Rehire
Process

University of Wisconsin
Oshkosh

Revision History

Date	Revision
April 20, 2018	Creation of training manual
October 1, 2018	Updated Screen Shots

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 requistition 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

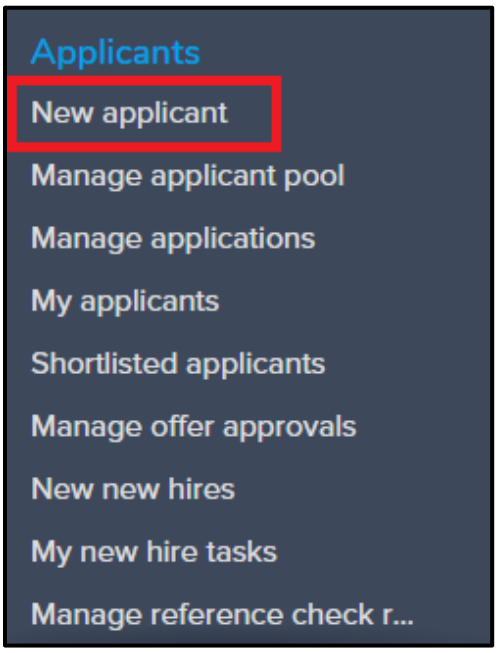
Your username and password is pre-set as your **NetID**, which you use to log into multiple systems on campus.

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.

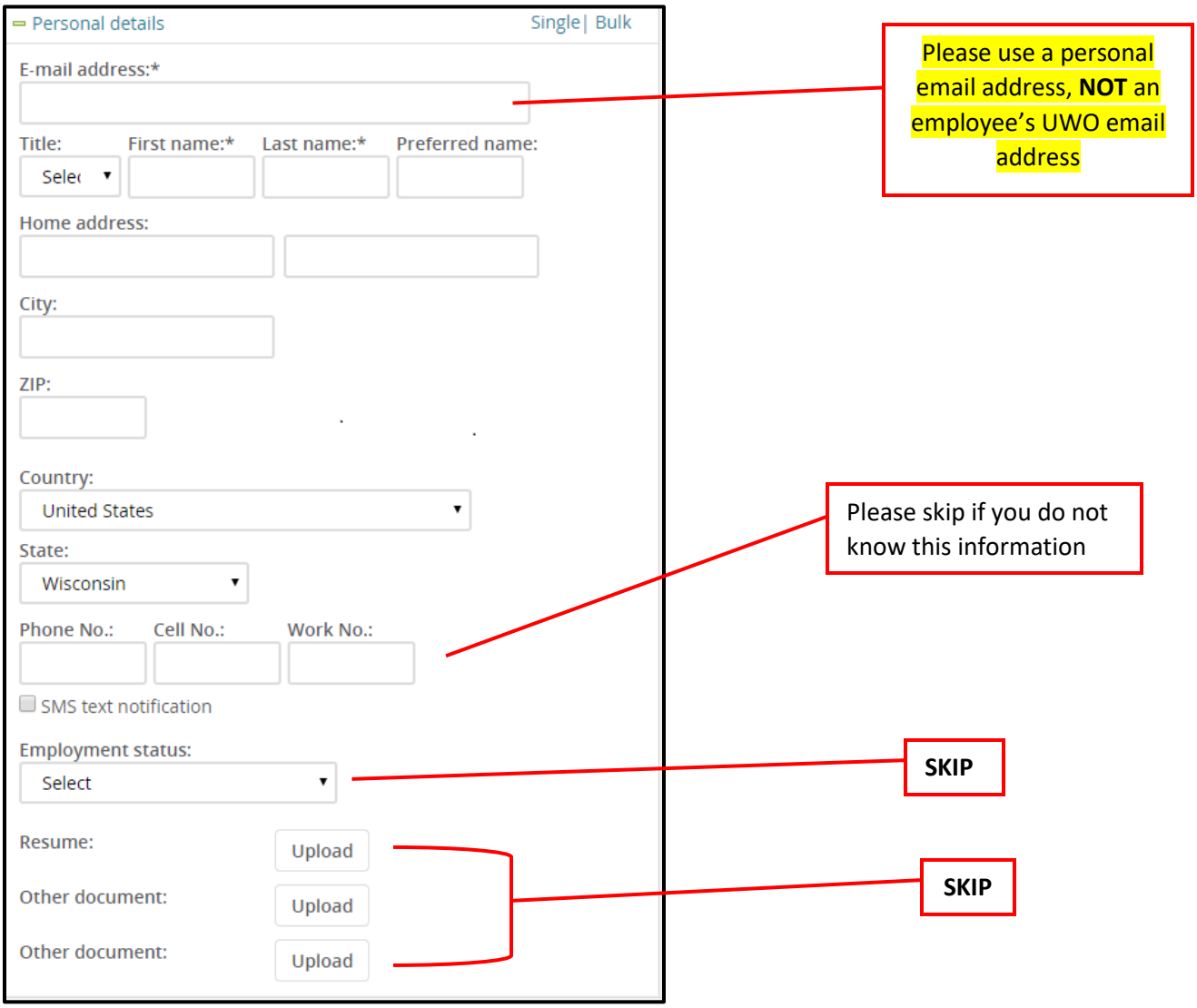
Originally hired outside of the PageUp system:

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).

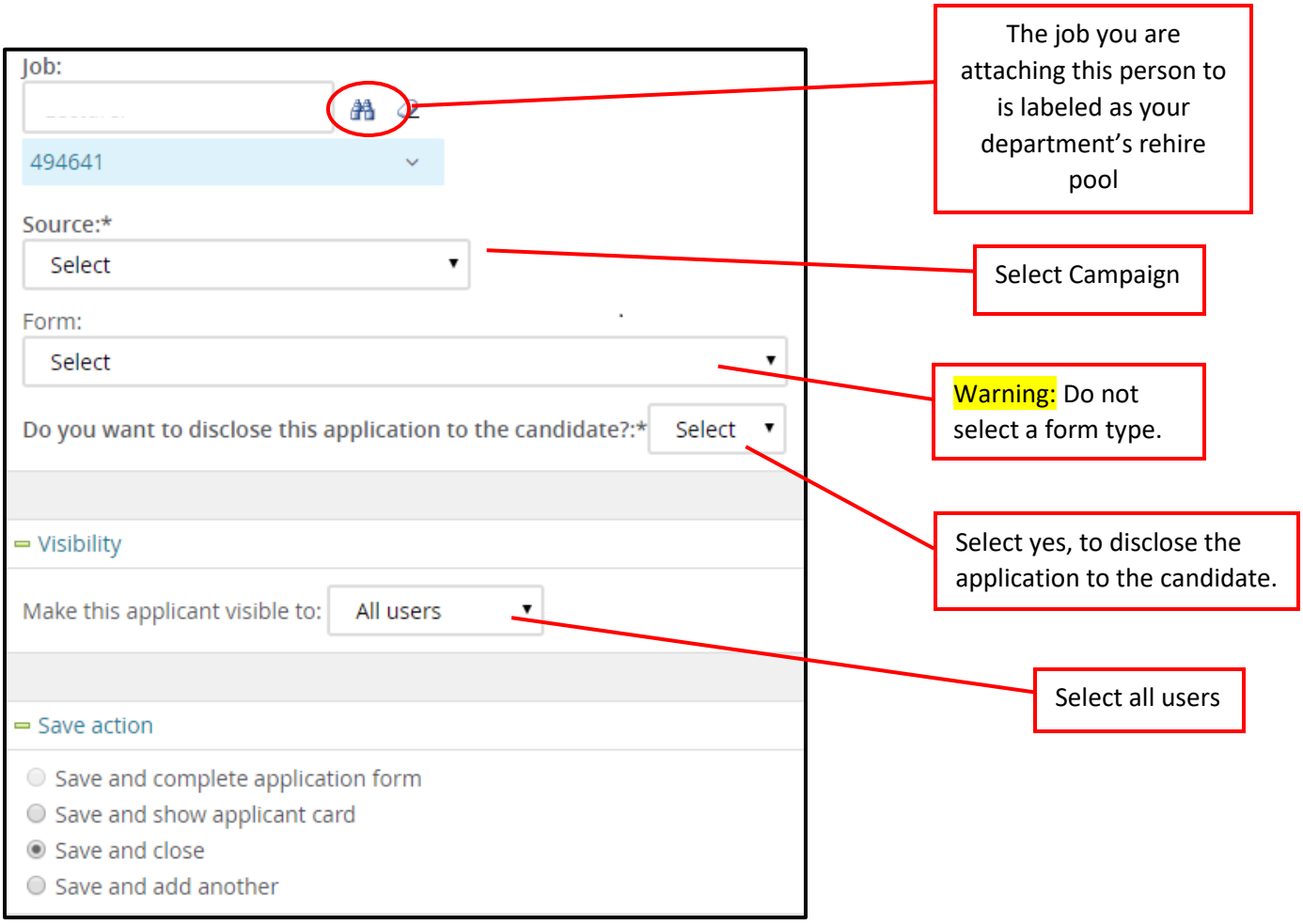


Select the **new applicant** option on your expanded main menu from your home screen

Complete the following sections (anything marked with an asterisk is required to be filled in):



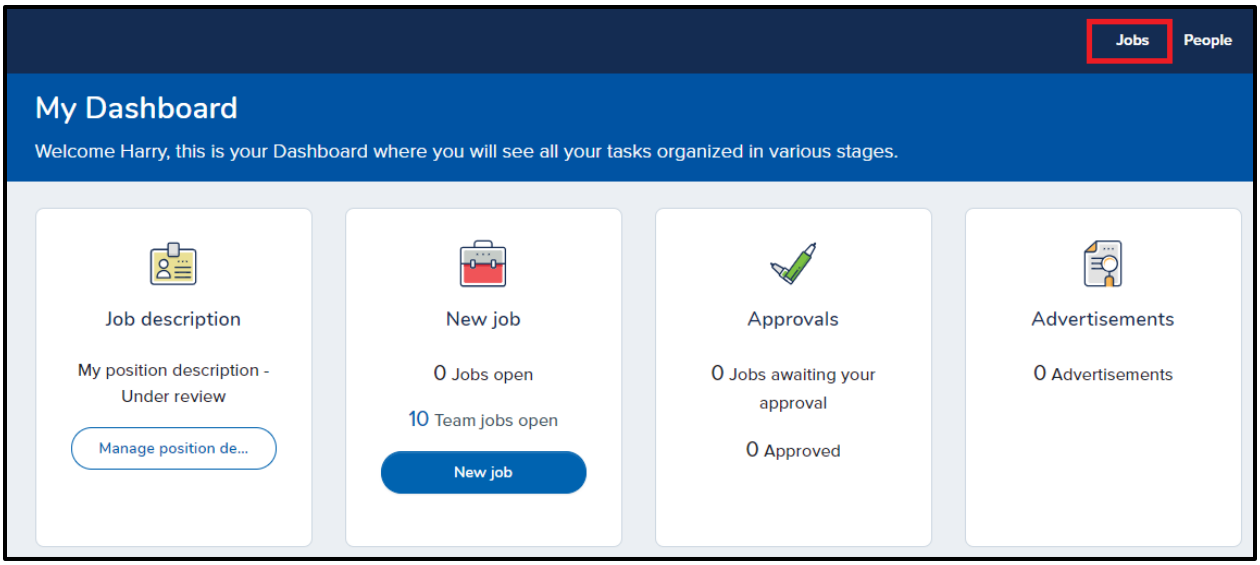
Select the job you would like to attach to this applicant by selecting the binocular icon:



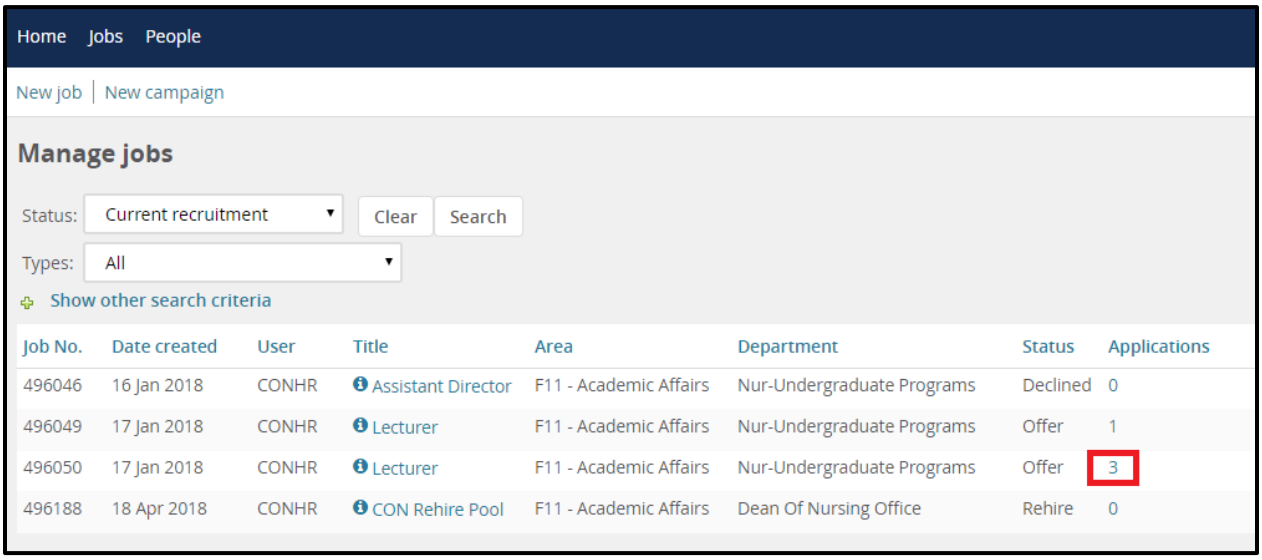
Click the save button:

The employee will now be listed in your rehire pool.

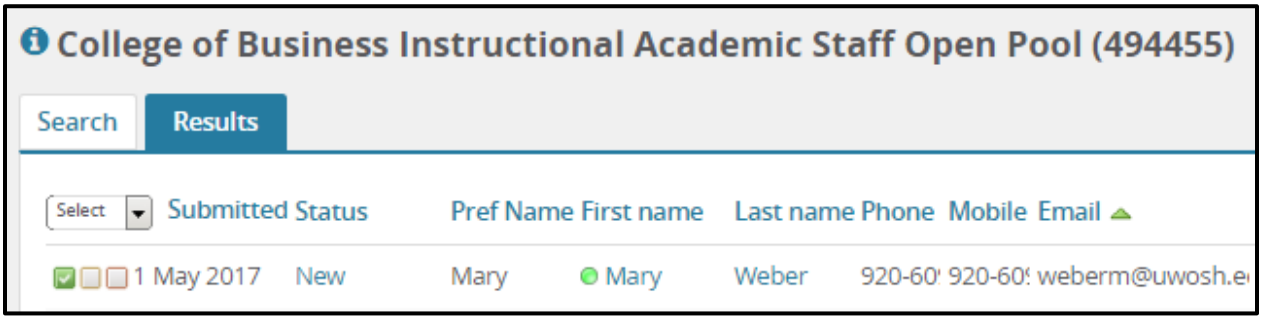
Originally hired in the PageUp system:



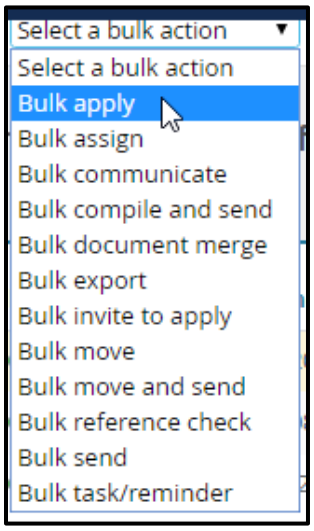
Find a job or campaign that the employee was originally hired for:



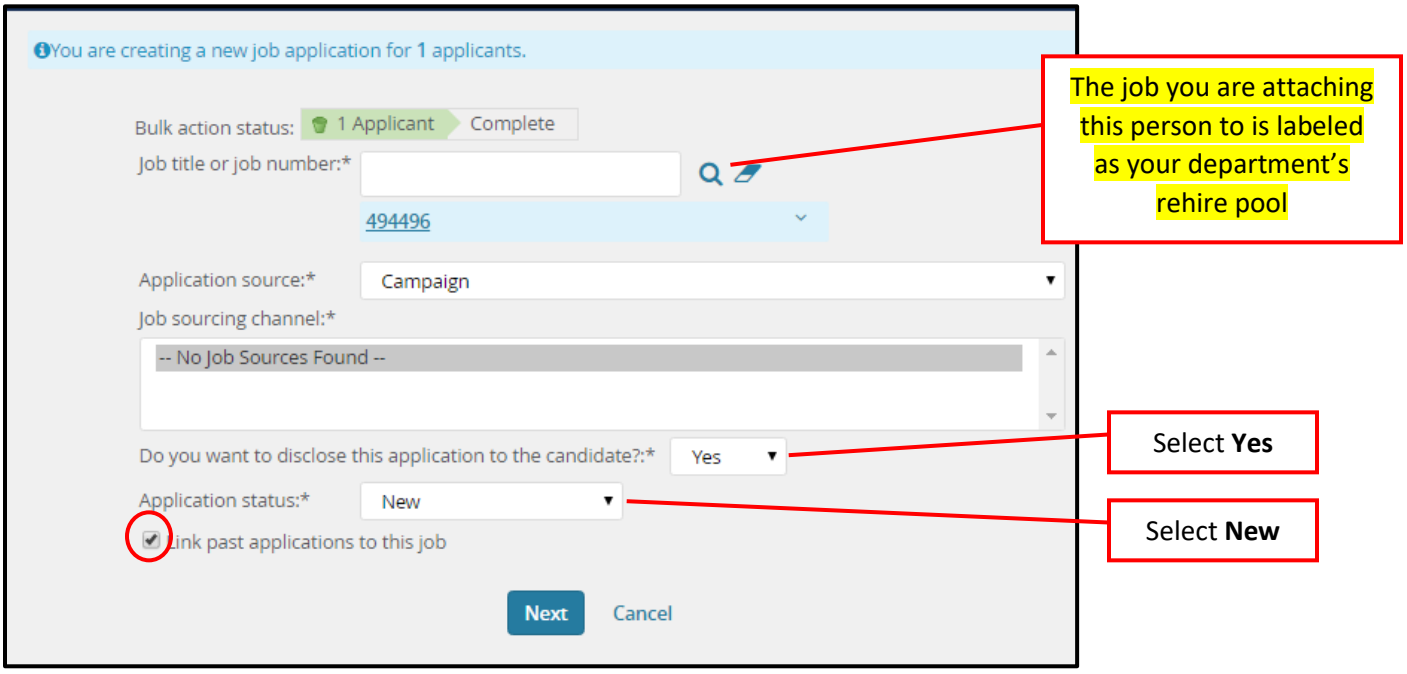
Select the employee by checking one of the boxes on the left side of their row from the list.



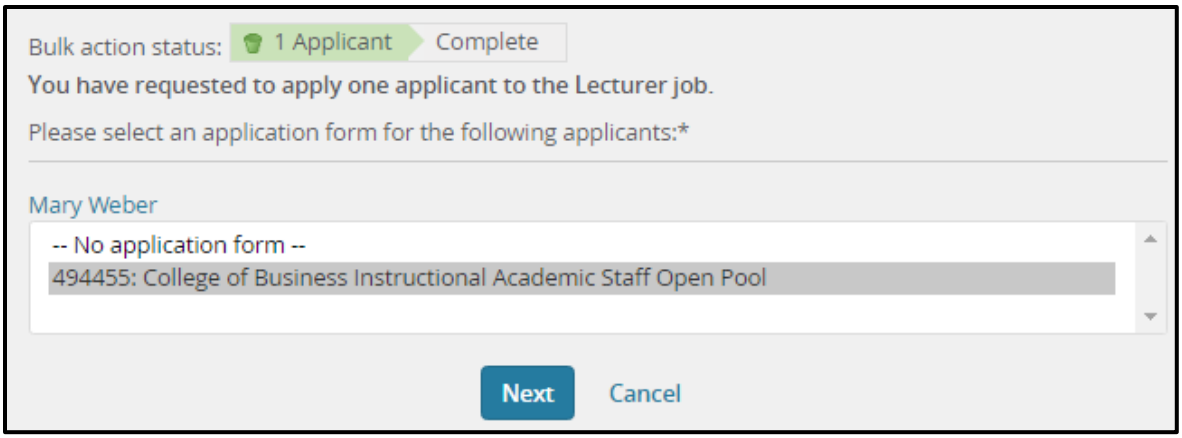
Click **Bulk apply** from the dropdown on the top of the page labeled **Select a bulk action**.



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.**



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**.

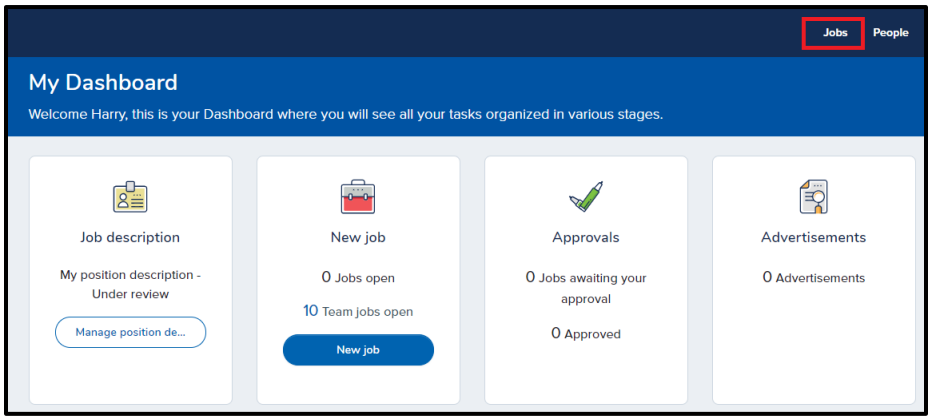


The employee will now be listed in your rehire pool.

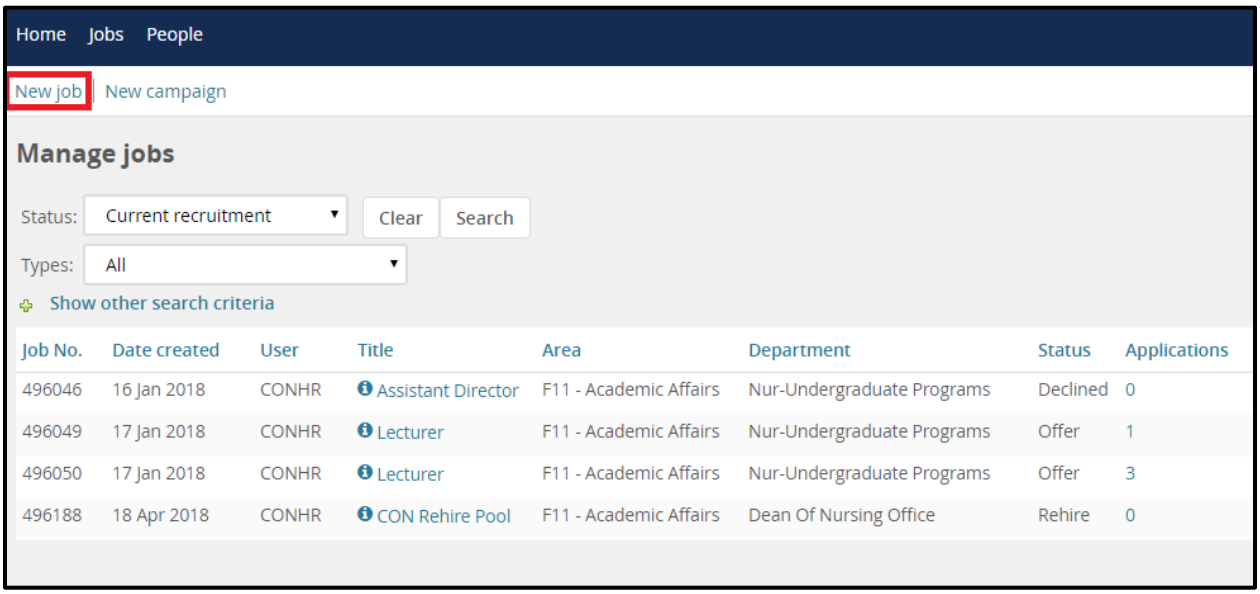
Step 3: Create job requisition (*every* semester)

(Remember, this is separate from the rehire pool)

Click on jobs



Click on new job



Fill out the applicable job requisition information

REQUISITION INFORMATION

General Position Information (applicable to all positions)

Date Created:	20 Apr 2018
Position number:	No position selected.
Position title:*	History Rehire (Fall 2018)
	Position Title is the official UW system title
Working Title:	History Rehire (Fall 2018)
EMPL Class:	Academic Staff
Divison:*	F03 -Academic Affairs (COLS)
Department:	Mathematics
Recruitment process:*	Rehire
Requisition Number:	
	Leave blank to automatically create a reference No.
Reason:	Rehire
Former Incumbent (if applicable):	NA
FTE:	Varies
FLSA Status:	Exempt
Supervisory Position:	Yes No
Account Number:	102-345678-9
Was this position part of the Retirement Incentive Program?:	Yes No

The official title should be listed as department/area rehire (semester date). Please use a specific official title such as lecturer or senior lecturer on an individual's offer card

The working title should be listed as department/area name rehire (semester date)

Budgeting Information (completed by Budget Office)

UW System Range:

CUPA Code:

Budget Approved Maximum:

Additional comments:

Position Description

Faculty and Instructional Academic Staff positions only need to complete "Headcount" and "Job Summary" fields of the position description. The remaining fields are optional.

HEADCOUNT MANAGEMENT

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Position Openings: New: Replacement: 15 Add

Position no	Type	Applicant	Application status	
1	Replacement	-	-	Cancel

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.

Job Summary:

SKIP

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal

Click 'New' to add job duties and responsibilities

New

KNOWLEDGE / SKILLS / ABILITIES

Required Knowledge, Skills, and Abilities:

SKIP

Preferred Knowledge, Skills, and Abilities:

SKIP

Essential Functions (if applicable):

- ☐ Walks, sits, stands
- ☐ Subject to lifting over 50 pounds
- ☐ Empties trash/recycling, vacuums/mops/sweeps floor
- ☐ Files documents; stand, bend, open and lift filing
- ☐ Bends, kneels
- ☐ Uses computer and can type
- ☐ Uses heavy equipment (i.e. vacuum, floor cleaner)

Academic and University Staff Positions Only

University Staff: Select

OR

Academic Staff: Instructional Academic Staff

Terms of Appointment: fixed term-terminal

Contract Period: one semester

If "Other" please specify:

Faculty Positions Only

Faculty Terms of Appointment: Select

If "Other" please specify:

Create Your Posting

Search Type: Select

Are you requesting this position to be hired as a waiver?:* Yes No

What type of Waiver?: Select

If requesting a waiver of recruitment you must attach the required form in the documents tab, which may be found on the equity.uwosh.edu website.

Automatic advertising sources. Please select from the following options: HigherEd Jobs, LinkedIn, The Chronicle of Higher Ed

Please list any additional sources you will be posting to (to be paid for and posted by your department): REHIRE

Advertising summary:* REHIRE

Advertisement text:*

Formats

REHIRE

Search Committee Information

Search Chair: SKIP

No user selected.

Each search and screen committee must consist o
Chair. If the search is for a Dean level position or h
members including the Search Chair.

Search committee members:

Add Search committee member

Recipient

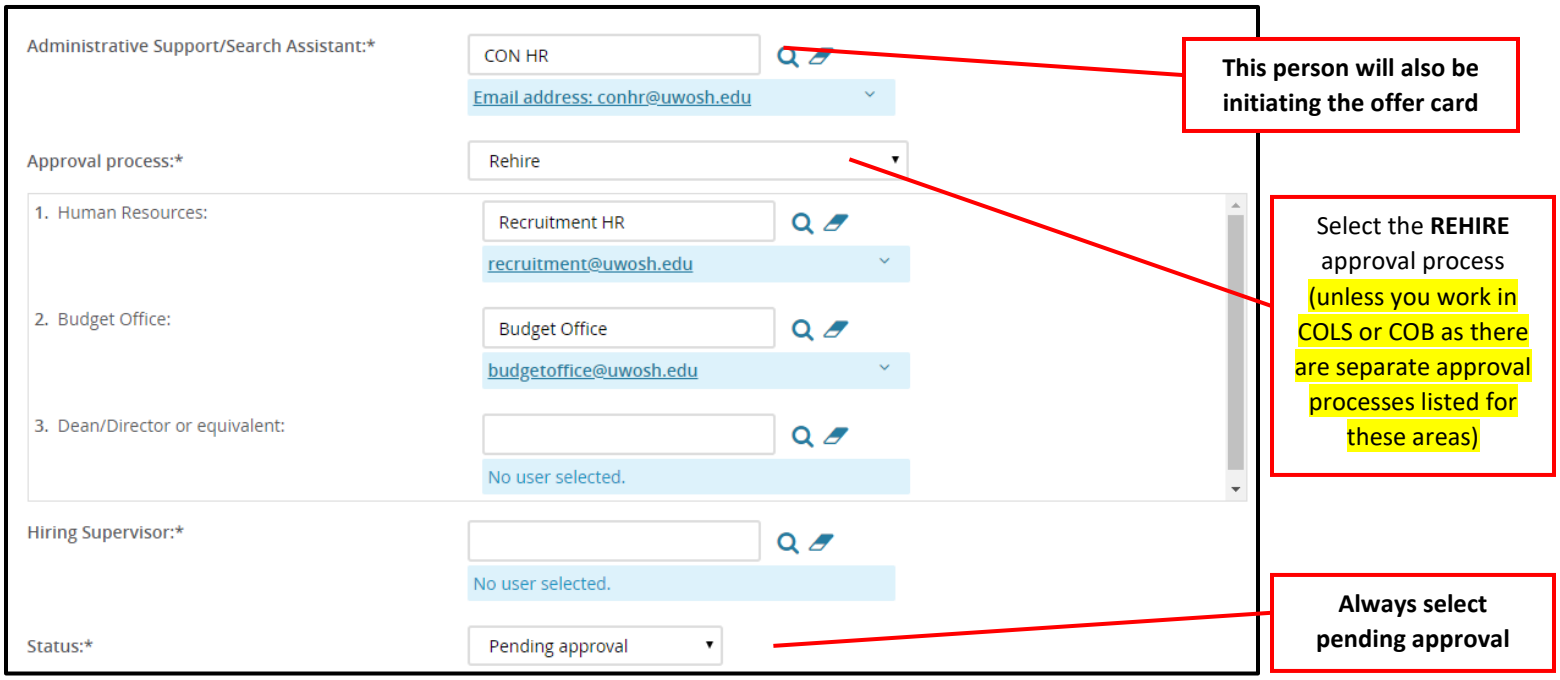
No Search committee member selected.

Search committee member information:

SKIP

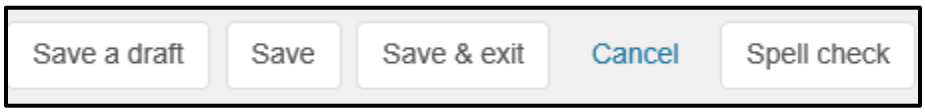
Compliance Panel Facilitator: SKIP

No user selected.



Warning: The Human Resources and Budget Office approval fields will auto populate. Do **NOT** change the approvers in these fields

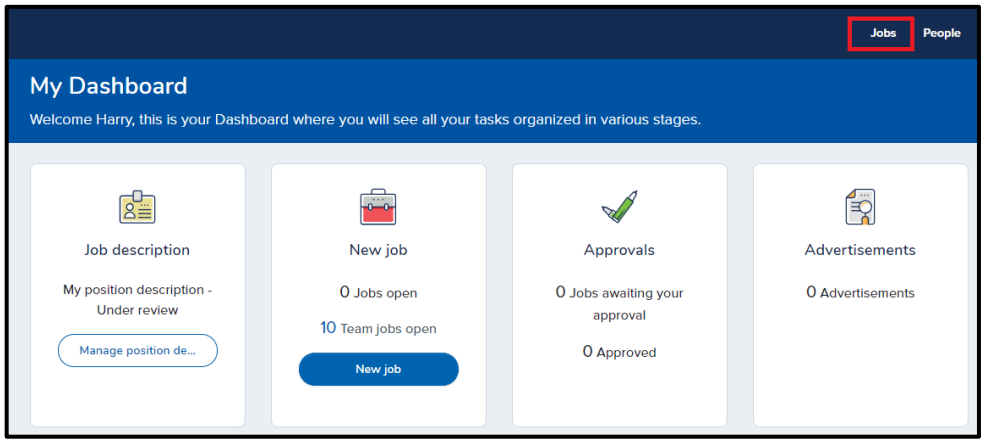
Click **Save** or **Save & Exit** to initiate the approval process.



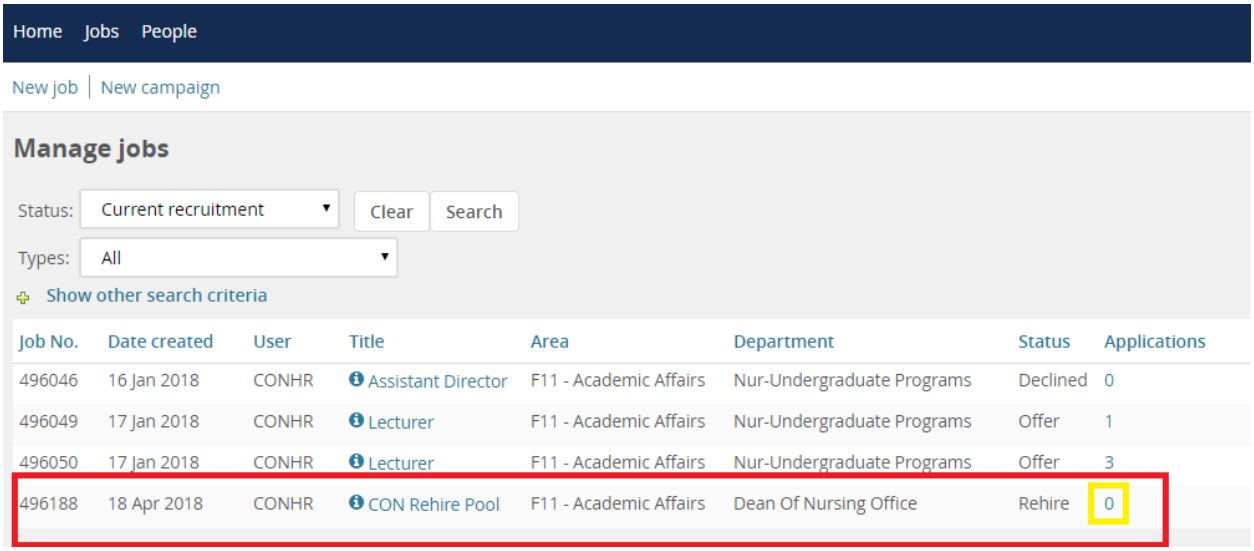
What is the difference between save a draft and save or save & exit?

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.

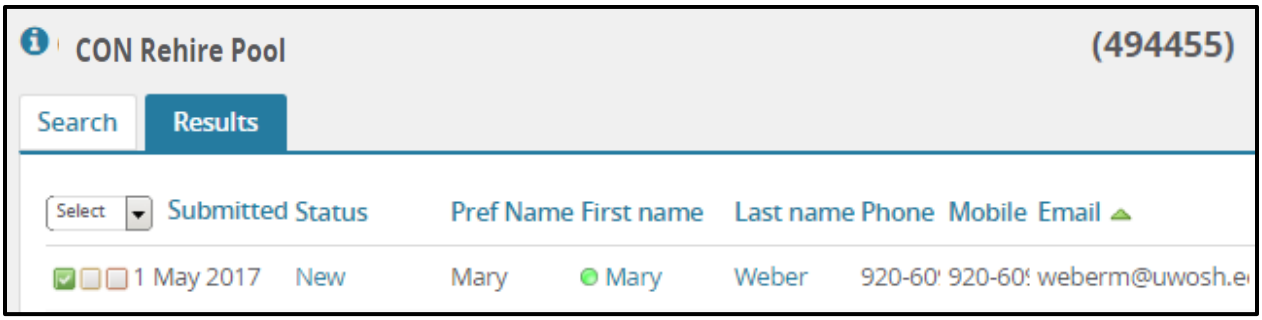
Step 4: Attach your rehires to the job requisition (*every* semester)



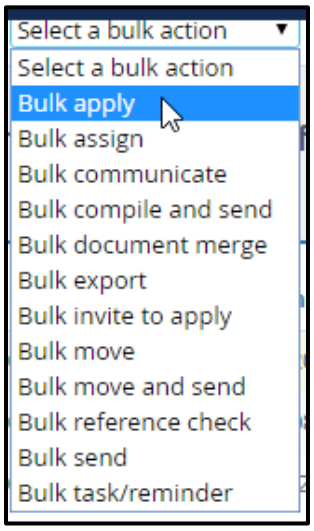
Find your list of rehires located by clicking the number in the applications area for the rehire pool:



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**.



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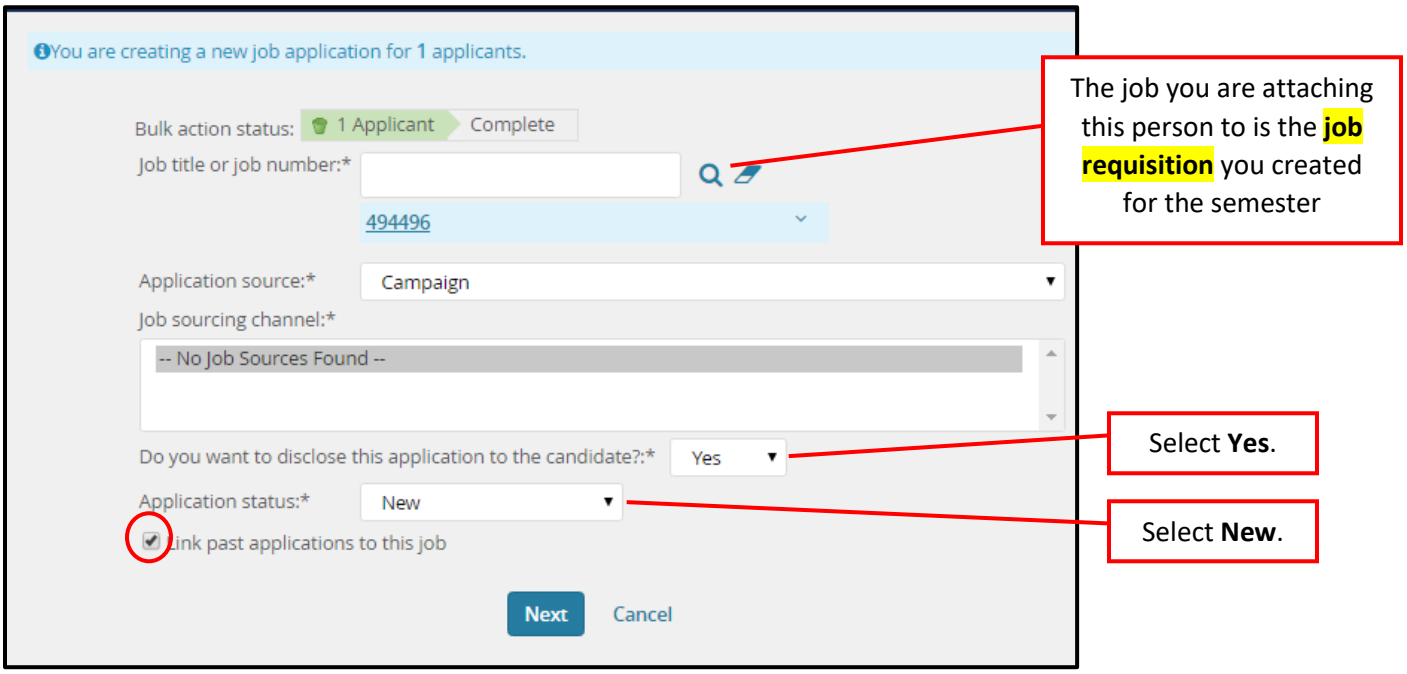

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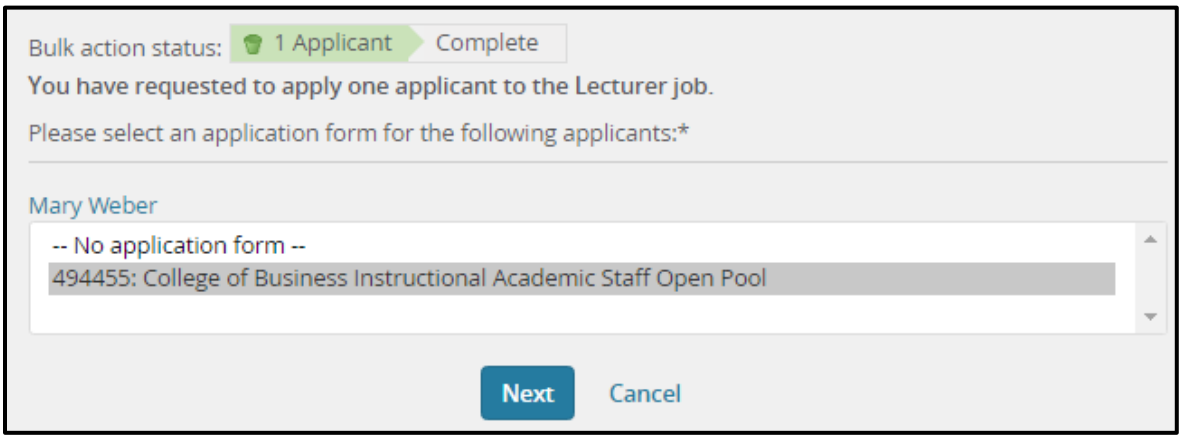
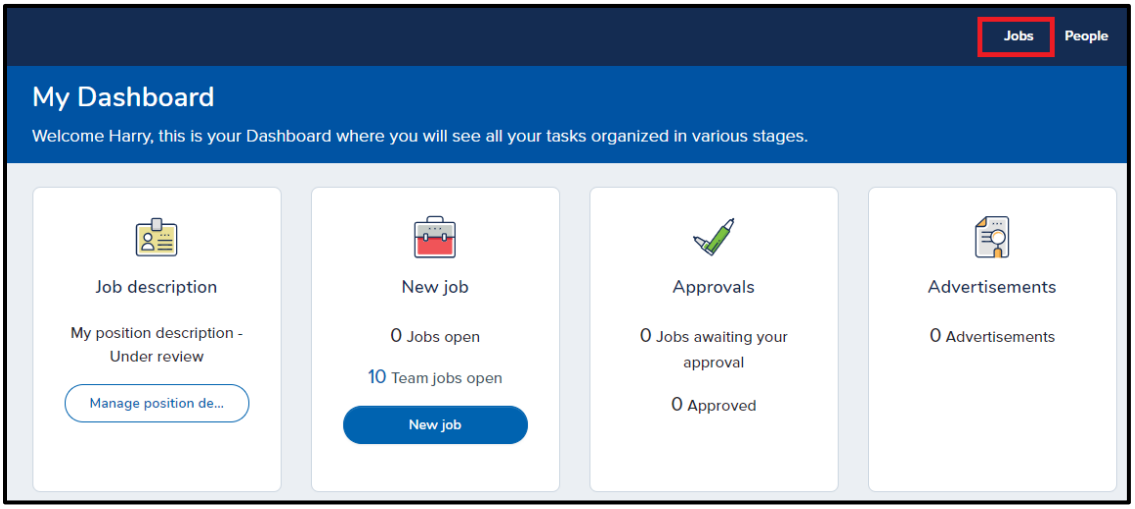
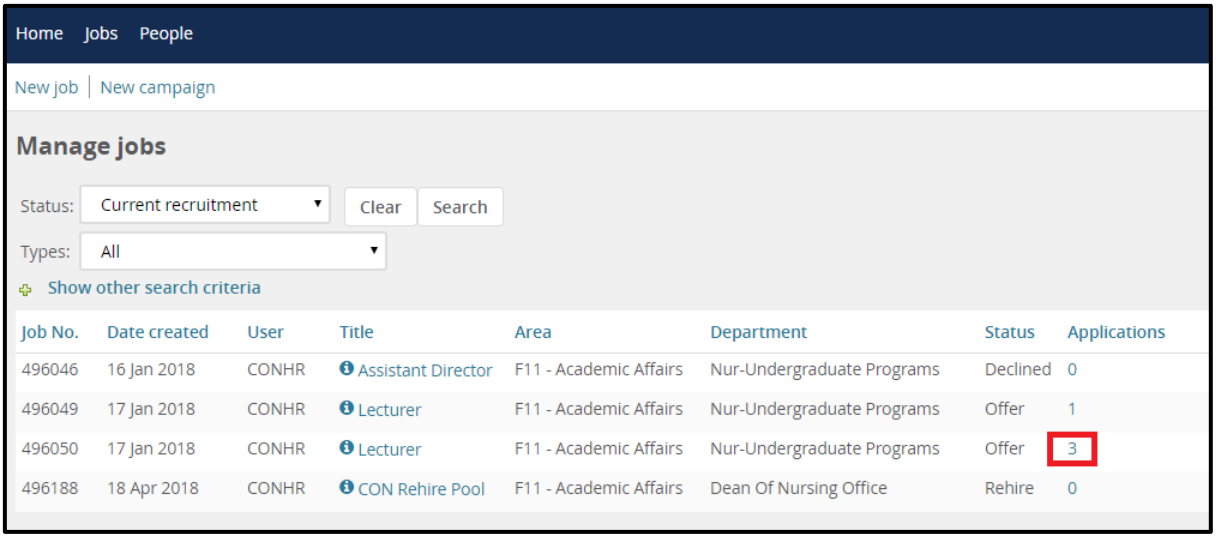


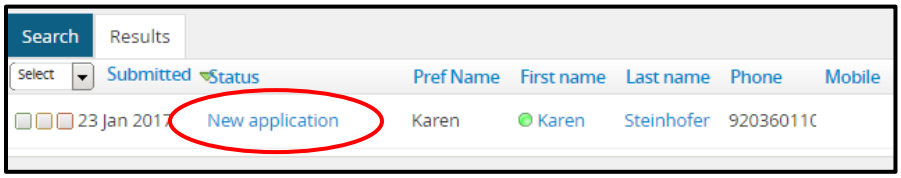
The employee will now be listed in your rehire pool.

Step 5: Complete offer card in PageUp and submit for approval (this replaces the paper rehire form)

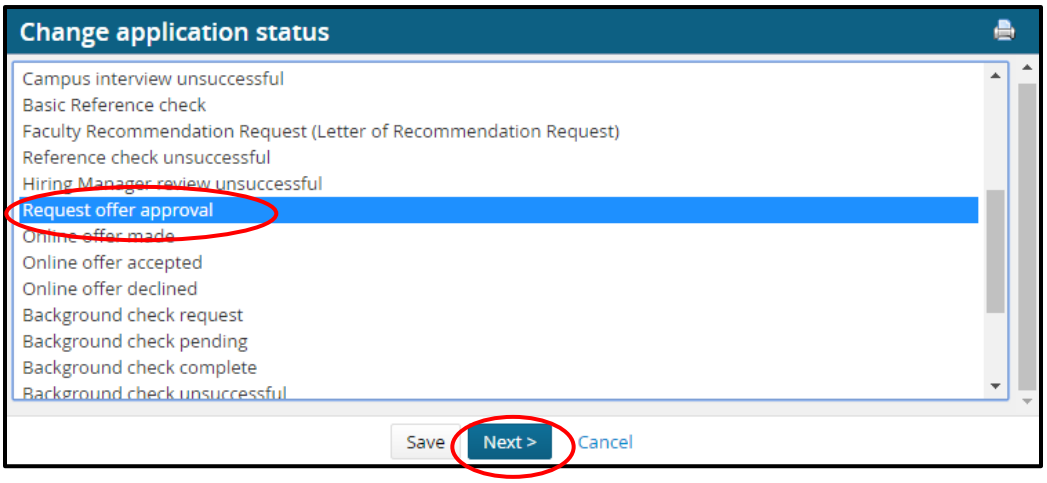




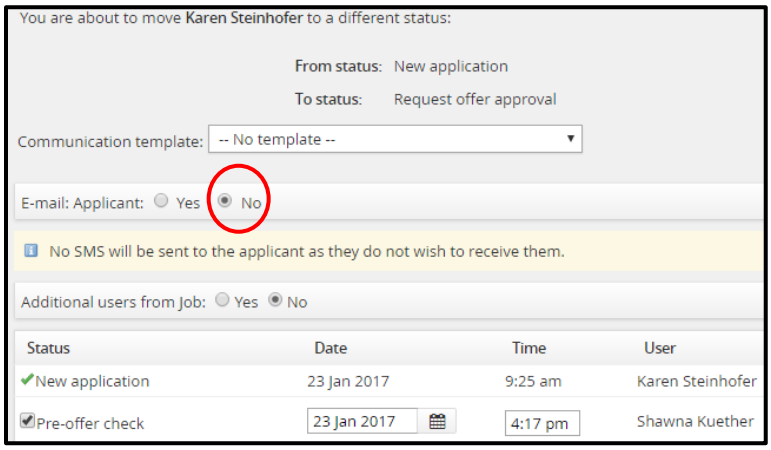
Find the employee you intend to offer the position to. To change the applicant's status and initiate the offer details, click on the **status** of the application.



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



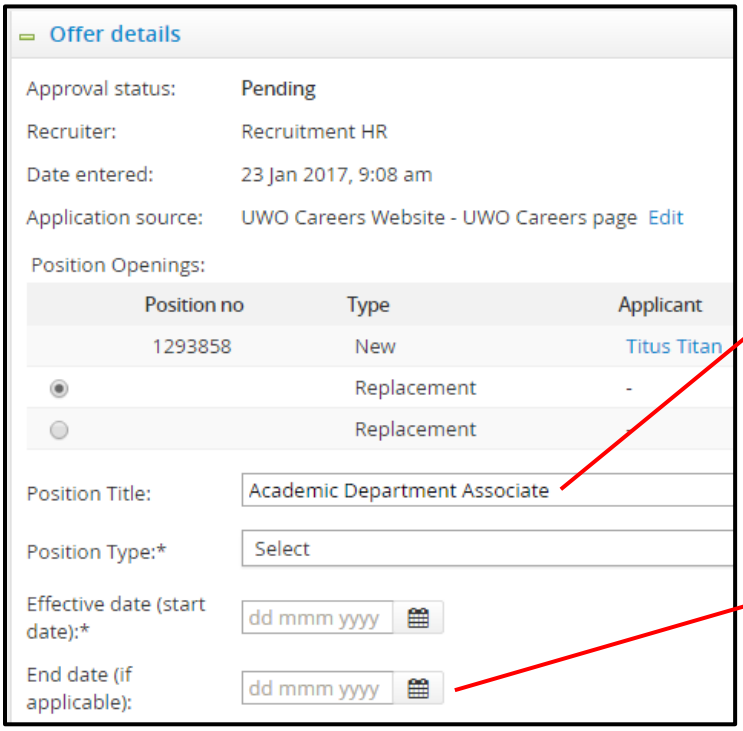
You will be directed to a page where the system will document your updates. There is no need to select a communication template. Select **No** when asked to **E-mail Applicant**.



Click **Move now**.

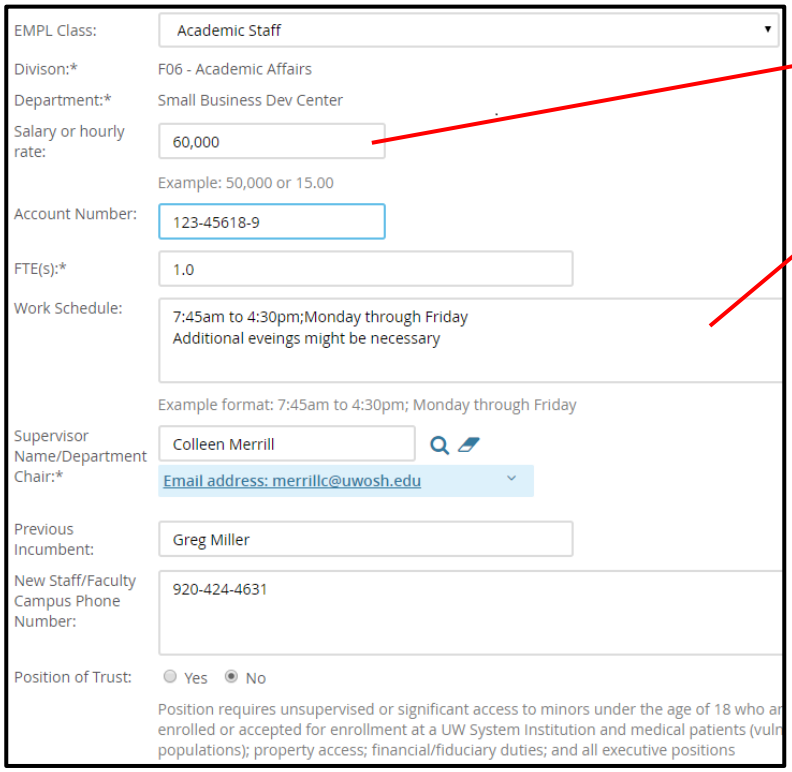
You will now be directed to complete the **offer card**. This is a form in the system that is replacing the paper rehire form.

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)



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.

Is doctorate required for position?: ○ Yes ◉ No

(If the doctorate is required and the candidate has not received it) What are the requirements for the degree and the expected completion date?:

Will the candidate be a time approver?:* ○ Yes ◉ No

(if yes) Please list the individuals (not including students) that will be approved:

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.

Faculty Positions Only

Type of Appointment: Select

College of: Select

Academic Years of Appointment:

Example format: Fall 2017 to Spring 2018

Rank/Position Title: Select

Base Salary:

Actual Salary:

Non-renewal notice period: Select

This section is for faculty positions only and can be skipped.

Applicable solely to Instructional Academic Staff positions, complete the details of the position in order for the contract to be generated.

Instructional Academic Staff Positions Only

Type of Appointment: Select

College of: Select

Contract Period: Select

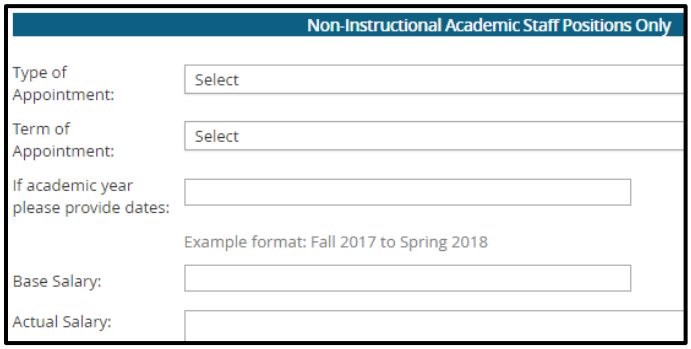
Academic Years of Appointment:

Example format: Fall 2017 to Spring 2018

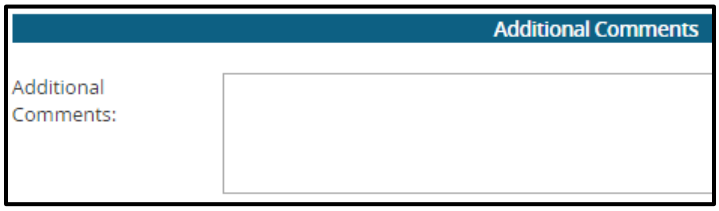
Base Salary:

Actual Salary:

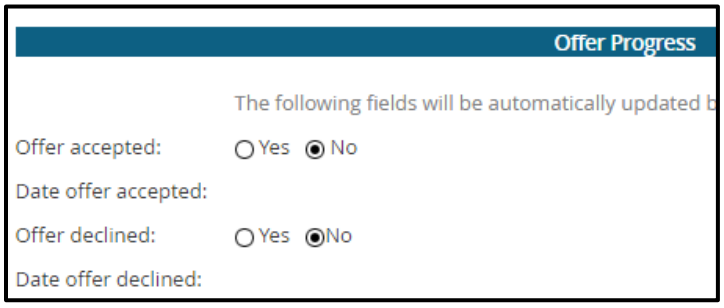
Applicable solely to Non-Instructional Academic Staff positions, complete the details of the position in order for the contract to be generated.



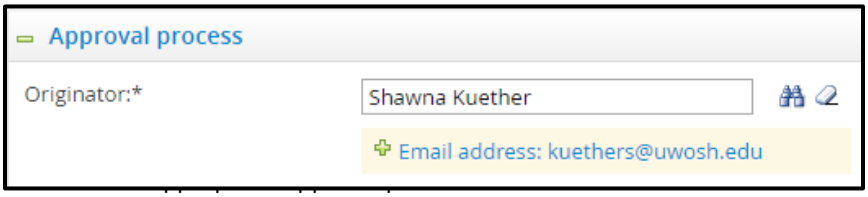
You may use the **Additional Comments** section to justify any piece(s) of information provided on the offer card. **This would also be a great place to list the classes and credits for instructional academic staff positions.**



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.



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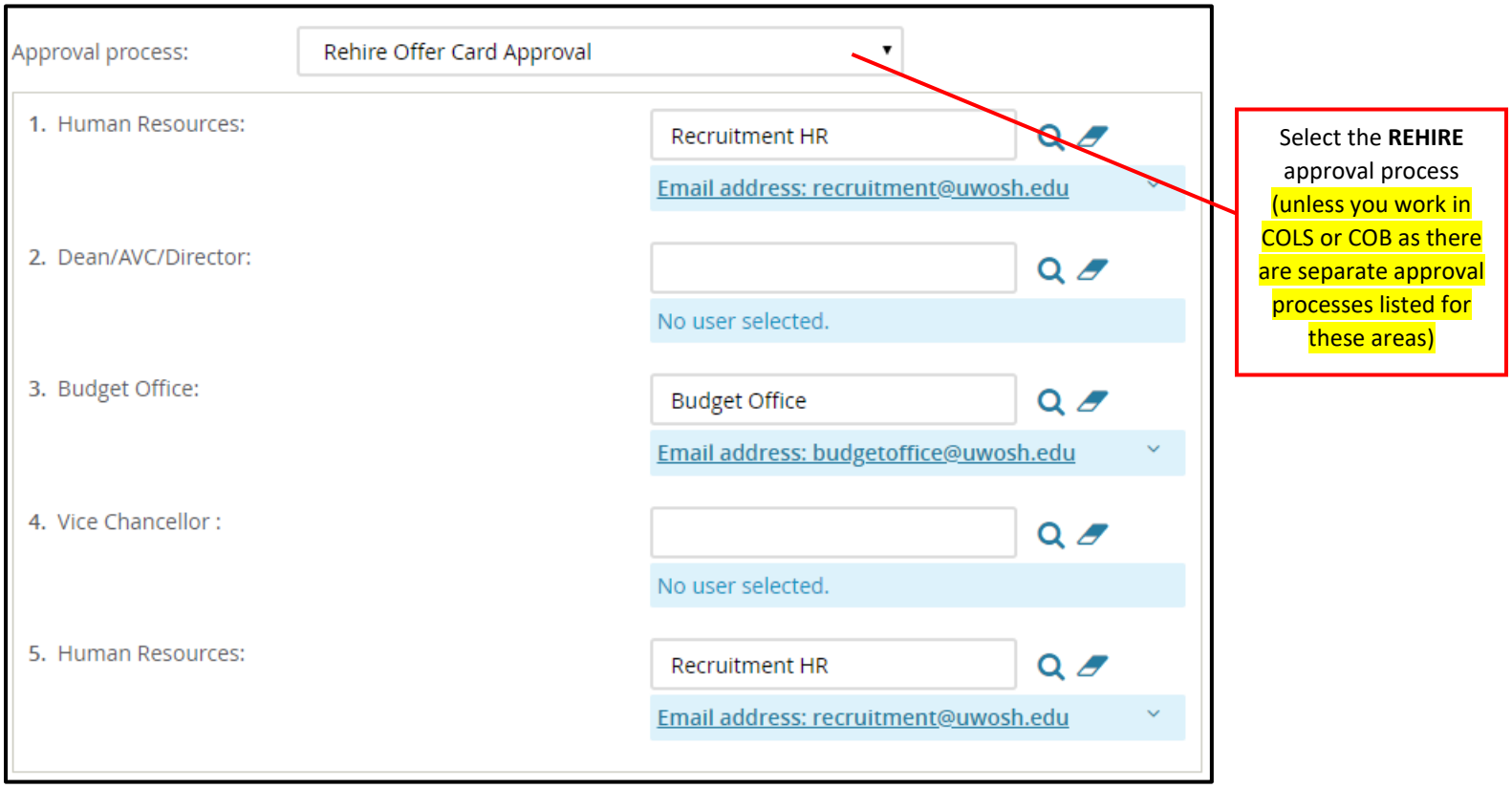
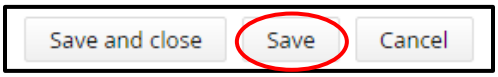


Once you've completed all fields of the offer card, have assigned your Users and Approvers and have reviewed the offer details, click **Save or Save and Close**. This will initiate the approval process by sending instantaneous emails requesting approval from each approver, one at a time. The Originator 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 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.