Rehire Process

University of Wisconsin Oshkosh

Revision History

<table>
<thead>
<tr>
<th>Date</th>
<th>Revision</th>
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<tbody>
<tr>
<td>April 20, 2018</td>
<td>Creation of training manual</td>
</tr>
<tr>
<td>October 1, 2018</td>
<td>Updated Screen Shots</td>
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</table>
Maintain rehire pool
- Can be done one of two ways depending how the employee was originally hired

Create job requisition EACH semester
- One job requisition can be used for the whole semester and for multiple hires

Attach the rehired employees to the job requisition EACH semester
- "Apply" your employee that you want to rehire for that semester/academic year from the rehire pool to the created job requisition

Submit offer card for each rehire
- The offer card is where you indicate title, pay, FTE, etc. for each individual rehired employee
**Step 1: Log into PageUp**

To log into the PageUp system, you may follow the link below:

Oshkosh.pageuppeople.com

Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

**Step 2: Establish your rehire list**

Your first step is to establish your rehire list. You only need to add people to your rehire list one time, as once they are listed in your rehire pool, they will always be there. There are two different ways to get someone listed in your rehire pool, depending on if they were originally hired through PageUp or outside of the system. Please follow the instructions below depending on each rehire’s situation.

**Originally hired outside of the PageUp system:**

You will need to manually create an application profile for any rehire that was originally hired outside of PageUp (remember, you only need to do this once).

Select the **new applicant** option on your expanded main menu from your home screen
Complete the following sections (anything marked with an asterisk is required to be filled in):

Please use a personal email address, NOT an employee’s UWO email address.

Please skip if you do not know this information.

SKIP

SKIP

SKIP
Select the job you would like to attach to this applicant by selecting the binocular icon:

- The job you are attaching this person to is labeled as your department’s rehire pool
- Select Campaign
- Warning: Do not select a form type.
- Select yes, to disclose the application to the candidate.
- Select all users

Click the save button:

- Save

The employee will now be listed in your rehire pool.
Originally hired in the PageUp system:

![My Dashboard](image)

Find a job or campaign that the employee was originally hired for:

![Manage jobs](image)

Select the employee by checking one of the boxes on the left side of their row from the list.

![College of Business Instructional Academic Staff Open Pool (494455)](image)
Click **Bulk apply** from the dropdown on the top of the page labeled **Select a bulk action**.

A new window will appear asking follow-up questions to confirm the application to the new position. Once you’ve answered all questions as listed below, click **Next**.

To finalize the request, select the application from the list that was completed for the campaign in which the person originally applied for. To complete, click **Next**.
The employee will now be listed in your rehire pool.

**Step 3: Create job requisition (every semester)**

(Remember, this is separate from the rehire pool)

Click on jobs

Click on new job
Fill out the applicable job requisition information

<table>
<thead>
<tr>
<th>REQUISITION INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>General Position Information (applicable to all positions)</td>
</tr>
</tbody>
</table>

- **Date Created:** 20 Apr 2018
- **Position number:** No position selected
- **Position title:**
  - **Working Title:** History Rehire (Fall 2018)
  - **Division:** F03 - Academic Affairs (COLS)
  - **Department:** Mathematics
  - **Recruitment process:** Rehire

**Reason:** Rehire

**Former Incumbent (if applicable):** NA

**FTE:** Varies

- **FLSA Status:** Exempt
- **Supervisory Position:** Yes

**Account Number:** 102-345678-9

**Was this position part of the Retirement Incentive Program?:** Yes

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**Budgeting Information (completed by Budget Office):**

- **UW System Range:**
- **CUPA Code:**
- **Budget Approved Maximum:**
- **Additional comments:**
Make sure to put enough headcount/slots to cover all rehires for the semester. We can always cancel unused slots and add more if needed.
Warning: The Human Resources and Budget Office approval fields will auto populate. Do NOT change the approvers in these fields.

Click Save or Save & Exit to initiate the approval process.

What is the difference between save a draft and save or save & exit?

Save a draft allows you to start a job requisition, save your progress, and come back to finish your work at a later time. An approval process can Not be selected when saving a draft. Save or save & exit should be chosen when the job requisition is complete and you are ready to send your request through the approval process.
Step 4: Attach your rehires to the job requisition (every semester)

Find your list of rehires located by clicking the number in the applications area for the rehire pool:

Select the employee(s) by checking one of the boxes on the left side of their row from the list.
Click **Bulk apply** from the dropdown on the top of the page labeled **Select a bulk action**.

A new window will appear asking follow-up questions to confirm the application to the new position. Once you’ve answered all questions as listed below, click **Next**.

- **The job you are attaching this person to is the **job requisition** you created for the semester**
- **Select Yes.**
- **Select New.**
To finalize the request, select the application from the list that was completed for the campaign in which the person originally applied for. To complete, click Next.

The employee will now be listed in your rehire pool.

**Step 5: Complete offer card in PageUp and submit for approval (this replaces the paper rehire form)**
Find the employee you intend to offer the position to. To change the applicant’s status and initiate the offer details, click on the status of the application.

A box will appear where you are prompted to change the status of the application. Select Request offer approval and click Next.

You will be directed to a page where the system will document your updates. There is no need to select a communication template. Select No when asked to E-mail Applicant.

Click Move now.
You will now be directed to complete the **offer card**. This is a form in the system that is replacing the paper rehire form.

**Warning**: The information entered into the fields on the offer card will eventually be merged directly into the official contract. The accuracy of this information is very important. You will notice that certain fields will be pre-filled based on the information gathered in the beginning of the process. Please complete all applicable fields of the offer card. (see below for helpful tips)

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**Offer details**

- **Approval status**: Pending
- **Recruiter**: Recruitment HR
- **Date entered**: 23 Jan 2017, 9:08 am
- **Application source**: UWO Careers Website - UWO Careers page

**Position Openings**

<table>
<thead>
<tr>
<th>Position no</th>
<th>Type</th>
<th>Applicant</th>
</tr>
</thead>
<tbody>
<tr>
<td>1293858</td>
<td>New</td>
<td>Titus Titan</td>
</tr>
<tr>
<td></td>
<td>Replacement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Replacement</td>
<td></td>
</tr>
</tbody>
</table>

- **Position Title**: Academic Department Associate
- **Position Type**: Select
- **Effective date (start date)**: dd mmm yyyy
- **End date (if applicable)**: dd mmm yyyy

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**EMPL Class**: Academic Staff
- **Division**
- **Department**: F06 - Academic Affairs
- **Salary or hourly rate**: $60,000
- **Account Number**: 123-45618-9
- **FTE%**: 1.0
- **Work Schedule**: 7:45am to 4:30pm, Monday through Friday
- **Supervisor Name/Department Chair**: Colleen Merrill
- **E-mail address**: merrillc@uwosh.edu
- **Previous Incumbent**: Greg Miller
- **New Staff/Faculty Campus Phone Number**: 920-424-4631
- **Position of Trust**: Yes

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The title should be changed to reflect the individual’s title held on campus, such as lecturer, senior lecturer, outreach specialist, etc.

An **end date** is necessary for any positions on a contractual basis, temporary positions, project appointments, limited appointments, etc. This information is required for the contract/offer letter.

Certain fields require specific formatting, which is stated directly below the open field, if applicable.
Applicable solely to Instructional Academic Staff positions, complete the details of the position in order for the contract to be generated.

If this position will serve as a time approver, please list the names of those current employees who will be reporting their time to this employee. If you are not yet sure who will be reporting their time to the employee, you must report this to the Office of Human Resources once it has been determined.

This section is for faculty positions only and can be skipped.
Applicable solely to Non-Instructional Academic Staff positions, complete the details of the position in order for the contract to be generated.

<table>
<thead>
<tr>
<th>Non-Instructional Academic Staff Positions Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of Appointment: [Select]</td>
</tr>
<tr>
<td>Term of Appointment: [Select]</td>
</tr>
<tr>
<td>If academic year please provide dates:</td>
</tr>
<tr>
<td>Base Salary:</td>
</tr>
<tr>
<td>Actual Salary:</td>
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</tbody>
</table>

You may use the Additional Comments section to justify any piece(s) of information provided on the offer card. This would also be a great place to list the classes and credits for instructional academic staff positions.

The Offer Progress section provides an automated status update regarding whether the offer has been electronically accepted or declined by the candidate. Nothing needs to be entered/edited in this section, it simply serves as a status update.

On the bottom of the offer card, begin by assigning an Originator. The Originator should be listed as the person who will receive an email once the offer card is approved and will also be notified once the employee electronically accepts their contact in the PageUp system.

- Approval process
  - Originator: [Shawna Kuether]
  - Email address: kuether@uwosh.edu
**Warning**: The Human Resources and Budget Office approval fields will auto populate. Do **NOT** change the approvers in these fields.

Once you’ve completed all fields of the offer card, have assigned your Users and Approvers and have reviewed the offer details, click **Save or Save and Close**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The Originator of the offer card will be notified by email once all approvers have approved the offer. If an approver declines the offer approval request, the Originator of the offer card will be notified, including a justification as to why it was declined.

### Step 8: Once offer request approved, verbally offer the position

Once you receive an automated email from PageUp stating that the offer has been fully approved, review the offer card to understand what has been approved in case any updates have been made by the approvers. You may verbally offer the position to the employee.

### Step 9: Once verbal offer has been accepted, notify the Recruitment team A.S.A.P. ([recruitment@uwosh.edu](mailto:recruitment@uwosh.edu) or 920-424-1166)

Once an offer has been accepted, the hiring supervisor or administrative support staff **must** immediately notify the Office of Human Resources. This will allow HR to send a formal contract right away to solidify the start date and request an electronic signature. The person listed in the originator spot will also receive an email once the contract has been electronically signed.