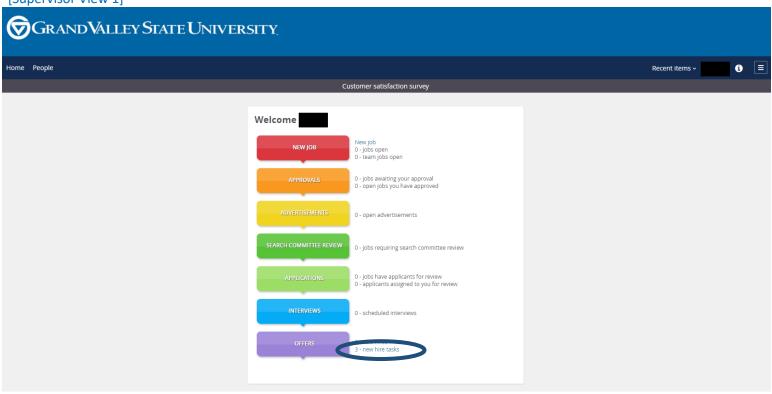
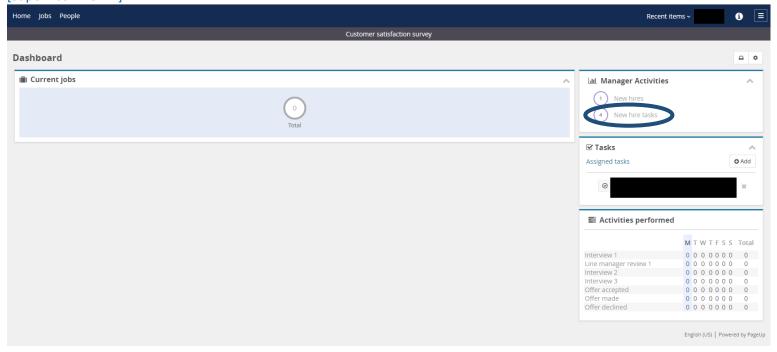
PageUp Supervisor/Delegate Onboarding Portal – Quick Reference Guide

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."

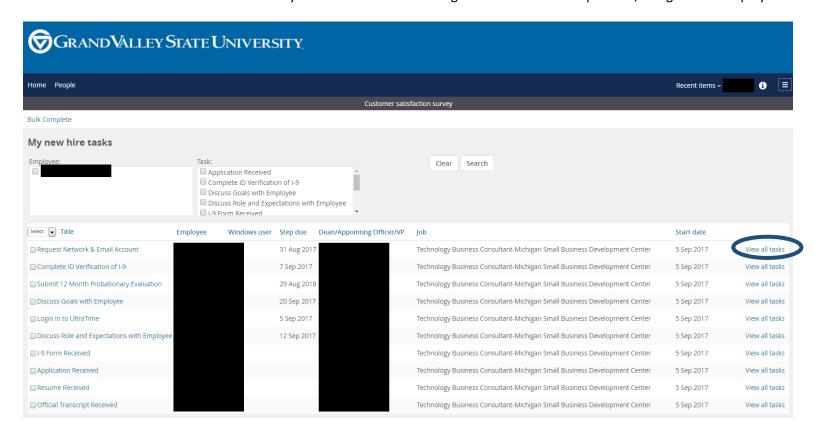
[Supervisor View 1]



[Supervisor View 2]



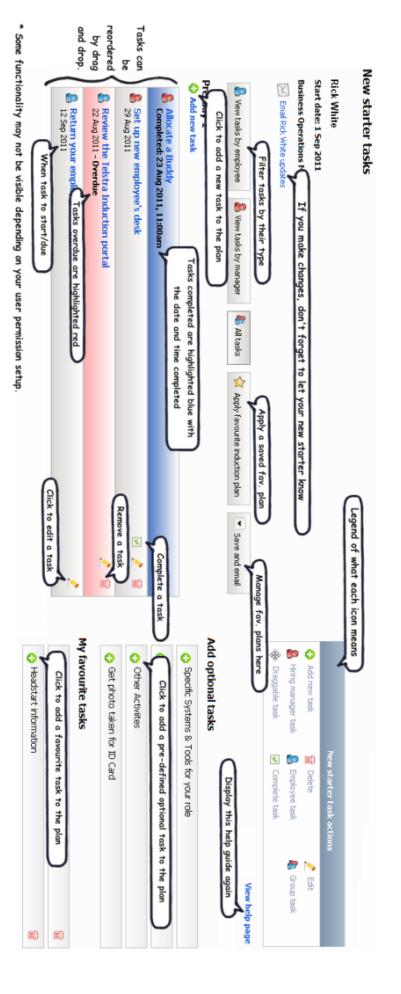
This will take you to the screen below. Listed will be all your new hires and the outstanding tasks for you or your delegate to complete. You may filter the tasks based on the specific employee or type of task. On the far right column on the page you can select "view all tasks" for a more user friendly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



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.



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



Do not show this again