

PageUp Supervisor/Delegate Onboarding Portal – Quick Reference Guide

The onboarding portal provides task list items for both the employee and supervisor. The notices supervisors receive are tied to the outstanding tasks that still have to be marked complete. When supervisors log in to the system they will have one of two view options (see below). Begin by selecting “new hire tasks.”

[Supervisor View 1]

GRAND VALLEY STATE UNIVERSITY

Home

People

Recent items ▾

i

☰

Customer satisfaction survey

Welcome [REDACTED]

NEW JOB

New job
0 - jobs open
0 - team jobs open

APPROVALS

0 - jobs awaiting your approval
0 - open jobs you have approved

ADVERTISEMENTS

0 - open advertisements

SEARCH COMMITTEE REVIEW

0 - jobs requiring search committee review

APPLICATIONS

0 - jobs have applicants for review
0 - applicants assigned to you for review

INTERVIEWS

0 - scheduled interviews

OFFERS

0 - offers
3 - new hire tasks

[Supervisor View 2]

Home
Jobs
People
Recent items

Customer satisfaction survey

Dashboard

Current jobs

0

Total

Manager Activities

1 New hires

4 New hire tasks

Tasks

Assigned 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

English (US) | Powered by PageUp

This will take you to the screen below. Listed will be all your new hires and the outstanding tasks for you or your delegate to complete. You may filter the tasks based on the specific employee or type of task. On the far right column on the page you can select “view all tasks” for a more user friendly view of all the outstanding items for both the supervisor/delegate and employee.

HomePeople

Recent items

Customer satisfaction survey

Bulk Complete

My new hire tasks

Employee:

Task:

ClearSearch

Select	Title	Employee	Windows user	Step due	Dean/Appointing Officer/VP	Job	Start date	
<input type="checkbox"/>	Request Network & Email Account			31 Aug 2017		Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Complete ID Verification of I-9			7 Sep 2017		Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Submit 12 Month Probationary Evaluation			29 Aug 2018		Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Discuss Goals with Employee			20 Sep 2017		Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Login in to UltraTime			5 Sep 2017		Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Discuss Role and Expectations with Employee			12 Sep 2017		Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	I-9 Form Received					Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Application Received					Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Resume Received					Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks
<input type="checkbox"/>	Official Transcript Received					Technology Business Consultant-Michigan Small Business Development Center	5 Sep 2017	View all tasks

This new layout allows you to view overdue items (highlighted in red), outstanding items (white), and completed items (blue). To simplify the view for only Manger Tasks click on “Manager Task List.” To mark an item as complete, click on the title to open it up and select the “Mark as completed” box. This will prevent you from getting reminders about that specific task.

New hire tasks

Start date: 5 Sep 2017

Notify updates

Employee task list

Manager task list

All tasks

Before the First Day

Add new task

Start I-9 Form

Completed: 3 Sep 2017, 11:50pm

Submit Official Transcripts

Completed: 8 Sep 2017, 9:35am

Review Grand Valley Resource Website (Optional)

Completed: 5 Sep 2017, 7:56am

Order Keys for New Employee

Completed: 6 Sep 2017, 11:56am

Order Employee Phone

Completed: 6 Sep 2017, 11:56am

Request Computer

Completed: 6 Sep 2017, 11:57am

Request Network & Email Account

31 Aug 2017 - Overdue

Additional Preparations to Consider

Completed: 6 Sep 2017, 11:57am

Set up Work Station

Completed: 6 Sep 2017, 11:58am

New hire task actions

Add new task

Manager task

Draggable task

Delete

Employee task

Not Complete

Edit

Group task

Add optional tasks

There are no optional tasks to choose from as none have been set.

My Favorite Tasks

There are no favorite tasks to choose from as none have been set.

This is the legend for the Manager Onboarding Portal. Use this as a reference for the various tools found within the portal.

New starter tasks

Rick White
Start date: 1 Sep 2011

Business Operations Plan

Email Rick White updates:

Filter tasks by their type

View tasks by employee View tasks by manager All tasks Apply favourite induction plan

Click to add a new task to the plan

Add new task

Tasks completed are highlighted blue with the date and time completed

Allocate a Buddy
Completed: 23 Aug 2011, 11:00am

Set up new employee's desk
29 Aug 2011

Review the Telstra Induction portal
22 Aug 2011 - Overdue

Return your employee
12 Sep 2011

When task to start/due

Tasks overdue are highlighted red

Click to edit a task

Complete a task

Remove a task

Manage fav. plans here

Save and email

Legend of what each icon means

Add new task

Hiring manager task

Draggable task

Delete

Employee task

Complete task

Edit

Group task

New starter task actions

View help page

Display this help guide again

My favourite tasks

Click to add a favourite task to the plan

Headstart information

Specific Systems & Tools for your role

Click to add a pre-defined optional task to the plan

Other Activities

Get photo taken for ID Card

Tasks can be reordered by drag and drop.

* Some functionality may not be visible depending on your user permission setup.

☐ Do not show this again