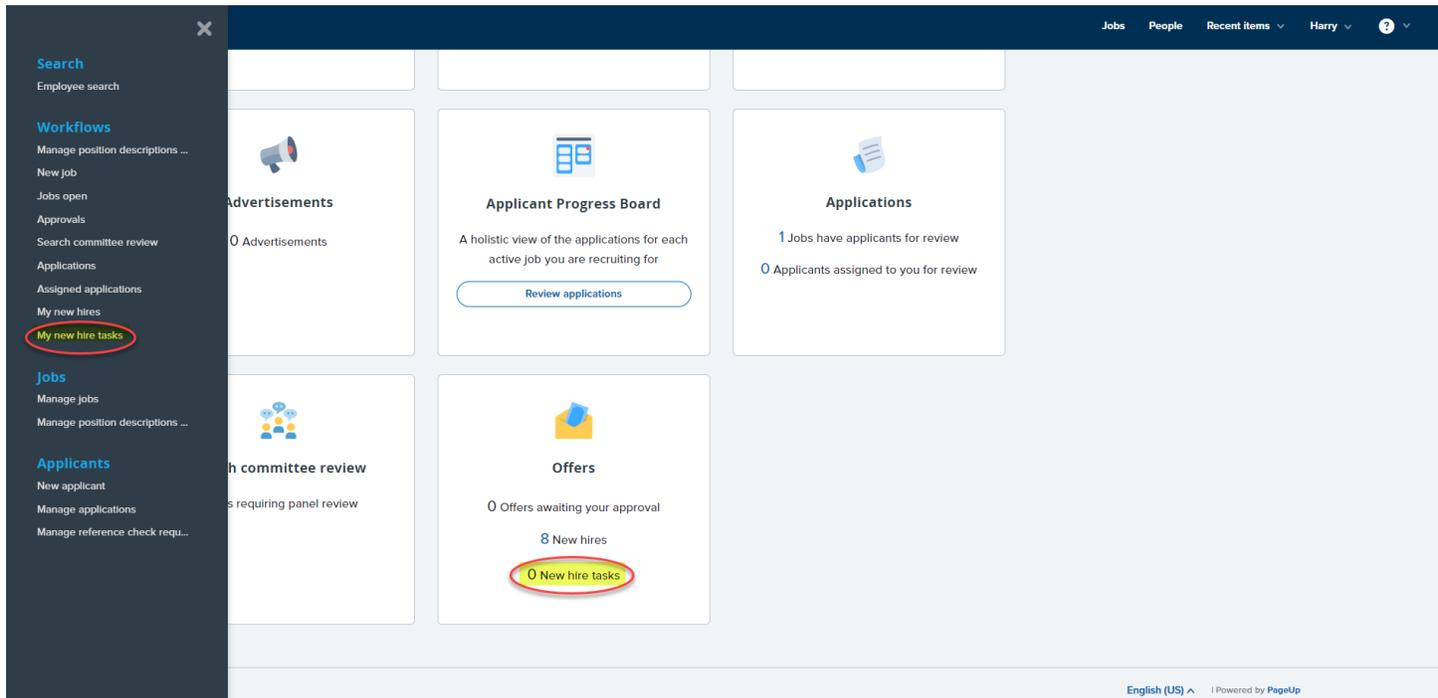


Hiring Manager – Onboarding Tile Functionality

How to access new hire tasks

1. From the Hamburger Menu, click **My new hire tasks** (under **Workflow** section). New hire tasks can also be view from the **Offer** tile by clicking **New hire tasks**.



My new hire tasks page navigation

You are controlling Darlene Director's account. [Return to your account](#)

This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.

PageUp BETA People Recent items Darlene ?

Bulk Complete 1

My new hire tasks

Employee: 2

- Adam Cole
- Ally Clark
- Brian Pariser
- Jack Johnson

Task: 3

- Day 1 Confirmation
- Day 1 Tasks
- Default Hours
- Discuss Goals with Employee
- Employee Performance review

Clear Search 4

<input type="checkbox"/> select	Title 5	Employee	BadgeID	Step due	Hiring manager	Job	Start date	
<input type="checkbox"/>	Security	Adam Cole		Nov 22, 2021	Darlene Director	Stenographer	Nov 29, 2021	View all tasks
<input type="checkbox"/>	Pre-Day 1 Tasks	Adam Cole		Nov 26, 2021	Darlene Director	Stenographer	Nov 29, 2021	View all tasks
<input type="checkbox"/>	Day 1 Tasks	Adam Cole		Nov 29, 2021, 8:00am	Darlene Director	Stenographer	Nov 29, 2021	View all tasks
<input type="checkbox"/>	Training, Policy & Procedures, Intranet Resources	Adam Cole		Dec 3, 2021, 8:00am	Darlene Director	Stenographer	Nov 29, 2021	View all tasks
<input type="checkbox"/>	Day 1 Confirmation	Adam Cole		Nov 29, 2021, 10:00am	Darlene Director	Stenographer	Nov 29, 2021	View all tasks
<input type="checkbox"/>	Organize coffee	Ally Clark		May 24, 2021	Darlene Director	Administrative Coordinator - Executive Office of the Trial Court	May 26, 2021	View all tasks
<input type="checkbox"/>	I9 Form completion	Ally Clark		May 19, 2021	Darlene Director	Administrative Coordinator - Executive Office of the Trial Court	May 26, 2021	View all tasks
<input type="checkbox"/>	Work station set up	Ally Clark		May 19, 2021	Darlene Director	Administrative Coordinator - Executive Office of the Trial Court	May 26, 2021	View all tasks
<input type="checkbox"/>	Discuss Goals with Employee	Ally Clark		May 31, 2021	Darlene Director	Administrative Coordinator - Executive Office of the Trial Court	May 26, 2021	View all tasks
<input type="checkbox"/>	We'd love to hear your feedback	Ally Clark		Jul 7, 2021	Darlene Director	Administrative Coordinator - Executive Office of the Trial Court	May 26, 2021	View all tasks
<input type="checkbox"/>	Employee Performance review	Ally Clark		Sep 23, 2021	Darlene Director	Administrative Coordinator - Executive Office of the Trial Court	May 26, 2021	View all tasks

Page 1 of 1 Records 1 to 11 of 11

1. **Bulk Complete** – Ability to check assigned tasks and mark as completed.
2. **Employee Filter** – Ability to filter tasks by the employee.
3. **Task Filter** – Ability to filter tasks by the task.
4. **Filter Search/Clear** – Initiate or clear any filters. Note – Any filters previously in place will carry over when next visiting this page.
5. **Task Details** – Currently open (uncompleted) tasks that are assigned to the logged in user.
 - a. **Title** – Title of the assigned task
 - b. **Employee** – Name of new hire
 - c. **BadgeID** – Employee email address
 - d. **Step Due** – Onboarding task completion due date
 - e. **Hiring Manager** – New hire reports to manager
 - f. **Job** – New hire job title
 - g. **Start date** – New hire start date
 - h. **View all tasks** – Redirect to view all tasks assigned to a new hire

New hire tasks page – Individual navigation (accessed via View all tasks)

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PageUp BETA

People Recent items Darlene

New hire tasks

Adam Cole 1

Position
Stenographer

Start date
Nov 29, 2021

Add optional tasks 2 ^

No tasks

My Favorite Tasks 3 v

Task 4	Assigned to	Due date	Status
Forms to Be Completed 2 Days Prior to Start Date			
W-4 (Federal Tax)	Adam Cole	27 Nov 2021	Overdue
M-4 (State Tax)	Adam Cole	27 Nov 2021	Overdue
Direct Deposit Form	Adam Cole	27 Nov 2021	Overdue
Emergency Contact Form	Adam Cole	27 Nov 2021	Overdue
I-9 Form	Adam Cole	04 Dec 2021	Overdue
New Member Enrollment Form - MSRB	Adam Cole	27 Nov 2021	Overdue
Social Security Form SSA-1945	Adam Cole	27 Nov 2021	Overdue
Trial Court Policy Acknowledgement Form	Adam Cole	27 Nov 2021	Overdue
New Hire/Personnel Intake Form	Adam Cole	27 Nov 2021	Overdue

1. **New hire details** – Name, position and start date
2. **Add optional tasks** – Assigned optional tasks to be completed
3. **My favorite tasks** – Tasks that marked as favorites. Note – Ability to assign favorite tasks is subject to permissions.
4. **Task List** – Open tasks categorized by group (when task should be completed)
 - a. **Task** – Title of task
 - b. **Assigned to** – User (employee/hiring manager/additional user) assigned to complete
 - c. **Due date** – Date task completion is due
 - d. **Status** – Status of the assigned task

Completing and closing assigned tasks

1. Click on the title of the applicable task.

This screenshot shows the PageUp interface. At the top, there is a blue header with the PageUp logo and a 'BETA' tag. Below the header, there are navigation tabs for 'People', 'Reports', 'Recent items', and 'Harry'. A yellow banner at the top contains a warning: 'This is a training/testing environment. No e-mails are sent and any changes will not affect live data. Some services are unsupported - for more information, please see the Knowledge Portal.' Below the banner, there is a section titled 'My new hire tasks'. It features a search area with 'Employee' and 'Task' filters. The 'Employee' filter is set to 'Patricia Mattie' and the 'Task' filter is set to 'Watch Training Videos'. Below the search area is a table with the following data:

Select	Title	Employee	BadgeID	Step due	Hiring manager	Job	Start date
<input type="checkbox"/>	Watch Training Videos	Patricia Mattie			Carolyn Martin	Head Account Clerk	May 26, 2021

At the bottom left, it says 'Page 1 of 1' and at the bottom right, it says 'Records 1 to 1 of 1'.

2. The task pop-up box will appear; complete the task as directed. Click **Mark as completed**.

This screenshot shows the same PageUp interface as the previous one, but with a pop-up box overlaid on top. The pop-up box is titled 'Watch Training Videos' and contains the text 'Hello! Please watch the recommended training videos.' Below the text, there is a yellow button labeled 'Mark as completed' and a 'Close' button. The background interface is dimmed.