

Job Aid: Electronic Onboarding in PageUp

- **What is ‘electronic onboarding’ in PageUp?**

PageUp has an online onboarding feature. This includes:

- The offer letter and any other offer documents are delivered through the candidate’s applicant portal. They can review the documents and accept the offer using DocuSign.
- Once the offer has been accepted, the new hire is prompted to complete initial new hire forms, and has access to their onboarding portal, with forms, tasks, and links to new hire resources.

- **How does the hiring team initiate the new hire forms and onboarding?**

When the candidate’s offer has been accepted electronically, they are immediately prompted to begin the preliminary new hire forms and can access the onboarding portal.

- **What are the preliminary new hire forms?**

When the candidate accepts the offer, they are immediately invited to complete online forms that capture basic information. It is encouraged to get those forms completed right away, but they can be saved and finished later. These forms are what will allow the new hire profile to export to PeopleSoft.

- **How will the hiring team know that the new hire has completed the preliminary new hire forms?**

The application status will automatically change from ‘Offer Accepted’ to ‘Offer Accepted, Preliminary New Hire Forms Complete.’ Users cannot move them to this status manually.

- **What are the onboarding tasks?**

When the Originator created the offer card, they selected the Onboarding workflow based on the type of position. This will determine which tasks the new hire will see. Onboarding tasks are a variety of online forms, acknowledgments, links to resources, and reminders.

- **Who can monitor a candidate’s progress through onboarding?**

During the offer card request, the originator will list a **Department Onboarding Delegate**. This is the person who will monitor the new hire’s progress. They must have either Department or School/Division permissions. HRM can monitor the candidate as well. The originator will enter the HR Onboarding user, based on the position type.

- **Where do the onboarding task due dates come from?**

The due dates are based on the hire date listed on the offer card. If the hire date changes after the offer was accepted, you need to update the offer card, and the due dates will refresh.

- **What happens if the candidate declines the offer?**

The application status will update to offer declined. If you would like to proceed with a secondary candidate, contact HRM to assist. If the candidate declines by mistake, contact HRM to assist.

Job Aid: Department Onboarding Delegate in PageUp

Access Department Onboarding Delegate Tasks

The Department Onboarding delegate will be assigned tasks related to onboarding and have access to view the status of the new hire's onboarding. From their dashboard, locate the Offers tile, on the bottom left. Click on the 'New Hire Tasks'.

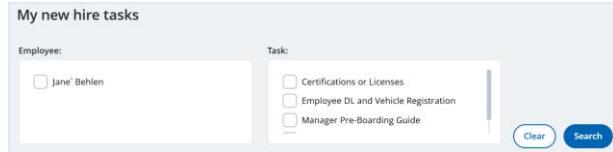


Offers

0 Offers awaiting your approval

4 New hire tasks

The Department Onboarding Delegate tasks are general reminders to complete tasks designed to make the onboarding process simpler and more effective. If multiple new hires are assigned, the Department Onboarding Delegate can filter by user or task.



Select	Title	Employee	Step due	Job	Start date	
<input type="checkbox"/>	NEO	Jane' Behlen	Feb 23, 2026	Training Human Resource Analyst A	Mar 2, 2026	View all tasks
<input type="checkbox"/>	Manager Pre-Boarding Guide	Jane' Behlen	Feb 16, 2026	Training Human Resource Analyst A	Mar 2, 2026	View all tasks
<input type="checkbox"/>	Certifications or Licenses	Jane' Behlen	Mar 9, 2026	Training Human Resource Analyst A	Mar 2, 2026	View all tasks

Select the title of the task to review. The task opens, and you can 'Mark as completed' once it is done.

Job Aid: Department Onboarding Delegate in PageUp

Monitor a New Hire's Progress on their Onboarding Task lists

The Department Onboarding delegate will have access to view the status of the new hire's onboarding task list.

Locate the new hire you want to open, and select 'View all tasks' to the far right.

Select	Title	Employee	Step due	Job	Start date	
<input type="checkbox"/>	NEO	Jane' Behlen	Feb 23, 2026	Training Human Resource Analyst A	Mar 2, 2026	View all tasks
<input type="checkbox"/>	Manager Pre-Boarding Guide	Jane' Behlen	Feb 16, 2026	Training Human Resource Analyst A	Mar 2, 2026	View all tasks
<input type="checkbox"/>	Certifications or Licenses	Jane' Behlen	Mar 9, 2026	Training Human Resource Analyst A	Mar 2, 2026	View all tasks

You will then see a summary of all of your and the new hire's onboarding tasks, who is assigned, as well as the status and due date.

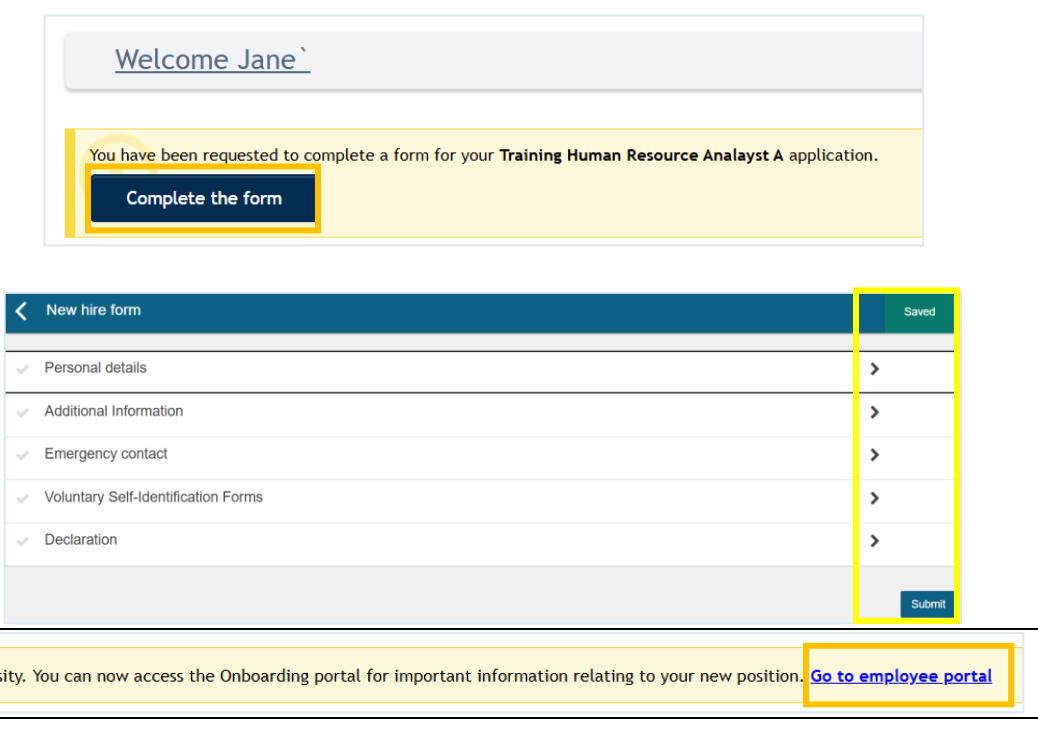
New hire tasks																				
<p>Jane` Behlen Position Training Human Resource Analyst A Start date Mar 2, 2026</p> <table border="1"> <thead> <tr> <th>Task</th><th>Assigned to</th><th>Due date</th><th>Status</th></tr> </thead> <tbody> <tr> <td>Before your first day</td><td></td><td></td><td></td></tr> <tr> <td>Prior State Service Questionnaire</td><td>Jane' Behlen</td><td>23 Feb 2026</td><td>Open</td></tr> <tr> <td>Current Retirement Status</td><td>Jane' Behlen</td><td>23 Feb 2026</td><td>Open</td></tr> </tbody> </table>					Task	Assigned to	Due date	Status	Before your first day				Prior State Service Questionnaire	Jane' Behlen	23 Feb 2026	Open	Current Retirement Status	Jane' Behlen	23 Feb 2026	Open
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Tasks in an open status have not been completed. Once they are completed the will update to 'Completed'.

Job Aid: How a New Hire Views Their Onboarding in PageUp

New Hire Forms

Once the offer has been signed, the new hire form opens. The form saves automatically as the new hire fills it out. If needed, they can return later to finish. The forms cannot be submitted until all required fields are complete.



Welcome Jane

You have been requested to complete a form for your **Training Human Resource Analyst A** application.

Complete the form

New hire form

Personal details

Additional Information

Emergency contact

Voluntary Self-Identification Forms

Declaration

Saved

Submit

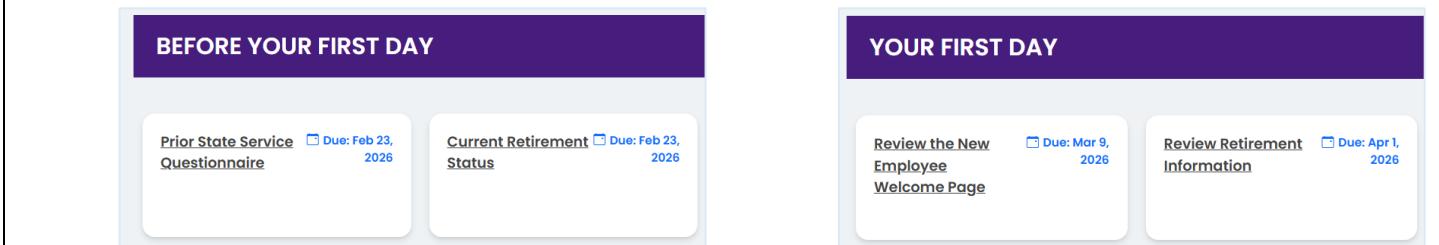
Congratulations and welcome to our University. You can now access the Onboarding portal for important information relating to your new position. [Go to employee portal](#)

Onboarding Tasklist

New hires can also access the onboarding portal by selecting 'Go to employee portal'. The portal provides information about LSU Health New Orleans, and allows the candidate to access their onboarding tasks. They will click the Tasklist link at the upper right.

[About Us](#)[Tasklist](#)

All of the onboarding tasks are visible as tiles, and organized by due date.



BEFORE YOUR FIRST DAY

Prior State Service Due: Feb 23, 2026

Current Retirement Status Due: Feb 23, 2026

YOUR FIRST DAY

Review the New Employee Welcome Page Due: Mar 9, 2026

Review Retirement Information Due: Apr 1, 2026