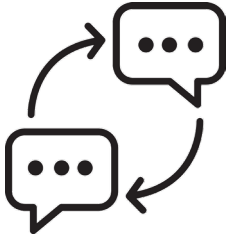


PAGEUP SYSTEM



COMMUNICATION TIMING & METHOD OF NOTIFICATIONS

EPA NOTIFICATION FROM PAGEUP PROCESS



POINT OF CONTACT

ALL ePA related communications sent from the PageUp will go to the individual listed as the **ePA Point of Contact** on the offer card.

Note: the email address for the ePA Point of Contact that pulls through in the blue section of PageUp once the name is entered is the email address the system uses.

ONBOARDING DETAILS

Onboarding form:*

Onboarding workflow:*

Supervisor:*

ePA point of contact:*

ePA point of contact:*

Connie Contact

Email address: ccontact@ua.edu

TIMING OF PAGEUP PROCESS

Action (New Hire):
Employee signs offer letter *and* completes New Hire Forms in PageUp.

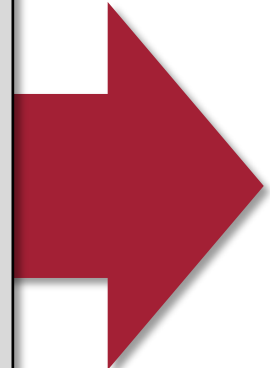
PageUp status changes to:
"Offer Accepted/Forms Complete"
(updated automatically)

Action (System):
At 9:00am all records with a new status of "Offer Accepted/Forms Complete" from the previous day are exported & assigned a CWID. The CWID is entered in the field on the Offer Card.

PageUp status changes to:
"CWID assigned – Hired"

Action (System):
At 6:00pm all records with a new status of "CWID assigned – Hired" from that day are exported into the automated ePA Process

Action (System):
At 6:01pm the individual listed as the ePA Point of Contact will receive an email from k2prod@ua.edu to let them know the New Hire's CWID and instruct them on next steps for ePA (either Action Required or No Action Required).





HOW TO CHECK COMMUNICATION TIMELINE

1. Search for the Applicant in PageUp, then View Application
2. On the Applicant's page, click the History Tab
3. Find the note in the applicant's History Tab to confirm the system changed the status to "Offer accepted form complete – HR Use Only". *This is how users can confirm the offer was accepted AND the forms were completed. A common error is for the offer to be accepted, but forms are not completed, and the status does not move forward.*
4. Next, find the note in the applicant's History Tab to confirm the system changed the status to "CWID Assigned – External (or Internal) Hire." *This is how users can confirm the automated process ran correctly to assign the CWID and change the status. This should happen before 9:00am the day after the offer is accepted and forms are completed.*

Mrs Jane Doe ● Actions ▾

[View profile](#) [View references](#) [Add flags](#)

Address	12345 1 st Ave N Hometown, Alabama 35453, United States	Phone	+1 2059876543
Cell	+1 2059876543	E-mail	janedoe@gmail.com
Current Dept and Title	N/A	Original source	UA Employment Website (jobs.ua.edu)

e-Zines comms hold No

[Applications](#) **History** [Scheduled emails](#) [CRM](#) [Resume/CV](#)

Thursday, Feb 23, 2023, 2:11pm 📄 **Note**

Benefits Specialist - 518405 (518405)

System changed status to 'Offer accepted form complete - HR Use Only' on completion of 'New hire form - Standard Onboarding Form 03.24.2017'

Friday, Feb 24, 2023, 8:40am 📄 **Note**

HR Robot

Benefits Specialist - 518405 (518405)

Status changed to 'CWID Assigned – External Hire - Initiate EPA - HR Use Only' by HR Robot.



HOW TO CHECK COMMUNICATION TIMELINE (CONTINUED)

5. Go back to the Applicant's page, click the Offer accepted link. This opens in the offer card.
6. Scroll to the bottom of the offer card and find the Export section. *This is how users can confirm the new hire record was exported to the ePA automation step and the date / time of the export. This is in military time, so 18:00 will be 6:00pm. This should happen around 6:00pm the same day the status changes to "CWID Assigned – External Hire."*
7. Scroll up on the offer card to locate the ePA Point of Contact. An email should have been sent from k2prod@ua.edu to the email address listed for the ePA Point of Contact at the date and time listed on the Export Date on the offer card. *This is how users can determine who would have received the system email about the ePA and when they should receive it.*
8. The email will provide the New Hire's CWID and specify if Action is Needed or if an ePA has already been submitted.

518405 - Benefits Specialist - 518405

Date submitted Dec 28, 2022	Applied via Other Social Media	Status changed May 25, 2023 ePA Complete – External Hire - (...)	Offer Offer accepted
Resume/CV View	Application View	Add flags	

Exports

Export Title	Exported	Export Date
New Employee Export	True	24 Feb 2023 18:01:54

ePA point of contact:*

Connie Contact

Connie Contact

Email address: ccontact@ua.edu

HOW TO CHECK COMMUNICATION TIMELINE (CONTINUED)

From: K2 Prod <k2prod@ua.edu>
Sent: Friday, February 24, 2023 6:01 PM
To: Connie Contact <ccontact@ua.edu> |
Subject: NO ACTION REQUIRED: ePA Submitted

Dear Connie Contact,

You do NOT need to submit an ePA for your new hire, Jane Doe. The ePA has been submitted through UA's automated ePA process. If rework is required, you will receive notification through the K2 system. You will receive email confirmation once complete.

This message is intended for the individual responsible for initiating the ePA. If you received this message in error, or do not process ePA's, please forward this email to the appropriate person.

CWID: 12381834
 Requisition #: 518405
 Department: 506141-Benefits
 Job Title: Benefits Specialist II

Regards,
 Human Resources

This is an automated email. Please do NOT reply.

EVEREST, Powered by K2® | Office of Information Technology | The University of Alabama

ePA Form
Auto Load

EMPLOYEE TYPE Staff

PURPOSE New Employee

12381834 Mrs. Jane Doe

Employee Information

Deans, Directors, and Department Heads Mailing List

REQUISITION NUMBER 518405

BUDGET CHANGE FORM NUMBER(S) Funded

MOVING ALLOWANCE

TEMPORARY LIVING ALLOWANCE

APPOINT, REAPPOINT, OR CHANGE TO:

POSITION NUMBER 997418	SUPPEX 00	TITLE/RANK Benefits Specialist II
ORG NUMBER 506141	Benefits	EMPLOYEE CLASS C1
MAIL DISTRIBUTION ORG 506141	Benefits	POSITION CLASS W035B
COMPOSITE FTE 1.000	HOURS IN WORK WEEK 40.00	ESS CODE 30
TOTAL SALARY	MONTHLY RATE	Labor Distribution Calculator
BEGIN DATE 3/20/2023	END DATE	HR USE ONLY (TYP)

REGULAR EMPLOYEE WITH NO PERMANENT BUDGET PAYROLL USE ONLY

FUND	ORG	ACCOUNT	PROG	ACTIVITY	DIST %	DIST AMT	OTHER AMT
11000	506141	601410	600		100.00		
					100.00	.00	

ATTACHMENTS

BUILD APPROVAL LIST

Lookup	FQN	Description	Display Name	Order
(Add new row)				

REQUEST ROUTE

Department: [Skip this step]

Department Route: [Skip this step]

Contract and Grant Budget

University Route: Staff

COMMENTS

Type a comment

APPROVAL HISTORY

Step Name	Name	Date	Decision	Comment
Loaded from PageUp	APL, Everest	02/24/2023 12:00:...	NA	

LOADED: Data loaded by PageUp 2 Banner Integration Process. PageUp Approvals: Step: 1 Date: 23-02-2023 Username: benmoses Name: Brandi Moses. Step: 2 Date: 23-02-2023 Username: sarahortant Name: Susie Horton. Step: 3 Date: 23-02-2023 Username: mfrack Name: Matthew Frack. Step: 4 Date: 23-02-2023 Username: benmoses Name: Brandi Moses.