

Department Onboarding Delegate

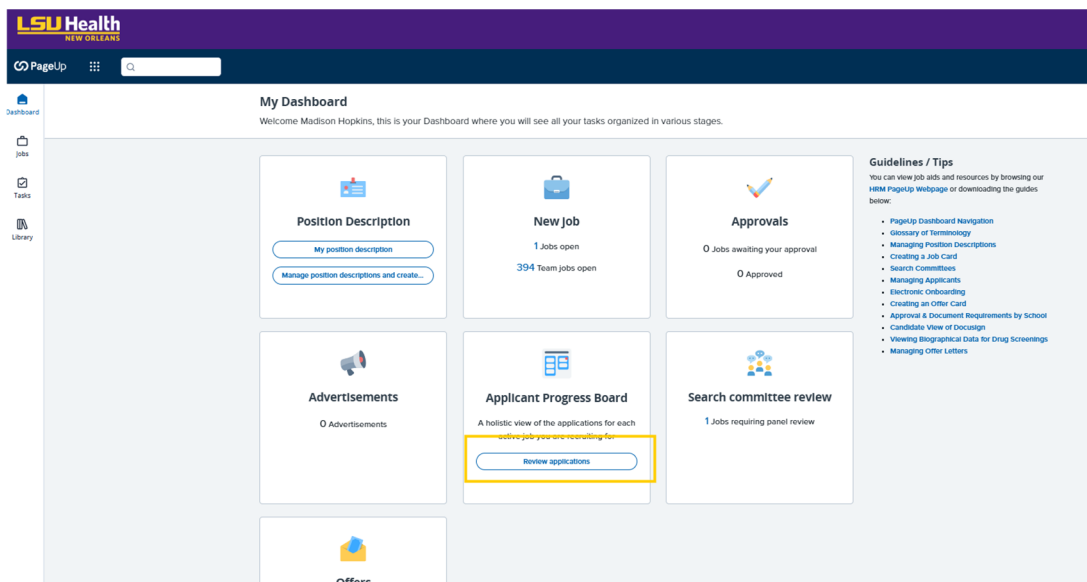
Checking New Hire Onboarding Tasks in PageUp

Purpose

Department onboarding delegates can monitor a new hire's onboarding status and follow up on outstanding employee tasks. Timely completion of required documents helps prevent delays in PeopleSoft entry and payroll processing.

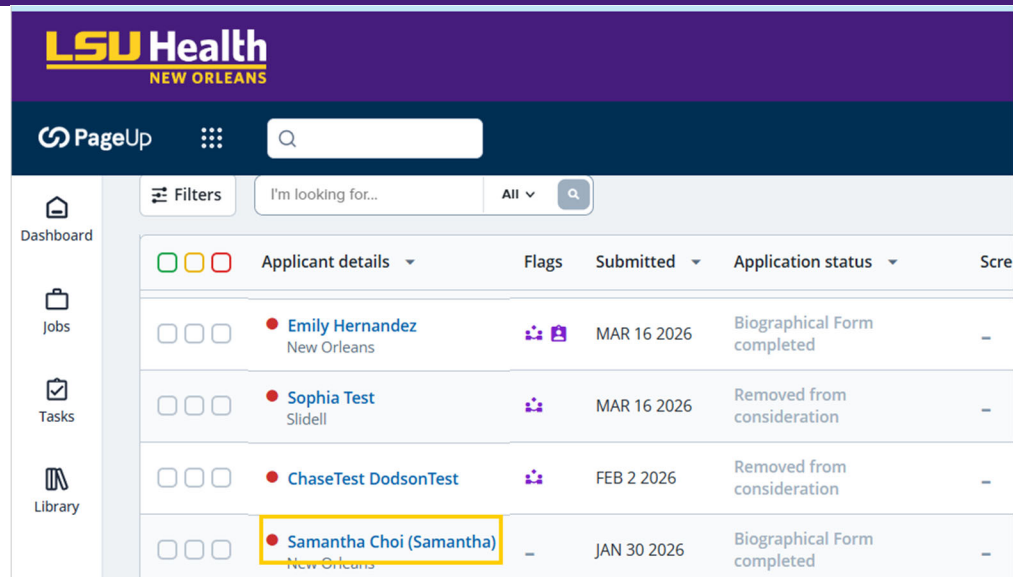
1. Open the Applicant Progress Board

From your PageUp dashboard, select Applicant Progress Board.



2. Open the Applicant Card

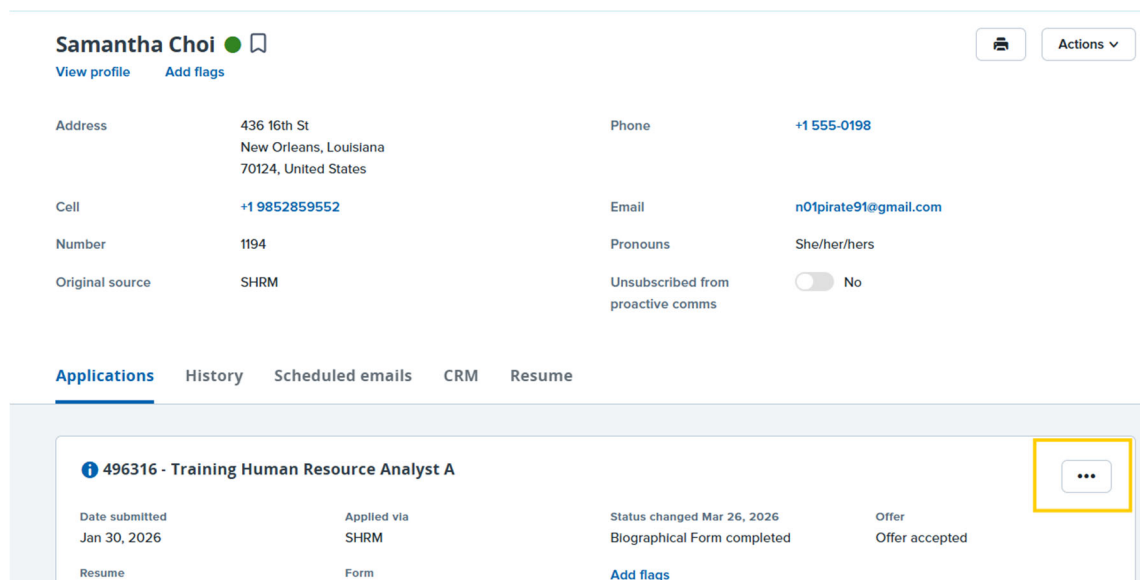
Locate the new hire and click the applicant's name to open their Applicant Card.



LSU Health NEW ORLEANS						
PageUp						
Filters						
I'm looking for...		All				
Dashboard	Applicant details	Flags	Submitted	Application status	Score	
Jobs	Emily Hernandez New Orleans		MAR 16 2026	Biographical Form completed	-	
Tasks	Sophia Test Slidell		MAR 16 2026	Removed from consideration	-	
Library	ChaseTest DodsonTest		FEB 2 2026	Removed from consideration	-	
	Samantha Choi (Samantha) New Orleans		JAN 30 2026	Biographical Form completed	-	

3. Open the applicant actions menu

On the Applicant Card, select the three-dot menu on the right side of the screen.



Samantha Choi  

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

[Print](#) [Actions](#)

Address	436 16th St New Orleans, Louisiana 70124, United States	Phone	+1 555-0198
Cell	+1 9852859552	Email	n01pirate91@gmail.com
Number	1194	Pronouns	She/her/hers
Original source	SHRM	Unsubscribed from proactive comms	☐ No

[Applications](#) [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

496316 - Training Human Resource Analyst A

Date submitted Jan 30, 2026	Applied via SHRM	Status changed Mar 26, 2026 Biographical Form completed	Offer Offer accepted
Resume	Form	Add flags	

4. Select Onboarding

From the three-dot menu, click Onboarding.

Unsubscribed from proactive comms ☐ No

Review Completion Status and Follow Up

Review the onboarding task list and check the “Completed by Employee” column. Follow up with the new hire about any items marked “No” and ask them to complete the outstanding tasks as soon as possible.

Why follow-up matters

Missing or incomplete onboarding documents may delay the new hire’s entry into PeopleSoft and payroll processing. Regularly checking task status and promptly contacting the new hire helps support a smooth onboarding process and timely pay.