

How to Update Task Completion in PageUp

Login to PageUp at www.gvsu.edu/hiring with GVSU Network Account

*Note: To check the task completion status for an employee, you must be listed as their **onboarding delegate** to have access. Assigning of an onboarding delegate is done within the candidates offer card.*

Offer details

Step Level:

Grade:

Probationary End Date:

Seniority Date:

ONBOARDING

Background check form:*

Onboarding workflow:*

Supervisor / Unit Head:
Email address: washingw@gvsu.edu

Onboarding delegate:
No search chair selected

Step 1: Check New Hire Tasks

To check tasks needing to be completed, click on the “New hire tasks” under Manager Activities on your dashboard.

Dashboard

Current jobs

Total: 0

Teams & users

Manager Activities

117 New hire tasks

Tasks

Assigned tasks

No tasks.

Activities performed

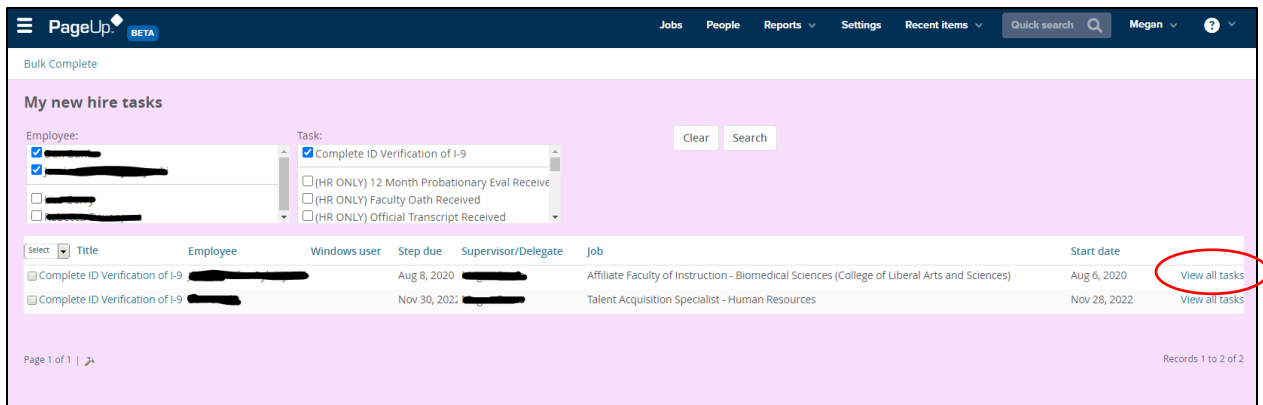
	M	T	W	T	F	S	S	Total
Interview 1	0	0	0	0	0	0	0	0
Line manager review 1	0	0	0	0	0	0	0	0
Interview 2	0	0	0	0	0	0	0	0
Interview 3	0	0	0	0	0	0	0	0
Offer accepted	0	0	0	0	0	0	0	0
Offer made	0	0	0	0	0	0	0	0
Offer declined	0	0	0	0	0	0	0	0

Step 2: Task Selection Details

You can pull information by employee or by the type of document you want to check on. You will only see employees that are assigned to you as their onboarding delegate.

To view a **specific task**, check the task you are wanting to see and press search, it will pull up all the employees that have that task to complete.

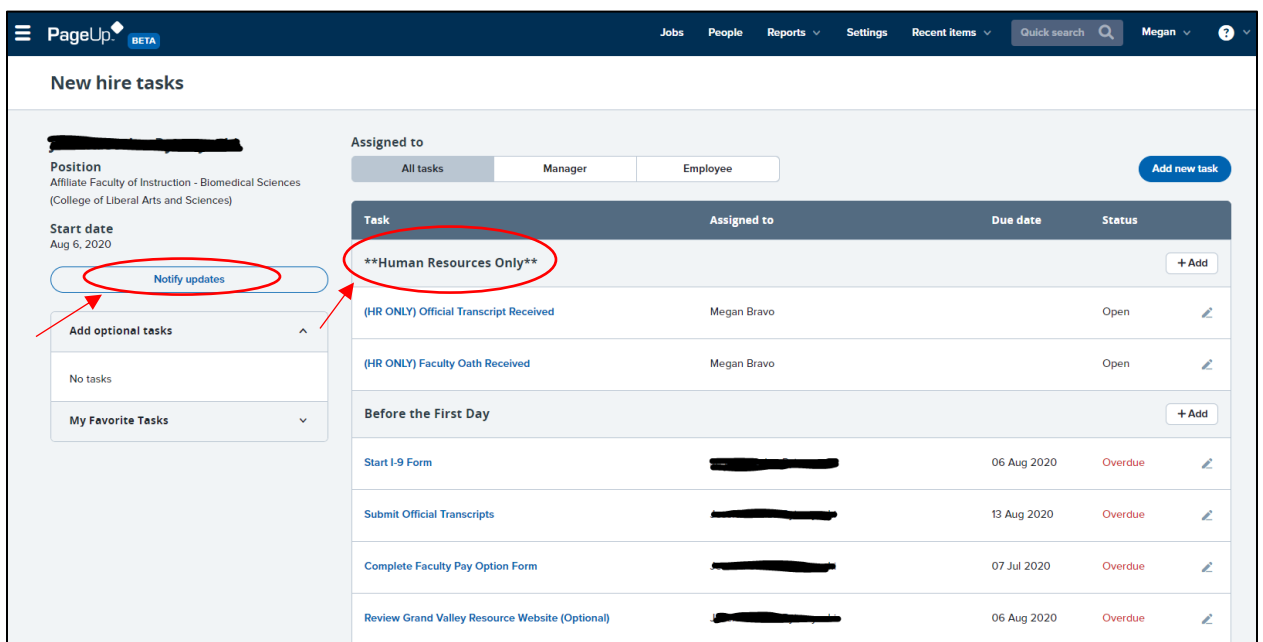
To view a **specific employee** and the status of all their tasks, click “View all tasks”.



Step 3: Send Reminders

To send a reminder to an employee to complete a task, press **Notify updates**, this will pop up with the window below to send an email to the employee.

Note: ****Human Resources Only**** tasks can only be updated by an HR representative.



Notify updates email:

The image shows a screenshot of a web-based form titled "Email employee" with a close button (X) in the top right corner. The form contains the following fields:

- From***: A text input field containing a redacted name.
- Subject***: A text input field containing the text "ONBOARDING task updated".
- Message***: A rich text editor area with a toolbar containing icons for bold (B), italic (I), underline (U), link (S), bulleted list, numbered list, and link. The message content includes a blue header with "STATE UNIVERSITY" and the following text:
Hi [redacted]
Some tasks in your [Onboarding Portal](#) have been updated or changed.
Please login to review the updates.

At the bottom of the form, there are two buttons: "Cancel" on the left and "Send" on the right. The "Send" button is circled in red.