

## PageUp Recruitment System - New Hire Onboarding Process & Tracking

### NEW HIRE ONBOARDING PROCESS

1. Now that your new hire has accepted the offer, the appropriate office will begin the onboarding process:
  - a. The offer letter will be created, merged, and sent to the new hire via email with instructions on how to view and accept/decline the online offer.
    - i. *Please note that Bargaining Unit hires will not receive an offer letter, however will still receive an email directing them to accept/decline the offer via the portal.*

Applicant e-mail

E-mail from:

Leave blank to use the e-mail address of the logged in user.

E-mail subject:

E-mail body: Merge fields

**B** *I* U ~~S~~ ...

Dear {FIRSTNAME},

Congratulations on your offer of employment with the **University of Dayton** in the position of {JOBTITLE}.

In order to view your offer letter, which outlines the terms and conditions of your employment, please follow the steps below:

1. Access the **University of Dayton** careers website at <http://careers.pageuppeople.com/875/cw/en-us/listing>

Then click on 'Existing Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.


2. At the top of the screen you will see a yellow bar. Click on the 'View Offer' link to review your offer letter.
3. Please open and review your offer documents before accepting or declining your offer.
4. After viewing your offer letter, you will need to close the letter and return to the previous screen. If you are happy with the details of the offer letter, please click on the 'I accept' button.
5. **New Hires Only** - Once you indicate your online acceptance, you will be prompted to complete an online 'Confidential Employee Data Record'. Please fill out the details of each form accordingly.

Thank you and if you have any questions, please do not hesitate to HR at [employment@udayton.edu](mailto:employment@udayton.edu). Congratulations on your new position with the University of Dayton!

Sincerely,

Employment

**University of Dayton**



**University of Dayton**


Welcome Mick

[Home](#) [Update profile](#) [Update resumé](#) [Account](#)

You have been made an employment offer for your **Onboarding Coordinator** application.  
[View Offer](#)

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New hire will click on View Offer



**University of Dayton**

### Employment offer

You must read and agree to the terms of the offer before you can accept or decline the offer.

Congratulations, you have been made an employment offer for your **Onboarding Coordinator** application.  
Please review the following documents before accepting or declining your offer.  
Once you have accepted your offer, it can be retrieved again from within the "view application" link of the job.


[Exempt Staff Letter](#)

By clicking "I accept", I confirm:

I have read and agreed to the terms of the offer.

[I accept](#) [I decline](#) [Back to home](#)

If you are unable to open these documents, please download Adobe Acrobat reader by clicking on this icon.



New hire will need to open/view the letter before they can select 'I accept'

- b. Once the new hire accepts the offer, the '**Confidential Employee Data Record**' form will launch for them to complete.
- i. *Please note that internal hires will not be asked to complete this form or any other new hire paperwork, unless they are moving from a non-benefit eligible position to a benefit eligible position.*

← Confidential Employee Data Record Saved

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✓ Personal Information ▼

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CONFIDENTIAL EMPLOYEE DATA RECORD

Note to benefits eligible employees: The USA PATRIOT Act, passed in 2001, requires UD to provide its retirement vendor with identifying employee information, including your name, social security number, date of birth and a physical mailing address. PO boxes are not permitted. There is no exception.

**SECTION 1**

Please use your legal name as it appears on your Social Security Card.

First Name

MI

(optional)

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- c. After the new hire submits the form, they will then be directed back to their main portal page where they will access the onboarding portal to complete all tasks, such as new hire paperwork, etc.
  - i. Internal hires will still have access to the onboarding portal for a variety of useful resources.



The screenshot displays the University of Dayton employee portal interface. At the top left is the University of Dayton logo and name. Below this is a navigation bar with the text "Welcome Mick" and links for "Home", "Update profile", "Update resumé", and "Account". A yellow banner contains a congratulatory message and a blue link labeled "Go to employee portal". An orange callout box with an arrow points to this link, containing the text "New hire will click here to access the onboarding portal". Below the banner are sections for "Incomplete applications" (stating "You have no incomplete applications.") and "Submitted applications".

University of Dayton

Welcome Mick

Home Update profile Update resumé Account

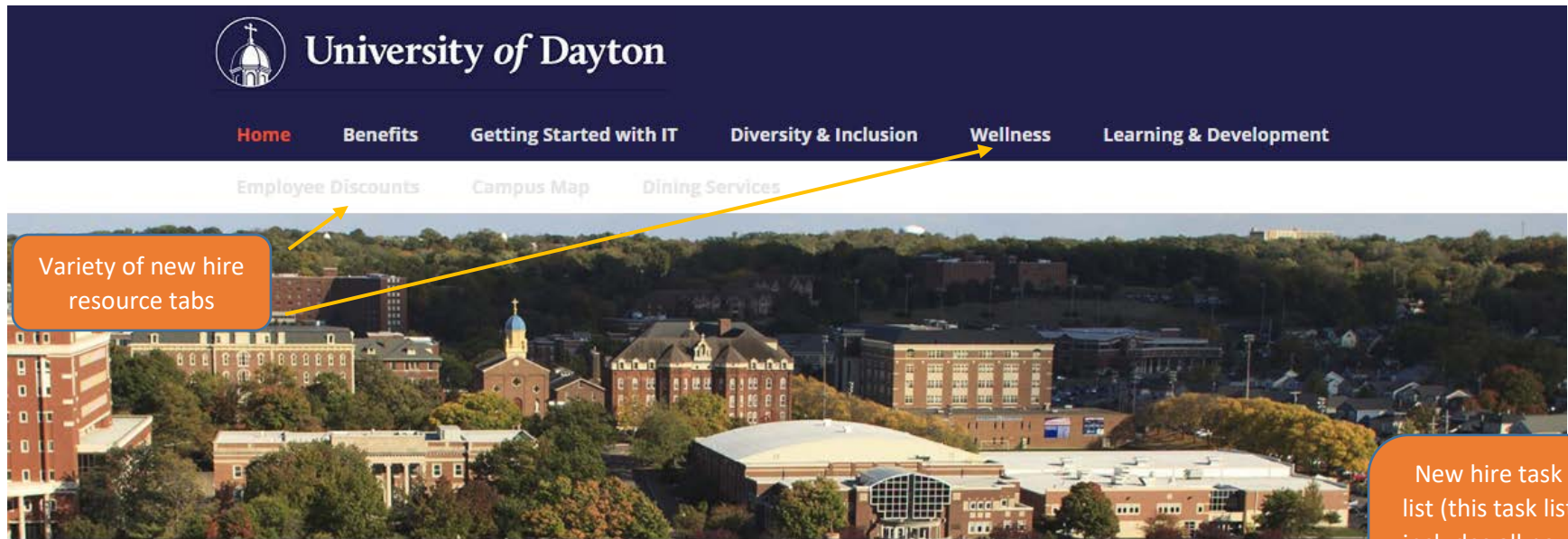
Congratulations and welcome to our University. You can now access the Onboarding portal for important information relating to your new position. [Go to employee portal](#)

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**Incomplete applications**  
You have no incomplete applications.

**Submitted applications**

New hire will click here to access the onboarding portal



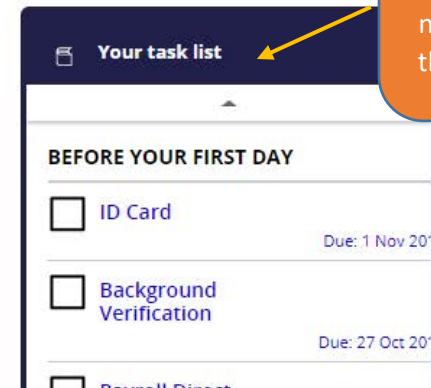
Variety of new hire resource tabs

New hire task list (this task list includes all new hire paperwork needed prior to their start date)

Home

Welcome to the University of Dayton!

At the University of Dayton, we learn by doing, because doing transforms education. Whether it's breaking ground on campus to do groundbreaking work with GE Aviation, staying ahead of the economic curve by opening an institute in China or increasing our global foothold by reducing our local footprint, we're rolling up our sleeves and taking action to create a better tomorrow.



## TRACKING NEW HIRE – SUPERVISOR ONLY

- Supervisors will now be able to track new hires and their tasks via PageUp. Once logged in using your UD username and password via [udayton.dc4.pageuppeople.com](http://udayton.dc4.pageuppeople.com), you will be taken to the home screen. Find the box that says **'Hiring Proposals'**, then click on **'New hires'** to view your new hires and their tasks.

The screenshot shows the PageUp Recruitment System interface. At the top, there is a navigation bar with 'PageUp' logo and user information 'Steven'. Below the navigation bar, the 'My New Hires' section is displayed, containing a table with columns for Applicant name, Requisition Number, Title, and Application status. The table lists one entry for Jessica Brown. To the right of the table, there are links for 'View offer details' and 'View all tasks'. Above the table, there is a 'Hiring Proposals' section with a card showing '0 Hiring Proposals Awaiting Your Approval', '15 New hires', and '6 New hire tasks'. Annotations in orange boxes provide instructions: 'Click on New hires' points to the '15 New hires' link; 'By clicking on the applicant's name, you can view their application materials' points to the applicant name 'Jessica Brown'; 'You can view the hiring proposal here' points to the 'View offer details' link; and 'You can view all completed and needed tasks for new hire (see step 2)' points to the 'View all tasks' link.

**Hiring Proposals**

0 Hiring Proposals Awaiting Your Approval

15 New hires

6 New hire tasks

Click on New hires

By clicking on the applicant's name, you can view their application materials

You can view the hiring proposal here

You can view all completed and needed tasks for new hire (see step 2)

PageUp

Requisitions People Reports Steven ?

**My New Hires**

Applicant name	Requisition Number	Title	Application status
Jessica Brown	492343	Interim Super Hero	Recommend for Hire (Offer Card Launches)

View offer details | View all tasks

Page 1 of 1 | Records 1 to 1 of 1




2. When you click on the **'View all tasks'**, you will see all of the tasks that the new hire has completed and still needs to complete, as well as the due dates.
  - a. For staff hires, HR Staffing will still let the hiring manager know when the new hire background check, or any other pre-employment testing such as drug, MVR's, physicals, etc. have cleared.

**New hire tasks**

Jessica Brown








Start date: 8 Oct 2018  
Interim Super Hero

New hire task actions

 Manager task
 Employee task
 Group task

Complete task

**Before your first day**

 ID Card 8 Oct 2018 - Overdue
 Background Verification 3 Oct 2018 - Overdue
 Payroll Direct Deposit Form 7 Oct 2018 - Overdue
 Complete Federal W-4 Tax Form 3 Oct 2018 - Overdue
 Ohio IT-4 Form 5 Oct 2018 - Overdue
 VEVRAA Form 1 Oct 2018 - Overdue
 Voluntary Self-Identification of Disability 1 Oct 2018 - Overdue
 Electronic W-2 Consent Form 1 Oct 2018 - Overdue

**This concludes the training document for “New Hire Onboarding Process & Tracking”. If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!**