Western PageUp

Onboarding Quick Reference Guide

Use this guide to utilize the PageUp onboarding portal. The onboarding portal includes required forms, benefit enrollment information, training, and information to help the candidate connect with Western. To take full advantage of the benefits of onboarding see the onboarding toolkit.

Logging into Western PageUp

1. Go to https://western.pageuppeople.com or find the Western PageUp – Admin link on MyWestern under the Employee Tab in the Technology Tools section
2. Log in using your universal email used for Office 365 (If you are already logged in to Office 365 you will be directed directly to the Western PageUp homepage)
    a. Sign In: userID@wwu.edu (ex: doej@wwu.edu)
    b. Password: Your universal password

To View Onboarding Tasks

Tasks are assigned to the supervisor and/or the candidate in the PageUp system. As a supervisor you can see both the supervisor and candidate tasks.

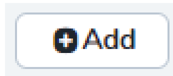
1. Click 'new hires' link in the 'Offers' box to view the list of new hires
2. To view the offer for reference, click 'view offer details'
3. Click 'view all tasks' to:
    a. Add new tasks
    b. Edit tasks
    c. View and Mark Manager Tasks as complete

Note:

- 'New hire tasks' in the 'Offers' box shows a cumulative list of tasks for all accessible new hires
- 'New hires' in the 'Offers' box shows a list of hires, with their tasks in separate lists

To Add New Tasks

Your department, team, and/or this position may have unique tasks that you will want to assign through PageUp. An example, taking new employee to lunch on the first day of employment.

1. Click 'view all tasks'
2. Identify which group to add the task to, for example 'First Week'
3. Click the ‘Add’ button 

4. Complete New task information
5. Click 'Submit'
6. Notify candidate if applicable (see below)

To Edit Tasks

In PageUp you can change any aspect of a task: who it is assigned to, date, title, task group, and content.

1. Click 'view all tasks'
2. Click  next to the task
3. Edit task content
4. Save
5. Notify candidate if applicable (see below)

To Notify Employee of Task Updates

When you create or edit a task for the employee follow the steps below to notify the employee.

1. Click the ‘Notify updates’ button 

2. Type the email message (use or edit the default text)
3. Click 'Send'

To View and Mark Manager Tasks as Complete

Note: once you mark a task complete this cannot be undone. If a task is accidentally marked complete, you may add the task back to the list.

1. Click 'view all tasks'
2. Click the Task name to view the task details
3. Once a task is complete, Open the task and click ‘Complete task’
4. Tasks not completed by the due date are marked as ‘Overdue’

To View All Hiring Manager Tasks for Multiple Employees

1. Click 'My new hire tasks' in the 'Offer' box
2. Tasks can be sorted by employee, or by tasks
3. To mark task compete, click the task title and click 'Mark as complete'
4. To complete multiple tasks, click the check box next to each completed task and click 'Bulk Complete' (top left of the screen)
5. To view all employee tasks, click 'View all tasks' on the right side of the screen

Additional Resources

1. PageUp Login – western.pageuppeople.com
2. PageUp User Guides – wp.wwu.edu/dataresources/wtm
3. Approval Routing - https://wp.wwu.edu/dataresources/approval-routings/
4. Need more help? Contact Human Resources, Stephanie Norsby: Stephanie.Norsby@wwu.edu or 360-650-3306