

PageUp User Guide

System Login Details

- Single Sign On Icon myUSI
- URL: <https://usi.pageuppeople.com/>

Employment Website

- Careers website: <https://careers.usi.edu>

New Terminology

Staff – administrators and support staff

Exempt – salaried staff; not eligible for overtime pay

Non-Exempt – hourly staff; eligible for overtime pay

Position Description (PD) – online job descriptions for staff positions; requires an approval process (approval can be made by replying **approve** via email)

Job Template – for positions without a PD (job description); allows users to create and manage a library of templates for ongoing use; does not require an approval process

Job Card – job requisition; requires an approval process (approval can be made by replying **approve** via email)

Offer Card – electronic payroll notification; requires an approval process (approval must be made via PageUp’s website)

Team – the departments (official USI Orgs) a user can see (defaults to a user’s payroll department)

Permission Group – what a user can do (create PD, create job requisition, etc.)

Recruitment Process – the steps/processes an application will progress through during the search



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Position Descriptions

A Position Description (PD), also known as a **job description**, summarizes the important functions of a specific job. It represents actual duties, responsibilities, and job specifications, in addition to briefly describing the essential and marginal functions of a position.

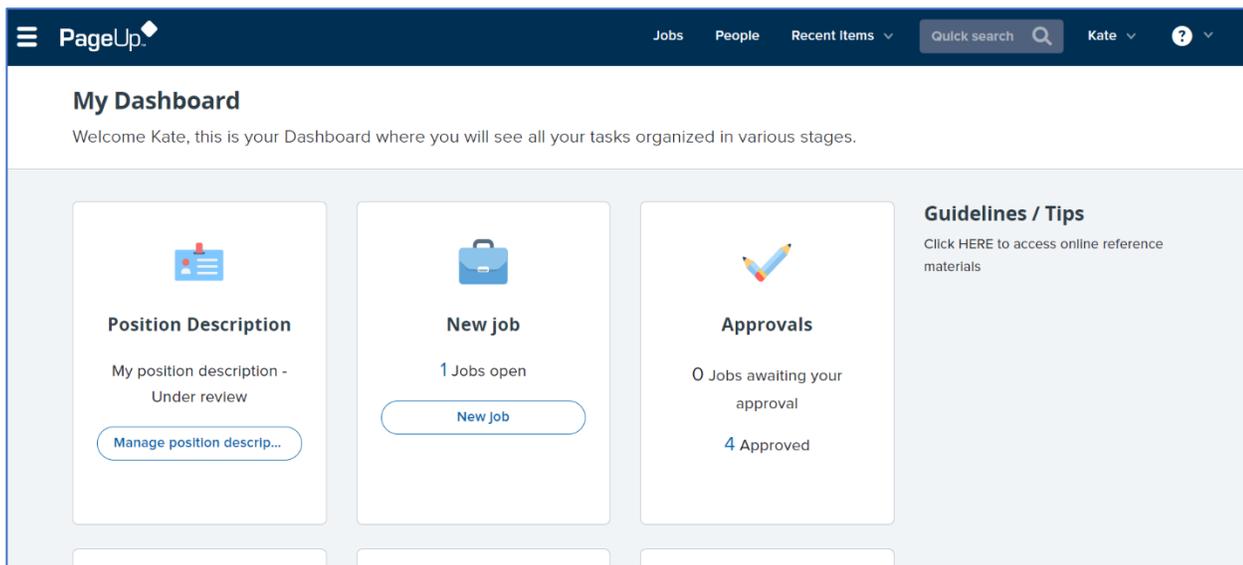
PageUp's Position Description (PD) functionality enables users to create requisitions or job postings from a stored PD.

Benefits

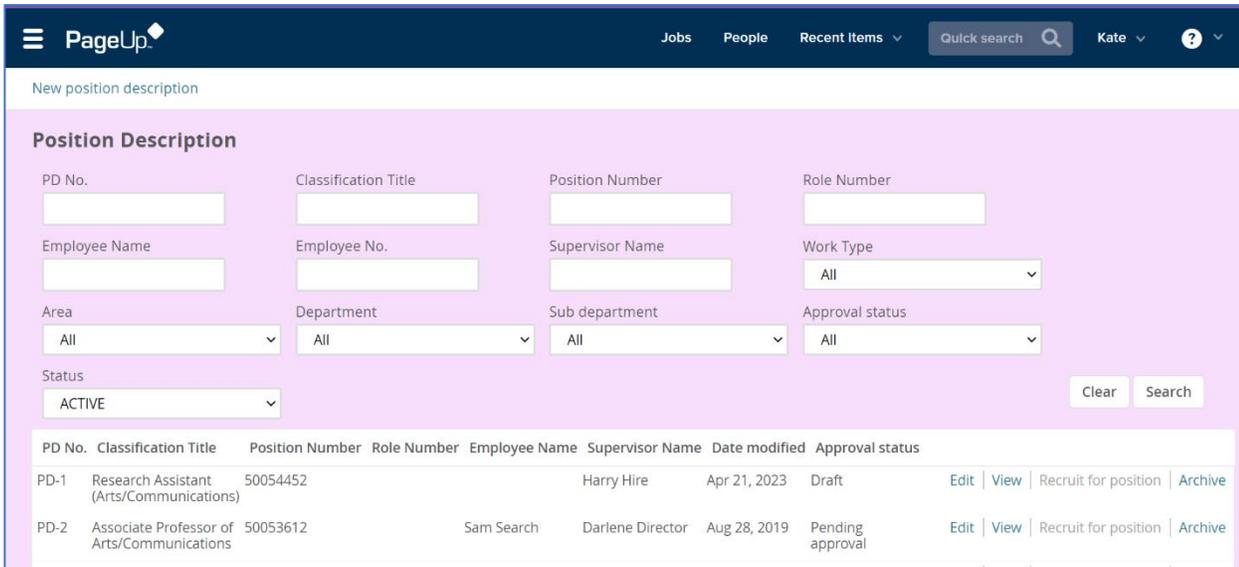
- Users can create a new position description
- Update an existing position description
- Reclassify an existing position description
- Streamline approval processes to save time

Features

- Easily accessible PD library
- Track changes to existing PDs – View position history
- PD specific approval processes
- Comprehensive PD reporting



Fiscal agents/department directors/delegates can access position descriptions from the welcome dashboard by selecting **Manage position descriptions**, or from the side menu , by selecting **Manage position descriptions**.



Position Description

PD No. Classification Title Position Number Role Number

Employee Name Employee No. Supervisor Name Work Type

Area Department Sub department Approval status

Status

PD No.	Classification Title	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status			
PD-1	Research Assistant (Arts/Communications)	50054452			Harry Hire	Apr 21, 2023	Draft	Edit	View	Recruit for position Archive
PD-2	Associate Professor of Arts/Communications	50053612		Sam Search	Darlene Director	Aug 28, 2019	Pending approval	Edit	View	Recruit for position Archive

On the **Job description** page are options to:

- click **New position description** to create a PD. See below for details.
- enter search criteria and click **Search** to look for a PD.
- click **Edit** to make changes to a PD. See below for details.
- click **View** to display details.



Creating a position description

Note: It is not possible to prefill values when creating new PDs.

1. From the side menu , click **Manage position descriptions**.
2. Click **New position description**.
3. On the **New position description** page, complete the details under the **Position info** tab. Required fields are marked by an *.
 - a. **Team** – required field. It will be the Org department.
 - b. **Employee classification** – use the magnifying glass to find the description that best matches your position
 - c. **Date last revised** – from the job description
 - d. **Position Grade** – the hourly grade or annual salary
 - e. **Job Description entry** - Copy and paste the text from the Word document directly into the fields. These are open text boxes that do not have rich text editing capabilities.

Word Document Field	PageUp Field	Formatting
Primary Purpose	Position Summary	Paragraph
Essential Functions	Duties/Responsibilities	No bullet points; keep space between each duty
Essential Knowledge and Skills	Required Knowledge and Skills	No bullet points; keep space between each
<i>New field! Move preferences from the required section.</i>	Preferred Knowledge and Skills	No bullet points; keep space between each

Working Relationships	Working Relationships	Bullet points are okay but not required; keep space between each
Functional Requirements	Essential Functions	Bullet points are okay but not required; keep space between each
Regular Work Hours/Travel Requirements	Regular Work Hours/Travel Requirements	No bullet points; keep space between each

4. HR USE ONLY

- a. EEO Job Group
- b. SOC Code

5. Users and Approvers

- a. The **Direct Supervisor/Search Chair** field may default to the user creating the position description. If needed, use the eraser to clear the field (next to the magnifying glass) and update it to the correct name. You can search for the Direct Supervisor/Search Chair's name by using the magnifying glass. The user list is complete; do not create an additional user.
 - 1. The Direct Supervisor/Search Chair should be listed as the person who will be in charge of shortlisting applicants (updating applicant statuses).
- b. Select the **approval process** named **Position Description Process** for **Hourly** or **Salary**.
 - 1. Enter the assigned Fiscal Agent in **1. Fiscal Agent**.
 - Typically, the Fiscal Agent will be the Department Director or Dean
 - 2. Heather Dill will auto populate in **2. Compensation**.
- c. **HR Representative**
 - 1. Hourly: Kaylee Simmons
 - 2. Salary including Faculty: Maggie Weinzapfel

Example:

USERS AND APPROVERS

Direct Supervisor / Search Chair:* Kate Rotramel
 Email address: kerotramel@usi.edu

Approval process:* Position Description Process (Salary Position)

1. Fiscal Agent:	Kate Rotramel	✓ Approved May 24, 2023
2. Compensation:	Heather Dill	✓ Approved May 24, 2023

HR Representative:* Margaret Weinzapfel
 Email address: mcweinzapf@usi.edu

Next page >

Does not trigger an email

Needs set to Position Description Process

This section triggers the emails.

- Once done, click **Save** to send the PD through an approval process. Alternatively, click the **Save a draft** button which will save the PD in a draft status, omitting mandatory fields.

Editing a position description

- From the side menu, click **Manage position descriptions**.
- On the **Position description** page, next to the relevant PD, click **Edit**.
- Make the necessary changes.
- In the **Approval** section, click **Update PD**. This will restart the approval workflow and allow edits on the PD card. This is also required when a PD is declined for any reason.
- Send through the approval process.

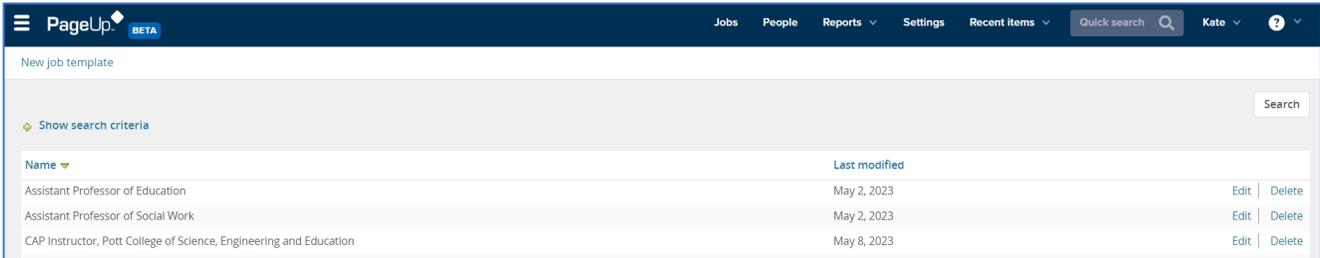
Copying a position description

- From the side menu, click **Manage position descriptions**.
- On the **Position description** page, next to the relevant PD, click **View**.
- Click the **More actions** button (looks like three dots at top right side of the page) then **Copy position description**.
- Make the necessary changes.
- Send through the approval process.

Job Template (only use for positions without a Position Description/Job Description)

Managing job templates

From the left side menu , click **Manage job templates**.



Name	Last modified		
Assistant Professor of Education	May 2, 2023	Edit	Delete
Assistant Professor of Social Work	May 2, 2023	Edit	Delete
CAP Instructor, Pott College of Science, Engineering and Education	May 8, 2023	Edit	Delete

There are options to:

- click **New job template** to create a new one. See details below.
- use the **search criteria** and click **Search** to look for a job template. See details below.
- click **Edit** to view details of a job template and make changes. See details below.



Creating a job template

If you are unable to locate a suitable job template, you can create a new one.

1. From the side menu, click **Manage job templates**.
A screen listing all the currently available job templates displays.
2. Click the **New job template** link at the top left corner.
You will note that the process of creating a job template is similar to creating a job. Depending on your system configuration, the fields displayed on the job template screen may vary.
3. Enter in the job information for all relevant fields ensuring all mandatory fields are completed.
4. Click the **Save & exit** button.

Editing a job template

1. From the side menu, click **Manage job templates**.
A screen listing all the currently available job templates displays.
2. Next to the relevant job template, click **Edit**.
3. Review and/or edit any existing content within the Job template.
4. Click the **Save & exit** button.



Job Requisition

Creating a job requisition from a PD

Note: Values from the PD should autofill into the job requisition. PDs must be approved prior to creating a job requisition.

1. From the side menu, click **Manage position descriptions**.
2. Click **Recruit for position** on the right side of the row.
3. On the **New job** page, complete the required details under the **Position info** tab. Required fields are marked by an *.
 - a. **Requisition Number** – leave blank
 - b. **Team** – required field. It will be the Org department.
 - c. **Employee classification** – use the magnifying glass to find the description that best matches your position
 - d. **Sub department** – not all positions will have a sub department
 - e. **FLSA Status** – salaried positions are **exempt** from overtime and hourly positions are **non-exempt** from overtime
 - f. **Reason for Vacancy** – a resignation letter must be attached on the documents tab of the position
 - g. **Faculty Positions** – required for faculty positions
 - h. **Approved Annual Salary (Human Resources)** – will be filled in by Compensation Specialist
 - i. **Approved Annual Salary (Budget Office)** – will be filled in by the Budget Director
 - j. In **Number of Openings**, type in the position control number from the position description and change **Type** to **New** or **Replacement**.
 - k. **Search Committee Details** – include search chair and committee members
 1. For hourly positions, include those involved in the hiring process that need access to view the applications.
 - l. In **Posting Details**, for **Requested externally advertising sources** check the box next to all external sources listed that you would like to request
 1. All positions are automatically posted to Indeed. The Indeed Sponsored Job option is an additional cost that you can request to boost the Indeed job posting that will already exist. Please only checkmark that box if you're requesting the sponsored ad.
 2. Tenure Track faculty positions will automatically be posted to The Chronicle.
 3. All positions are automatically posted to LinkedIn. If you check mark LinkedIn, your posting will be given premium placement for a period of time. Please keep in mind that HR has a limited number of job slots available with the subscription. HR rotates the jobs requested, but your position may not be posted with premium advertising on LinkedIn right away depending on current demand.
 - m. In **Please list any other sources** list other advertising sources you would like to request that are not listed above.
 - n. In **Posting Details**, for **Advertising summary** type one sentence about the position such as, "Full-time, benefits-eligible administrative assistant."

- o. In **Posting Details**, for **Advertisement text**, select the **Generate Description** button and then stop. The HR recruiter will modify the advertisement prior to posting.
- 4. Users and Approvers
 - a. The **Department Admin** field may default to the user creating the job card. If needed, use the eraser to clear the field (next to the magnifying glass) and update it to the correct name. You can search for the Department Admin's name by using the magnifying glass. The user list is complete; do not create an additional user.
 - 1. The Department Admin should be listed as the position creator or contact person for HR if there are any questions about the job card.
 - b. The **Direct Supervisor/Search Chair** field may default to the user creating the job card. If needed, use the eraser to clear the field (next to the magnifying glass) and update it to the correct name. You can search for the Direct Supervisor/Search Chair's name by using the magnifying glass. The user list is complete; do not create an additional user.
 - 1. The Direct Supervisor/Search Chair should be listed as the person who will be in charge of shortlisting applicants (updating applicant statuses).
 - c. Select the **approval process** based on the position type.
 - 1. Enter the assigned Fiscal Agent (Department Director or Dean) in **1. Fiscal Agent**
 - 2. Enter the assigned Provost, Vice President or Above in **2. Executive Approver**
 - 3. Heather Dill will auto populate in **3. Compensation**
 - 4. Mary Hupfer will auto populate in **4. Budget Director**.
 - d. **HR Representative**
 - 1. Hourly: Kaylee Simmons
 - 2. Salary including Faculty: Maggie Weinzapfel
- 5. Select **Next page** until you reach the **Documents** tabs.
 - a. Upload the resignation letter to the **Documents** tab, if applicable.
- 6. The **Status** should be **pending approval**.
- 7. Once done, click **Save** to send the job description through an approval process.



Creating a job requisition from a job template

A job template can be used when creating a job.

- 1. From the left side menu click **New job**.
- 2. You are presented with the **Select a job template page**. By choosing a pre-defined template, the job card can be pre-populated with relevant job information.
- 3. If there is no suitable template available, either select **No Template** or see **Creating a job template**.
- 4. Follow steps 3-7 from **Creating a job requisition from a PD**

Job templates are designed to save time when creating new jobs. It can be especially handy for advertising details for commonly recruited roles. Instead of having to copy and paste the same advertising details every time a particular role is recruited for, a job template can be created to pre-populate the job card.