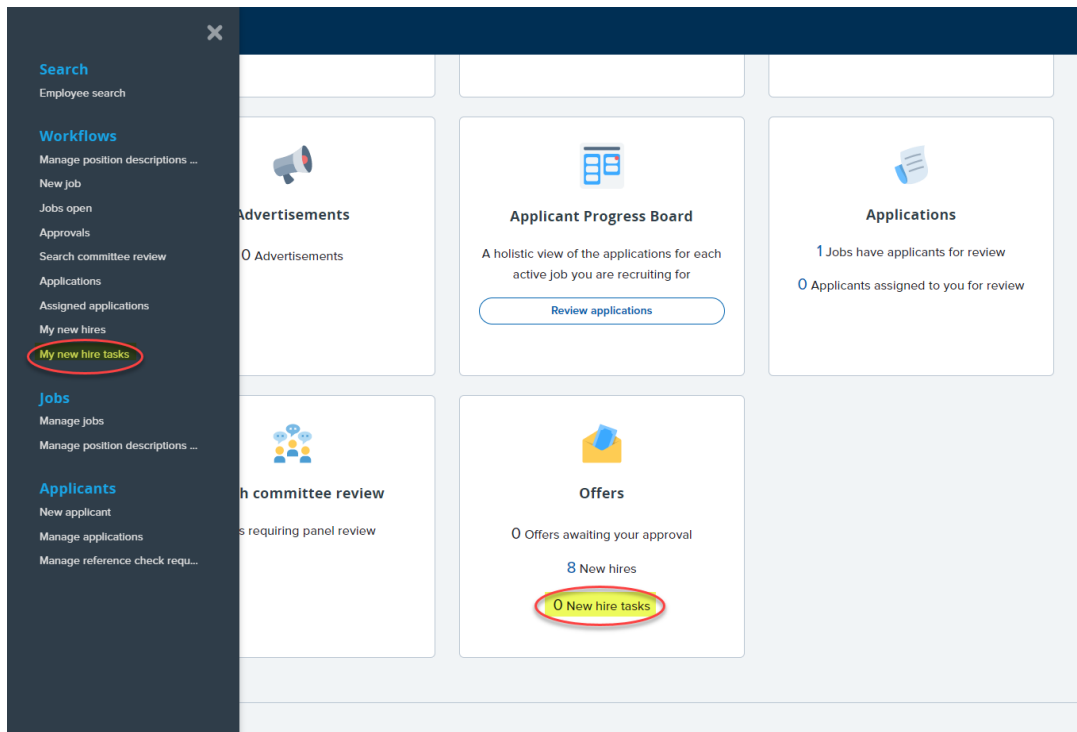


Onboarding Guide – Department Delegate

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

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

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

2 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. BIETA People Recent Items Darlene ?

Bulk Complete 1

My new hire tasks

Employee: 2 Task: 3 Clear Search 4

Employee: Adam Cole Ally Clark Brian Pariser Jack Johnson

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

Select	Title 5	Employee	BudgetID	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"/>	19 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. **Badge ID:** N/A
 - 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)

The screenshot shows the 'New hire tasks' page. At the top, there are two notification banners. Below them is a navigation bar with 'PageUp BETA' and user information. The main content area is titled 'New hire tasks' and features a sidebar for 'Adam Cole' with details like 'Position: Stenographer' and 'Start date: Nov 29, 2021'. There are three buttons in the sidebar: 'Add optional tasks' (callout 2), 'No tasks', and 'My Favorite Tasks' (callout 3). The main area contains a table of tasks (callout 4) with columns for Task, Assigned to, Due date, and Status. The tasks are categorized under 'Forms to Be Completed 2 Days Prior to Start Date' and include items like 'W-4 (Federal Tax)', 'M-4 (State Tax)', 'Direct Deposit Form', etc., all marked as '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.

The screenshot shows the PageUp interface. At the top, there are two notification banners: a blue one stating "You are controlling Harry Hire's account. Return to your account" and a yellow one stating "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 these is a dark blue navigation bar with "PageUp BETA" on the left and "People Reports Recent Items Harry" on the right. The main content area is titled "Bulk Complete" and "My new hire tasks". It features a search form with "Employee:" (containing "Patricia Mattie") and "Task:" (containing "Watch Training Videos") fields, along with "Clear" and "Search" buttons. Below the search form is a table with columns: Title, Employee, BadgeID, Step due, Hiring manager, Job, and Start date. The table contains one row: "Watch Training Videos", Patricia Mattie, [blank], [blank], Carolyn Martin, Head Account Clerk, May 26, 2021. The "Watch Training Videos" cell is highlighted in yellow. At the bottom, it says "Page 1 of 1" and "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 is similar to the previous one but includes a modal pop-up box titled "Watch Training Videos". The pop-up contains the text "Hello! Please watch the recommended training videos." and has a yellow "Mark as completed" button and a "Close" button. The background interface is dimmed.

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, .xslm)
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.