Happy December and holiday season, PageUp Hiring Managers!

Offer Card Reminders:

- **Moving Allowance**: moving allowance **MUST** be included in the offer letter and be part of their Offer Card approval process. It will be processed through Payroll, not AP, and it is taxed. The allowance is paid for by the hiring department.

- **Salary**: The offered salary must be entered into the “Final Salary” box. This is the box that feeds into the offer letter and is critical.

- **End Dates**: End dates are required for POSTDOCS, ADJUNCTS, TEMPS, VISITING SCHOLARS, AND ALL RESEARCH. AA cannot write the offer letter without this information. Here is an example:

  - **Start Date Change**: Update the offer card with the new date, send an email to Payroll with the original start date, and take a screenshot of the change on the PageUp offer card.

The PageUp Dashboard now features links to resources:
We have updated the videos on the HR website to reflect the new dashboard look.

There’s also a new version of the user guide with updated screenshots. This guide covers topics including:

- Job cards/requisitions
- Moving applicants to new statuses
- Creating events and inviting candidates
- Creating an offer

You can find the guide on the HR PageUp site under the “Search Committee Materials” drop down:

Here is a direct link: PageUp User Guide

The Recruitment Team and their roles are as follows:

- **Erika Schoonmaker** – Recruitment Support Specialist [eschoonmaker@mines.edu](mailto:eschoonmaker@mines.edu) ext. 3680
  - Primary contact for PageUp assistance with academic and administrative faculty searches and training.
- **Deb Wernli** – Employment Manager [dwernli@mines.edu](mailto:dwernli@mines.edu) ext. 3494
  - Backup contact for all recruitment related process questions and PageUp questions.
- **Paula MacGeorge** – Recruitment Specialist [pnmacgeorge@mines.edu](mailto:pnmacgeorge@mines.edu) ext. 3259
  - Primary contact for classified hiring and onboarding questions.
- **Kathleen Feighny** – Recruiter [kfeighny@mines.edu](mailto:kfeighny@mines.edu) ext. 3888
  - Contact for recruitment strategies, and job description development.
- **Michelle Darveau** – Interim HR Director [mdarveau@mines.edu](mailto:mdarveau@mines.edu) ext. 2305
  - High level recruitment questions.