

HR Partner/EVPP, HR View, ELR, AAP & Payroll Dashboard Overview

June 1, 2023

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Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)

The screenshot displays the PageUp HR dashboard. At the top, there is a navigation bar with 'PageUp' logo, 'Jobs', 'People', 'Reports', 'Recent Items', a search bar, and user information 'Ronald'. The main dashboard area is titled 'Dashboard' and features several sections:

- Current jobs:** A summary row with colored circles representing job statuses: Total (6), All Notifications (1), Pending approval (1), Approved (1), Compliance Review (1), and Offer (3). Below this are job cards for:
 - Supervisor of Communications: Requisition Number: 492225, Positions: 0, Vacancies: 0.
 - Research Assistant: Requisition Number: 492217, Darlene Director, Positions: 4, Vacancies: 2.
 - Assistant IT Support: Requisition Number: 492216, 1 new applications, View →, Positions: 3, Vacancies: 3.
 - Direct Service Associate III: Requisition Number: 492311, KRISTEN HICKS, Positions: 0, Vacancies: 0.
 - Director of Arts/Communications: Requisition Number: 492232, Positions: 1, Vacancies: 0.
- Primary teams & users:** A table showing team statistics:

Team	Jobs	Pos.	Vac.
Unassigned Team	11	9	4
Confidential	0	0	0
Test	24	26	26
- Manager Activities:** Notifications for '1 jobs awaiting your approval' and '1 jobs requiring panel review'.
- Tasks:** A section for 'My tasks' with an 'Add' button and a task entry '[task]'.

Page Overview

- Current Jobs:** This section shows active jobs where you are listed as the recruiter, assistant recruiter or hiring manager (reports to manager) on the job card
 - Summary:** These colored circles provide a summary of your jobs by job status. Click to display or hide jobs within that status below.
- Teams and Users:** If the user has access to view jobs raised by their own team members or by other teams, they will see a 'teams and users' controller.
- Manager Activities:** If the user is associated through the recruitment process, this section will display on the dashboard with any of the below notifications. From this section, the user will have the ability to quickly navigate to the relevant areas of the system.
 - Jobs awaiting your approval
 - Jobs with applicants for review
 - Jobs requiring panel review
 - Assigned applications for review
 - Offers awaiting your approval
 - New starters
 - New starter tasks
 - Scheduled Emails

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4. **Tasks:** This area allows you to create tasks for yourself or assign tasks to other users.
5. **Activities Performed:** This section allows the user to see a record of activities and helps to highlight when application status changes have not been made. **Note:** If there has been no activities performed by a user in the week the box will not be displayed. After the user has performed an activity it will display for the remainder of the week.

System Requirements:

1. Note: Be sure to 'Allow pop-ups' for the Talent Acquisition System (TAS)
2. Supported document formats: .doc, .docx, .docm, .pdf, .txt, .rtf, .xls, .xlsm)
3. Supported browsers
 - a. Google Chrome - Chrome is the recommended browser for the best experience - this is also demonstrated in the browser usage pattern that we see within our customers. Operating Systems - Windows / Mac / Android / iOS
4. Also supported:
 - a. Mozilla Firefox - Operating Systems - Windows / Mac
 - b. Apple Safari - Operating Systems - Mac / iOS
 - c. Microsoft Edge - Operating Systems – Windows (Note: Initially, Microsoft Edge was delivered through a Windows update. People subscribed to Windows Insider program may have beta versions that are not supported).

We strongly recommend upgrading to one of the supported browsers for using NMSU's Talent Acquisition System applications as well as for general internet security.

You may notice that the application may work in browsers other than those mentioned above. While this may be the case, where such functionality is upgraded, support of that functionality will then be realigned to our current supported browser commitments.

NOT SUPPORTED

Microsoft Internet Explorer (IE) - IE versions 11 and below are no longer being supported by Microsoft as of 17 August 2021. For more information refer to Microsoft's End of IE Support Announcement.