PAGEUP SYSTEM

COMMUNICATION

TIMING & METHOD OF NOTIFICATIONS

EPA NOTIFICATION FROM PAGEUP PROCESS

Rev 06.20.23
**COMMUNICATION: EPA NOTIFICATION FROM PAGE UP**

**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.

**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).
COMMUNICATION: EPA NOTIFICATION FROM PAGE UP

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.
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.
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.

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

Regards,
Human Resources

This is an automated email. Please do NOT reply.

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