:** Select from drop down menu.

Event details

Title:\*

Event type:\* 

Select ▼

Select

Interview 1

Interview 2

Interview 3

Phone Screen

# VIDEO DEMONSTRATION

## Creating and Managing Events

# Key Takeaways

- Optional function to electronically schedule events/interviews
- Option to save appointment to your outlook calendar.
- Ability to view events, view bookings to events, search for events, edit events, delete events, and delete bookings.
- Provide instructions, map, etc., to interviewees.

# References

- There are four (4) types of reference check form options you may select to have the referee complete. The types of reference check forms are:
  - A&P Reference Questionnaire
  - Faculty Reference Questionnaire – Offers option to upload letter of recommendation/reference in addition to answering questionnaire
  - Letter of Recommendation/Reference – Referee to upload a letter of recommendation/reference instead of answering questionnaire
  - USPS & OPS Reference Questionnaire

Forms will also be available on the HR website in the *A-Z Index*.

# References

- There are four ways that you can complete reference check requests:

- **Option 1:** Bulk Reference Check

Use Option 1 if you would like to:

- Send to one or more applicants.
- Select the type of reference check form to be sent to the referee.
- Set the expiry date or deadline by which the reference check must be completed.
- Customize the communication that is sent to the referee, such as department contact information or guidelines for writing the reference letter.
- Attach a custom department questionnaire to the email. The referee can then complete the custom questionnaire and upload against the reference check form.

- **Option 2:** Send Reference Check form from *Applicant Card*

Use Option 2 if you would like to:

- Send to one applicant.
- Select the type of reference check form to be sent to the referee.
- Set the expiry date or deadline by which the reference check must be completed.
- Customize the communication that is sent to the referee, such as department contact information or guidelines for writing the reference letter.
- Attach a custom department questionnaire to the email. The referee can then complete the custom questionnaire and upload against the reference check form.

# References

- **Option 3: Change application status to Reference Check Requested**

Use Option 3 if no customization is required to the default settings. Default settings are:

- Reference Check Form is based on the position type.
- A&P and Search Committee (A&P) - A&P Reference Questionnaire
- USPS, OPS, and Search Committee (USPS) - USPS & OPS Reference Questionnaire
- Faculty - Faculty Reference Questionnaire
- Expiry date is set to 2 days. You can reinitiate the email request if the expiry date has passed.
- Standard email communication is sent.

- **Option 4: Manually call the referee and fill out Reference Form**

Use Option 4 if you wish to telephone the referee and ask the questions from the form.

- Reference Check Forms can be found on the HR website (A to Z Index).
- Upload the completed form on the job card (Document tab).



# VIDEO DEMONSTRATION

## Managing References

# Key Takeaways

- There are three types of electronic employment reference check forms.
- Option to request letter of recommendation in lieu of reference check form.
- Can send communication of reference request to candidate.
- Ability to view the reference responses in PageUp.
- Can configure reminders for referees to complete the references.



# APPLICANT EXPERIENCE



UCF



## CAREERS AT UCF

Search a Job Title or Location



LOGIN

## REFINE YOUR SEARCH

## WORK TYPE

- Administrative & Professional
- Faculty
- OPS (Temporary)
- USPS (Staff)

109

34

14

11

## CATEGORIES

- Academic Advising/Support
- Administrative/Clerical Support
- Administrative/Professional
- Admissions/Financial Aid/Enrollment
- Advancement
- Arts & Humanities
- Business Administration
- Communications/Public Relations/Marketing
- Construction/Planning
- Customer Service

11

13

30

5

2

1

12

5

2

4

SEND ME JOBS LIKE THESE

## JOIN THE UCF TALENT NETWORK

**Computer Support**

We want you to be a part of the Knight Nation's tech community! If our current technical opportunities don't align with your employment goals, we would love to keep in touch through our Talent Network.

WWW.UCF.EDU/JOBS

# Being Big Attracts the Best. Let's Get Started.

At UCF, we believe success can only happen when we expand opportunity and demand excellence. We believe if there's a better way, we should do it.

## Applicant Portal |

# Inviting Candidates to an Event

## Being Big Attracts the Best. Let's Get Started.

At UCF, we believe success can only happen when we expand opportunity and demand excellence. We believe if there's a better way, we should do it.



Please fill in all mandatory fields marked with an asterisk (\*).

### EVENT BOOKING - SELECT TIME SLOT

Event type: Interview 1  
Event: Asst Payroll Manager 492663

Please select a time slot:\*

DATE	START TIME	END TIME	VENUE	ADDRESS
<input type="radio"/> 25 March 2019	2:00pm	3:00pm	INNOVATIVE CENTER	3280 PROGRESS DR., ORLANDO, 32826 Florida United States
<input type="radio"/> 27 March 2019	9:00am	10:00am	INNOVATIVE CENTER	3280 PROGRESS DR., ORLANDO, 32826 Florida United States
<input type="radio"/> 27 March 2019	2:00pm	3:00pm	INNOVATIVE CENTER	3280 PROGRESS DR., ORLANDO, 32826 Florida United States

Select the time that you are able to attend and click the "Confirm booking" button to accept the booking.

**CONFIRM BOOKING**

DECLINE

CANCEL

# Applicant Booking Experience



## Being Big Attracts the Best. Let's Get Started.

At UCF, we believe success can only happen when we expand opportunity and demand excellence. We believe if there's a better way, we should do it.



### Welcome Kelly

You have been requested to attend a interview 1 for your **Assistant Payroll Manager** application.

[Make an appointment](#)



Just so we can get to know you better, we'd like for you to tell us more about yourself.

So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course - you can always provide us your resume.

[View Current Openings](#)

### INCOMPLETE APPLICATIONS

You have no incomplete applications.

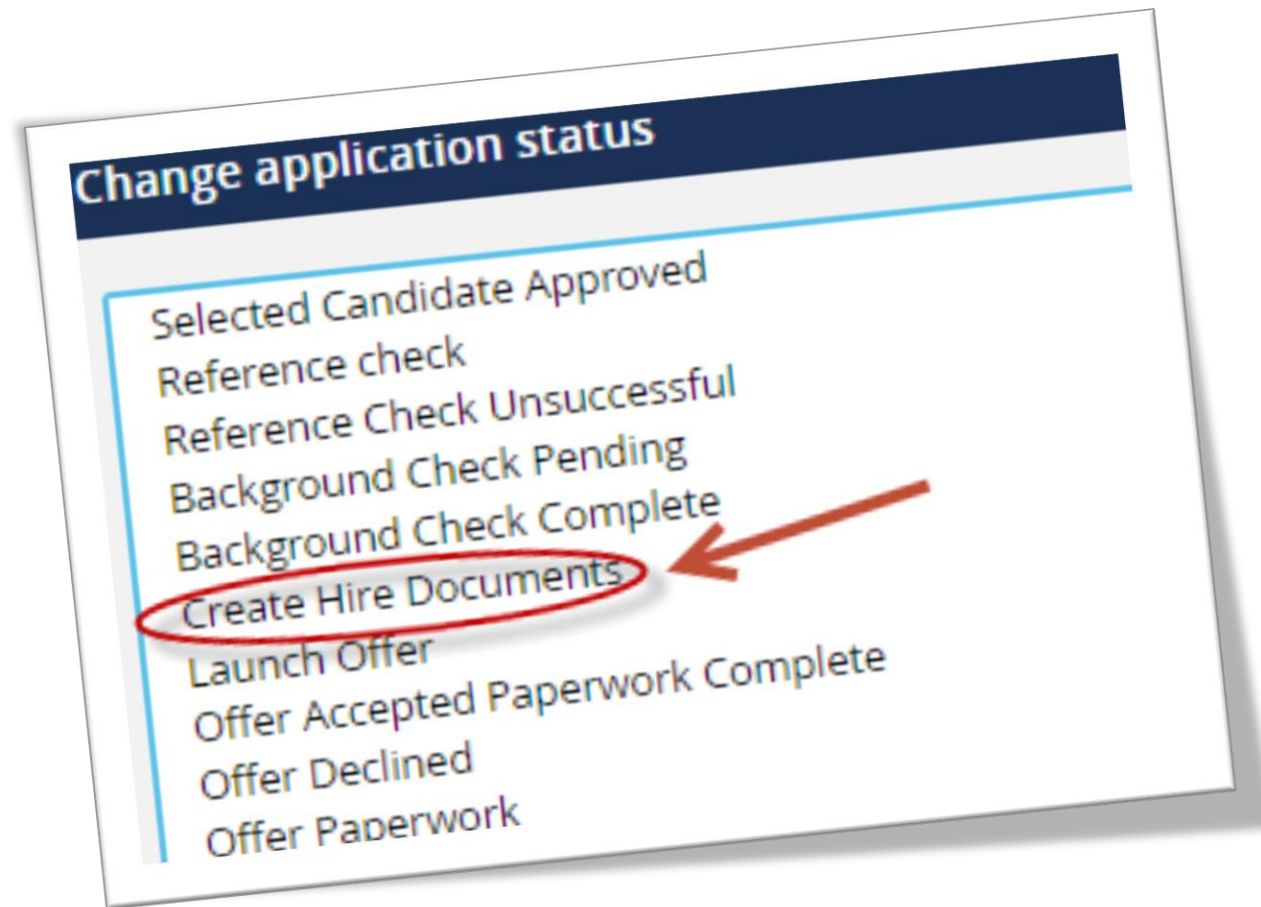
### SUBMITTED APPLICATIONS

Please note that offer documents can be retrieved from within the "view application" link of the job.

# OFFERS



# Submit Offer Card for Approval



# Offer Card

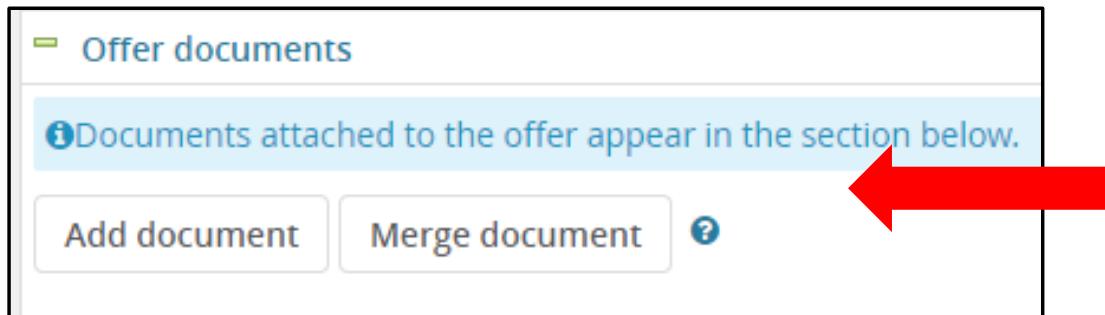
The ***Offer Card*** contains all of the information needed to complete a hire such as:

- Personal details
- Job details
- Offer details
- Offer documents
- Application documents
- Approval process

# Offer Card

## Offer Documents

1. Click **Merge document** and select an Offer/Welcome letter or agreement to send to candidate from document library.



2. You can also click **Add document** to upload, such as addenda or agreements.
3. Pop up message may appear, click **ok**.

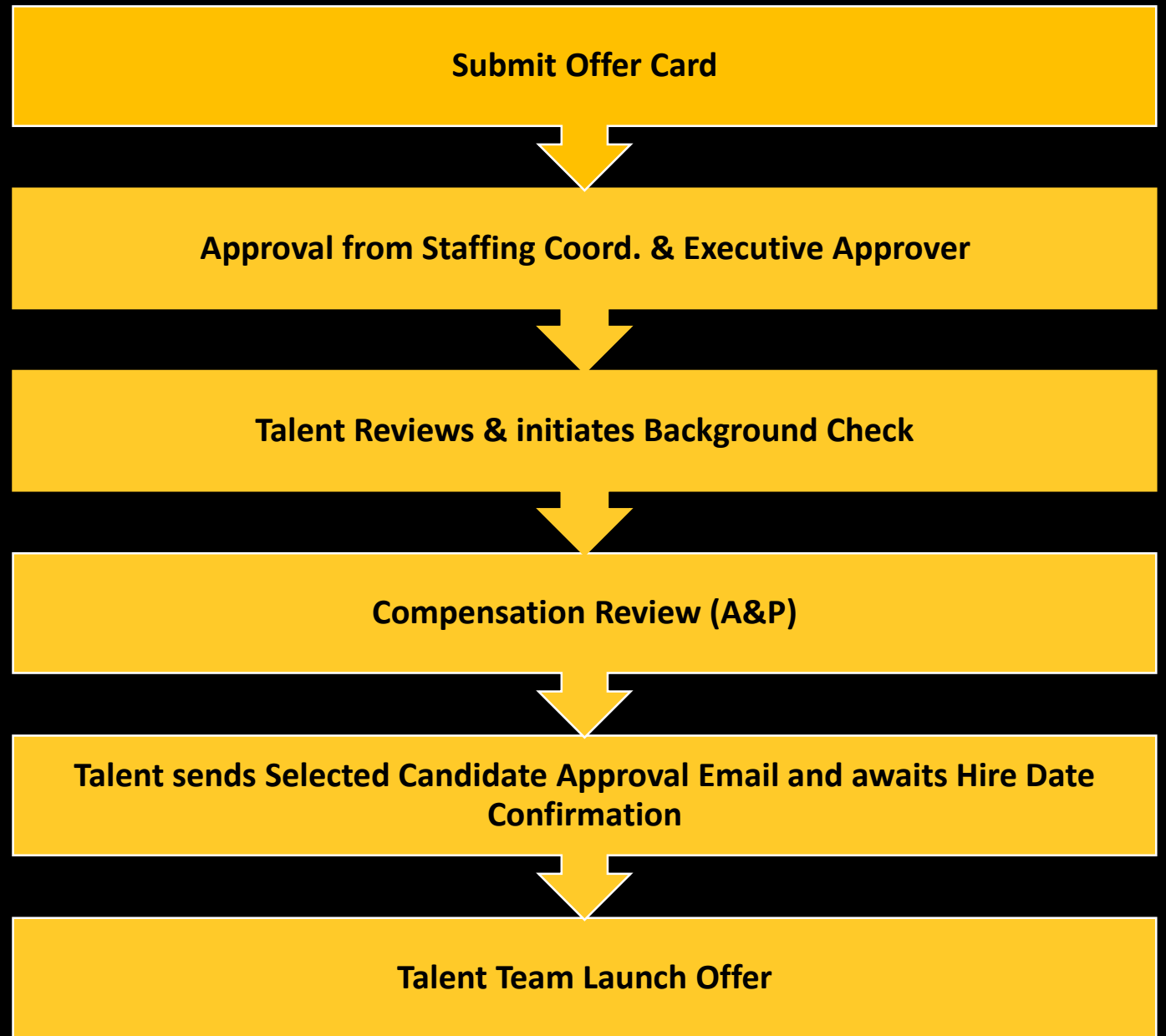
\* Faculty positions will utilize Welcome Letters and upload the contract.

# Background Process

- PageUp Integration with Truescreen Inc. for Background Check
  - Automated background check status updates
  - Automated email communications
- Contingent Offers
  - Candidates will not be able to start until the background check has cleared

NOTE: *Background check complete* status does not mean *cleared*. Hiring packet must be approved by Talent BEFORE the offer can be approved.

# A&P/ USPS/OPS Advertised Workflow



# Faculty Workflow



# OPS Workflow

**College/Dept. Completes and Submits Online Background Screening Check Form**



**Talent invites Candidate to Apply via PageUp**



**Talent Team initiates Background Check**



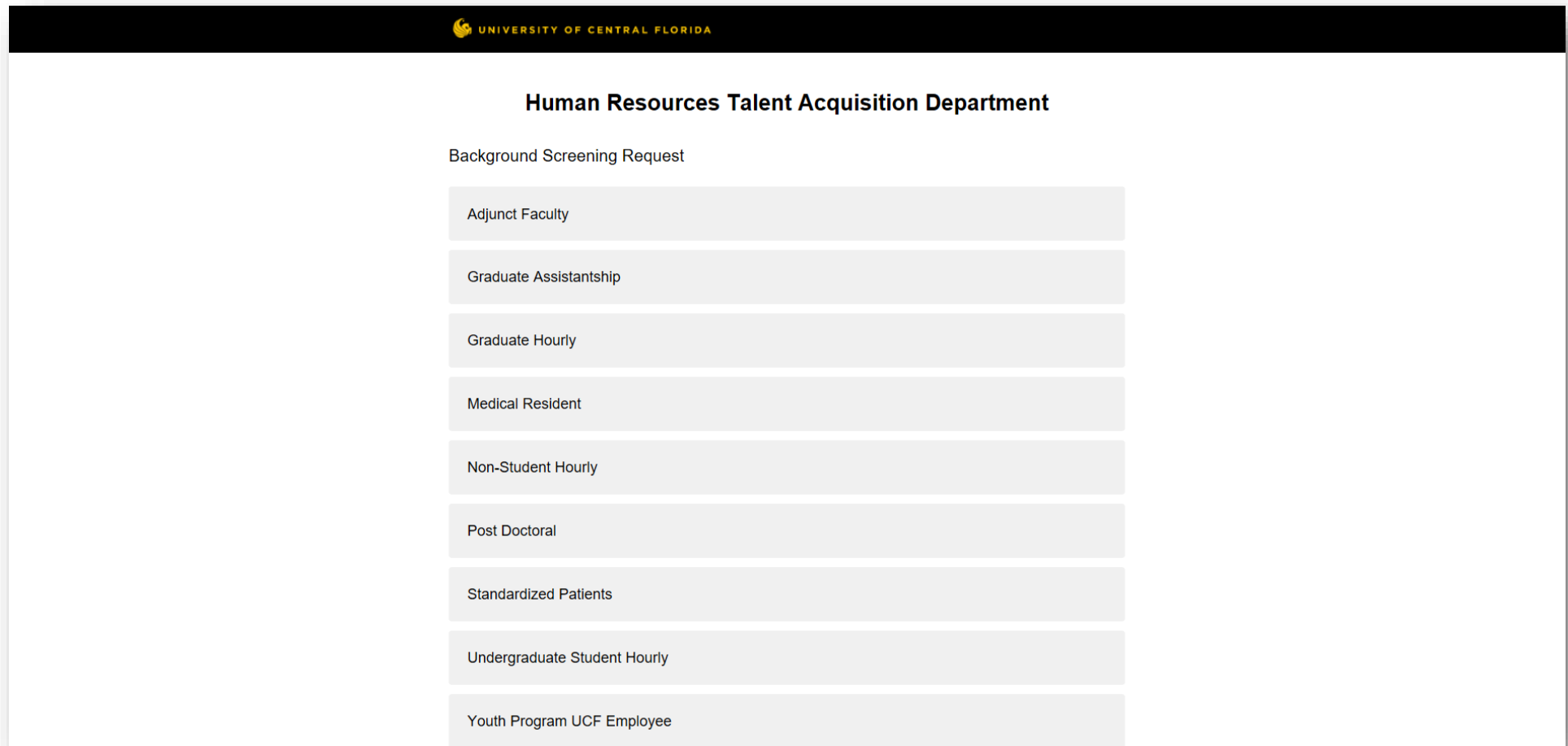
**Talent sends Background Check Approved Email**



**College/Dept. Submits New Hire Paperwork to Employment Services & Records**

# Online Background Check Form

- Online replacement for Affirmation Form
- Link will be located on the HR website under backgrounds on 4/26/19



The screenshot shows a web form titled "Human Resources Talent Acquisition Department" with a sub-heading "Background Screening Request". Below the heading is a vertical list of ten job categories, each in a light gray rectangular box:

- Adjunct Faculty
- Graduate Assistantship
- Graduate Hourly
- Medical Resident
- Non-Student Hourly
- Post Doctoral
- Standardized Patients
- Undergraduate Student Hourly
- Youth Program UCF Employee



# Offer Acceptance

- How will you know if candidate accepts?
  - Receive an email notification
  - Review History on Applicant Card

**Susan Sunshine** Print Color Black White Acti

**Address:** 2400 Dogwood Drive  
Orlando, FL  
32828, United States

**Phone:** +1 407-799-3993

**E-mail:** pupdown3+74@gmail.com

**Number:** 1183

**Original source:** UCF Careers website

**Flags:**

[View references](#)

[Profile](#)

**Job mail:**

e-Zines comms hold  **NO**

---

**Applications**

Application	Status	Actions
Asst Dir Info/Pub Svcs #492503 JM Submitted: 29 May 2018 via UCF Careers website	Offer Accepted Paperwork Complete Status changed 17 Oct 2018	Offer accepted <a href="#">Flags</a> <a href="#">Form</a> <a href="#">Resume</a>

---

**History**

Item:  Job:

Date & time	Item	
Today, 7:43am Jamie (Mgr) Manager	Paperwork received Asst Dir Info/Pub Svcs	
Today, 7:43am System	'UCF New Hire Form (International only)' completed Asst Dir Info/Pub Svcs	
Today, 7:43am System	System changed status to 'Offer Accepted Paperwork Complete' on completion of 'UCF New Hire Form (International only)' Asst Dir Info/Pub Svcs	
Today, 7:40am System	<u>E-mail: Offer accepted notification, To: pupdown3+20@gmail.com;pupdown3+11@gmail.com, From: noreply@ucf.edu</u> Asst Dir Info/Pub Svcs	<a href="#">View</a>
Today, 7:40am System	New hire form: UCF New Hire Form (International only), Status: Completed Asst Dir Info/Pub Svcs	<a href="#">View</a>
Today, 7:40am System	System changed status to 'Offer Accepted'. Offer has been accepted by Susan Sunshine. Asst Dir Info/Pub Svcs	

# VIDEO DEMONSTRATION

## Creating Offer Card

# Key Takeaways

Offer card allows you to:

- Create an offer letter/welcome for the selected candidate.
- Select an new employee orientation date.
- Select the appropriate onboarding process.
- Assign the onboarding delegate.
- Attach additional documentation to offer/welcome letter.

A golden statue of a knight on a horse, with a shield featuring the letters 'UCF'. The knight is wearing a helmet and armor, and the horse is facing left. The shield is prominently displayed on the knight's chest, with the letters 'UCF' in a stylized font. The entire scene is set against a dark, golden background.

10 Minute Break

# NEW HIRE EXPERIENCE

# Candidate Offer Experience

## Being Big Attracts the Best. Let's Get Started.

At UCF, we believe success can only happen when we expand opportunity and demand excellence. We believe if there's a better way, we should do it.



### Welcome Noah

You have been made an employment offer for your **Senior Secretary** application.

[View Offer](#)

Just so we can get to know you better, we'd like for you to tell us more about yourself.

So that we can understand where you'd really make a difference, every little bit of information you add counts! And of course - you can always provide us your resume.

[View Current Openings](#)

#### INCOMPLETE APPLICATIONS

You have no incomplete applications.

#### SUBMITTED APPLICATIONS

# Welcome to #KnightNation

Congratulations! You worked hard to get here, so now it is time to celebrate your success. We invite you to learn more about how your contributions will help us harness the strength of our size to create a positive, lasting benefit that resonates on a global scale. It's time to walk you through our Knights Welcome Center so you are ready for your first day at UCF. Please make sure your tasks are completed by the deadlines listed. With more than 12,000 staff and faculty representing 36 countries, we are one of Central Florida's largest and most inclusive employers. Welcome to UCF. Get ready to do big things.



## YOUR TASK LIST

### BEFORE YOUR FIRST DAY

- Complete Section 1 of Electronic I-9  
Due: 7 Apr 2019
- Complete 3- in-1 Form  
Due: 7 Apr 2019
- Complete the Loyalty Oath-

### WORKING AT UCF HAS BIG PERKS

Congratulations. On behalf of UCF's 13,000+ faculty and staff, we welcome you to UCF. Now is it time to walk you through the Knights Welcome Center so you are ready for your first day at UCF. What's first? Complete the items on the Task List in the right-hand column. We've made it easy to keep track of which items are due before your

# KNIGHTS WELCOME CENTER

# Video-Employee Onboarding Tasks

celebrate your success. We invite you to learn more about how your contributions will help us harness the strength of our size to create a positive, lasting benefit that resonates on a global scale. It's time to walk you through our Knights Welcome Center so you are ready for your first day at UCF. Please make sure your tasks are completed by the deadlines listed. With more than 12,000 staff and faculty representing 36 countries, we are one of Central Florida's largest and most inclusive employers. Welcome to UCF. Get ready to do big things.

## WORKING AT UCF HAS BIG PERKS

Congratulations. On behalf of UCF's 13,000+ faculty and staff, we welcome you to UCF. Now is it time to walk you through the Knights Welcome Center so you are ready for your first day at UCF. What's first? Complete the items on the Task List in the right-hand column. We've made it easy to keep track of which items are due before your first day and which are due later on. In addition, the tabs above will introduce you to our traditions, important policies, great employee benefits, opportunities for growth, and much more.

### YOUR TASK LIST

#### BEFORE YOUR FIRST DAY

- Complete Section 1 of Electronic I-9  
Due: 27 Mar 2019
- Complete 3- in-1 Form  
Due: 27 Mar 2019
- Complete the Loyalty Oath-Rights to Inventions  
Due: 27 Mar 2019
- Instructions on Uploading Onboarding Documents  
Due: 27 Mar 2019
- Acknowledge Pre-



# Notarized Form or Physical Signature

- Majority of onboarding tasks can be completed electronically with the exception of the **Loyalty Oath-Rights to Inventions** and **SSA-1945 Form**.
- Employee will be able to upload those two completed documents to the Knights Welcome Center.
- Specific Task has been created that provides new hire with the information on how to upload the forms.

# Key Takeaways

- Seamless transition from offer acceptance to onboarding tasks
- Logic built in the electronic forms
- Correct version of form

# ONBOARDING TASKS

# New Terms

- Onboarding Delegate
  - Individual within the department responsible for assisting the new hire with completing the onboarding documents
- Alternate Onboarding Delegate
  - Individual who is considered the back-up within the department responsible for assisting the new hire with completing the onboarding documents
- Onboarding Tasks
  - Onboarding documents or tasks that hires or onboarding delegates must complete
- Knights Welcome Center
  - Onboarding Portal where the new hire will view and complete the onboarding tasks

# Onboarding Tasks

- Grouping of Onboarding Tasks
- Onboarding Task Reminders
- Tasks Assigned (Employee, Onboarding Delegate, Both)
- Department's Responsibilities
  - Monitor the status of employee onboarding tasks via PageUp. Follow-up with the employee if they are not completed.
  - Complete the onboarding tasks specific to onboarding delegate (i.e., I-9, Submit Hire ePAF, etc..).

# Video-Status of Employees' Tasks

You are controlling Jamie (DEL) Delegate's account. [Return to your account](#)



PageUp

Jobs Reports Jamie (DEL) ?

## My Dashboard

Welcome Jamie (DEL), this is your Dashboard where you will see all your tasks organized in various stages.



### 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

## 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](#)



# Status Key

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

# Key Takeaways

- Visual Display of status of Tasks/Forms Completed
- Verify the tasks have been completed. Review the information. Follow-up as needed.





# ADDITIONAL FEATURES

# Video-Add Additional Tasks

You are controlling Jamie (DEL) Delegate's account. [Return to your account](#)



## New hire tasks

Samuel Hendrick

Position  
Project Manager

Start date  
28 Mar 2019

[Notify updates](#)

Add optional tasks ^

No tasks

My Favorite Tasks v

Assigned to

All tasks

Supervisor/Delegate

Employee

[Add new task](#)

Task	Assigned to	Due date	Status
Before Your First Day			<a href="#">Add</a>
<a href="#">Verify Employee Completed Onboarding Tasks</a>	Jamie (DEL) Delegate	25 Mar 2019	Overdue
<a href="#">Submit Hire ePAF</a>	Jamie (DEL) Delegate	25 Mar 2019	Overdue
<a href="#">Employment of Relatives Form (if applicable)</a>	Jamie (DEL) Delegate	25 Mar 2019	Overdue
<a href="#">Schedule Appointment with UCF Global</a>	Samuel Hendrick	23 Mar 2019	Overdue
<a href="#">Complete Section 1 of the Electronic I-9 (INT)</a>	Samuel Hendrick	27 Mar 2019	Open
<a href="#">Complete 3- in-1 Form</a>	Samuel Hendrick	27 Mar 2019	Open
<a href="#">Complete the Loyalty Oath-Rights to Inventions</a>	Samuel Hendrick	27 Mar 2019	Open
<a href="#">Instructions on Handling Onboarding Documents</a>	Samuel Hendrick	27 Mar 2019	Open

# Key Takeaways

- At the department level, you have the ability to create additional tasks that are relevant to your department and or the employee's position.
- Will your department be able to use this additional feature for items that are handled via email today?

A bronze sculpture of a knight on a horse, with a shield featuring the letters 'UCF'. The sculpture is set against a dark, textured background. The knight is wearing a helmet and armor, and the horse is in a dynamic, forward-moving pose. The shield is prominently displayed on the knight's chest, with the letters 'UCF' embossed on it.

# ONBOARDING DELEGATE TASKS

# Onboarding Delegates-Tasks

- Verify Employee Completed Onboarding Tasks
- Complete Section 2 of the Electronic I-9
- Submit Hire ePAF
- *Attach Employment Agreement to ePAF*
- *USPS Time Limited Memo (if applicable)*
- Employment of Relatives Form (if applicable)
- Submit Signed Position Description

# I-9 Processing

- Hiring Departments will continue to complete I-9s within the Electronic I-9 Express system ([www.i9express.com](http://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.
- Hiring department must view the **original documents** to complete Section 2 of the I-9 Form.
- New Hire and Onboarding Delegate will log back into PageUp and mark task as completed once the I-9 form is finalized.

# Employment of Relatives Form

- Completed Offline-outside of PageUp.
- Employment of Relatives Form is still required to be fully **executed/approved** by all parties **prior** to the individual being offered employment or begin working at UCF for any relative of a current UCF employee within the same unit, department, or college.
- Attach the fully executed and signed form to the Hire ePAF.

# Submit Signed Position Description

- Onboarding delegates will see a task under “Your First Week” for Signed Position Description for **USPS and A&P** employees.
- The task is to provide position description to new hire to review and sign.
- Once signed by employee: via email, send copy of position description to either [comp@ucf.edu](mailto:comp@ucf.edu) (if not signed by Compensation Analyst) or [records@ucf.edu](mailto:records@ucf.edu) (if signed by Compensation Analyst).



# UCF Global-International Employees

- International employees will continue to go to UCF Global to complete their onboarding documents. UCF Global continues to complete the I-9 form for international employees.
- UCF Global will assist the international employees in completing the “Before the First Day” and “On the First Day Tasks.”
- UCF Global **DOES NOT** have access to the Onboarding Dashboard as they are not listed as the Onboarding Delegate on the Offer Card.
- Hiring Departments will need to verify that the onboarding tasks have been completed as you would for domestic employees.
- Hiring Departments will need to verify the I-9 has been completed by UCF Global and mark as completed the “Complete Section 2 of the I-9” Task.
- Inform UCF Global if the hire was processed through PageUp.

# Video-Complete Onboarding Tasks

You are controlling Jamie (DEL) Delegate's account. [Return to your account](#)

## My Dashboard

Welcome Jamie (DEL), this is your Dashboard where you will see all your tasks organized in various stages.



### 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

## 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](#)

# Key Takeaways

- Customized Electronic Task List for Onboarding Delegates.
- Bulk Compile Feature
- International employees continue to meet with UCF Global, Employment & Taxation for completing of onboarding tasks.
- I-9s completed within I-9 Express and original documents must be viewed.



HIRE EPAFS

# Submit Hire ePAF

- After the employee has completed the electronic Personal Data Form, a process will run overnight to export specific information to the ePAF system.
- Submit the Hire ePAF after confirming that the “Before the First Day” Tasks have been completed.

# ePAF Video-Search Employee

UCF HCM92TST | myUCF | Home | Worklist | Add to Favorites | Sign out

Company Directory

Search by Name

My Profile | Advanced Search

Self Service Reports

- My Information
  - Employee Security Roles
  - Employment Services
    - ePAF Pending - Records
    - Work Authorization Expiration

Top Menu Features Description

BI Publisher

Register Data Sources  
Register existing processes that will supply XML data for reports.  
Define PS Query

Run BIP Reports  
View, schedule, or search for BIP-based reports.  
Query Report Viewer  
Query Report Scheduler  
Report Manager

Report List

Database Name: ALL | [Report Manager](#)

Report Name	Report Description	Folder Name	Creation Date And Time
<a href="#">EX_30504_AE</a>	lst - Load Job Earnings Distri	HR REPORTS	02/22/2019 8:45AM EST
<a href="#">ZHR20234</a>	Tax Interface File	HR REPORTS	02/21/2019 12:53PM EST

# ePAF Video-Select Match Record

## Hire an Employee

### Step 1 of 8: Candidate Search

Search below for the person you wish to hire. If you know the Empl ID, enter it, and choose Search. Otherwise, enter the First Name, Last Name, and SSN and click Search.

Use the arrow icon to select a row. If your search returns no results, fill out the rest of the fields, and search again. If nothing is found, the Add button will display. Clicking Add will create a new Empl ID using your entries.

Was this hire done through PageUP?  Yes  No

#### Search Fields

Employee ID:  Job Req:  App ID:





\*Social Security #:





\*First Name:  Middle Name:

\*Last Name:  \*Date of Birth:

**Applicants** [Personalize](#) | [Find](#) |  |  | First  1 of 1  Last

	App ID	Job Req	Name	Date of Birth	National ID	Empl ID
1 	1316	492639	Phyllis Dillon	04/17/1983	(Not Displayed)	5076927

**Person Results** [Personalize](#) | [Find](#) |  |  | First  1 of 1  Last

	HR	Job	Act	EmplID	Rcd#	Name	Date of Birth	National ID
1 				5076927	0	Phyllis Dillon	04/17/1983	MATCH

# ePAF Video-Select Applicant Record

UCF HCM92DEV | myUCF | Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Department Self Service | ePAF Home Page

Employee ID:  Job Req:  App ID:

\*Social Security #:

\*First Name:  Middle Name:

\*Last Name:  \*Date of Birth:

**Applicants** Personalize | Find | First 1 of 1 Last

	App ID	Job Req	Name	Date of Birth	National ID	Empl ID
1	1307	492598	Henry Ford	02/01/1962	(Not Displayed)	

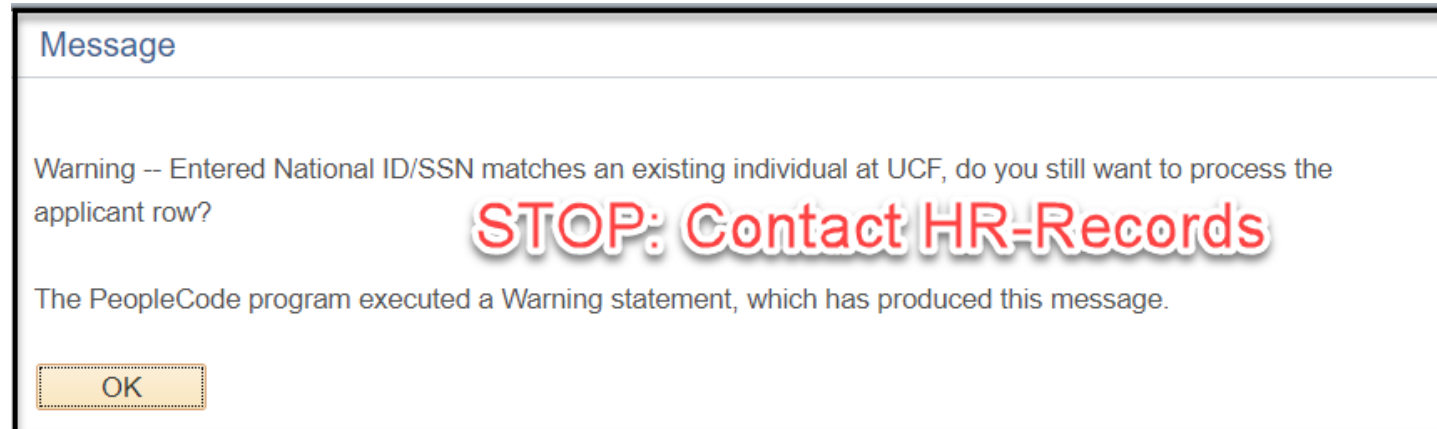
**Person Results** Personalize | Find | First 1-12 of 12 Last

	HR	Job	Act	EmplID	Rcd#	Name	Date of Birth	National ID
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4245965	0	Henry Alford	10/15/1999	(Not Displayed)
2	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	4574209	0	Henry Bransford	06/08/2000	(Not Displayed)
3	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	1328172	0	Henry Buford	10/22/1972	(Not Displayed)
4	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2985917	0	Henry Buford	10/01/1962	(Not Displayed)
5	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2763407	0	Henry Drakeford	12/10/1992	(Not Displayed)
6	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0187365	0	Henry Ford	08/27/1967	(Not Displayed)
7	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	2920394	0	Henry Ford	01/01/1992	(Not Displayed)
8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0357323	0	Henry Fordham	02/11/1968	(Not Displayed)
9	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0221521	0	Henry Lunsford	04/26/1941	(Not Displayed)
10	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	0406495	0	Henry Rainford	02/02/1981	(Not Displayed)
11	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3040747	0	Henry Rutherford	06/17/1993	(Not Displayed)
12	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3834442	0	Henry Stanaford	05/23/1997	(Not Displayed)



# Warning Message

- If you receive a warning message of “*Entered National ID/SSN matches an existing individual at UCF*”, **STOP**, do not proceed with the ePAF and contact HR-Records.



# ePAF: Contact Information

- ✓ Verify the name on the ePAF matches the employee's name on the I-9 Form.

\*First Name:  Middle:

\*Last Name:  Suffix:

Email Address:

**Home Address and Phone**

Home address is the person's permanent physical address and cannot be a P.O. Box.

\*Country:

\*Address 1:


Address 2:

\*City:  State:

County:

Home Phone:

Cell Phone:



# ePAF: Identity Information

- **The information will populate from PageUp.**
- ✓ Verify Social Security Number matches the Social Security Number listed on the I-9.
- ✓ Check *Enterprise Email* box if an email address will be requested.
- ✓ Select *Save and Next* to proceed to the job information.

Name: Danson, Clifford Empl ID 5076929

**Identity Info**

\*Gender: Male \*Marital Status: Married

Date of Birth: 12/01/1960 \*Citizenship Status: Naturalized

\*Social Security #: 419-55-1133

\*Military Status: No Military Service

Disabled

Disabled Veteran

**Ethnic Group** Find First 1 of 1 Last

Regulatory Region: USA United States Ethnic Group: AMIND American Indian/Alaska Native

Primary

Is the employee or the employee's spouse a former or active law enforcement officer, judge or member of a protected class under FS 119?

Yes  No

**Exchange Email**

Please check the Enterprise Email checkbox if your new employee needs to have an email account created. If checked, you will not need to do an Enterprise Email User Account eForm for the new employee.


Enterprise Email

<< Previous Save & Stop Save & Next >>

# ePAF Video-Job Information

Favorites ▾ | Main Menu ▾ | Department Self Service ▾ | ePAF Home Page

HCM92TST | myUCF | Home | Worklist | Add to Favorites | Sign out



## Hire an Employee

Step 2 of 6: Job Information

Complete the fields below with the appropriate job information for the individual being hired.

**Personal Info**

Name:	Brown,Jermaine Cabayan	Empl ID:	3239782
Cit Status:	Native	Personal Data	
Email Address:	pupdown3+203@gmail.com	Job Data	
		Additional Pay	

**Hire Form Data**

\*Effective Date: 04/08/2019   eForm ID: 659062

Position  Non-Position

\*Employee Group: University Support Personnel ▾

\*Pay Group: USPS Non-Exempt ▾

\*Empl Class: USPS Regular ▾

# Attachments-Hire ePAF

- There are still some documents that will need to be attached to the Hire ePAF for **employees hired through PageUp**.
- These include the following:
  - Faculty Employment Agreements
  - Post-Doctoral/Medical Resident Employment Agreements
  - USPS Time-Limited Memorandum (when applicable)
  - Fully Executed/Signed Employment of Relatives Form (when applicable)

# ePAF Routing and Approval

- After the ePAF has been submitted, it will route to various workflow approvers depending on the type of hire and funding.
- When it reaches HR-Employment Services & Records, the team will review the ePAF information to ensure it matches the information on the offer card.
- The Records Team will verify that all the “**Before Your First Day**” and “**On Your First Day**” tasks have been completed.
- If all has been completed and is correct, the Hire ePAF will be approved and loaded into the HR system (job data).

# Recap Onboarding Process

- Candidate will receive an email to accept offer.
- After candidate accepts offer, they will complete their Personal Data Form and onboarding tasks.
- Onboarding Delegate will log into PageUp and verify that the employee's tasks have been completed.
- Onboarding Delegate will complete their own tasks.
- Onboarding Delegate will **meet in person** with employee to complete I-9 Form with **original** documents.
- Onboarding Delegate or appropriate ePAF Originator will submit Hire ePAF. ePAF will route accordingly.
- Records team will review onboarding documents and approve Hire ePAF.

**The Hire Process is Complete!**

# Key Takeaways

- Verify the “Before the First Day” Tasks have been completed before submitting Hire ePAF.
- Integration with Offer Card and the ePAF, less data entry.
- Select *yes* if hired through PageUp.
- Look for the “Match” to avoid creating duplicate id numbers.
- Minimal Documents Attached to ePAF.





# WRAP-UP: ONBOARDING

# Additional Information

- Sign-In Paperwork Checklist vs. Onboarding Dashboard
- Welcome/Offer Letters
- New Employee Orientation Date
- **Hires Not Processed through PageUp**
  - Continue with the current process.
  - Complete the paper forms.
  - Complete the ePAF as it's done today.
  - Data Entry into the Hire ePAF.
  - Attach the applicable documents with the naming convention to the ePAF.

A golden statue of a knight on a horse, with a shield featuring the letters 'UCF'. The statue is set against a dark, textured background. The knight is wearing a helmet and armor, and the horse is in a dynamic, forward-moving pose. The shield is prominently displayed on the knight's chest, with the letters 'UCF' clearly visible.

# THE FUTURE OF PAGEUP

# Phase II

- **OPS**
  - Hourly Non-Student Not Advertised
  - Adjunct Faculty
  - Graduate Assistantship
  - Graduate Hourly
- **Electronic Position Descriptions**
  - Compensation feature which gives the ability to create, edit, and manage position descriptions within PageUp
- **Office of Institutional Equity update to hire process**
  - Faculty hires will be submitted through the system, eliminating the need for hire books
  - Enhancements to the hire process to include a recruitment and interview plan
- **Performance Management**

# Resources

## Hire Process Questions:

- Please contact [talent@ucf.edu](mailto:talent@ucf.edu)

## Electronic Onboarding Questions:

- Please contact [records@ucf.edu](mailto:records@ucf.edu)

## Department Team or Permission Questions:

- Please contact [hris@ucf.edu](mailto:hris@ucf.edu)

**Questions?**

