

PageUp People Recruit

Contractor Management Integrated Framework saas Reporting Performance Succession Global Informal Learning Enterprise Cloud Onboarding Career Planning Assessment Intuitive Development Multilingual Mobile Social Compensation



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Quick Reference Guide – Accessing MyUA

What you need to do	What you will see
STEP 1: Go to the MyUA website In the Address bar of your web browser, enter the following web address: myua.pageuppeople.com Tip: adding this address as a favorite will save you time in the future.	New Tab × +
STEP 2: Login Box Enter your UA Username and Password that is managed by ELMO Click the blue Login button.	UNIVERSITY of ALASKA Use our University of Alaska credentials to access UA People UP Deservord UP Deservord U
Welcome to My UA! The first page that you will see will be the Dashboard page. Your view may be different depending on your level of access. All available functions are within the menu on the right-hand side of the screen.	JOB DESCRIPTION My position description Manage position descriptions and create a new requisition NEW JOB 0 - jobs open APPROVALS 0 - jobs awaiting your approval ADVERTISEMENTS 0 - open advertisements SEARCH COMMITTEE REVIEW 0 - jobs requiring search committee review APPLICATIONS 0 - scheduled interviews O - applicants assigned to you for review 0 - applicants assigned to you for review OFFERS 0 - offers awaiting your approval



Quick Reference Guide – Approving a PD (Budget/Grants)

What you need to do	What you will see
On your home page, under the Approvals bubble, select Jobs Awaiting your approval .	APPROVALS 1 - jobs awaiting your approval
On the Manage approvals tab, click View for the position you are reviewing for approval.	Manage approvals Date raised Job No. Job title
Assign a Position number for the position. Click on the binoculars to search for position numbers.	POSITION DETAILS Position number: Mo position selected. Title: Search Title * Position no
Fill in or verify all the appropriate funding sources and the appropriate percentage for each. Budget Authorization should also be assigned here.	LABOR DISTRIBUTION Fund:* Org:* Org:* Percentage:* © % Budget Authorization: Fund 2: Org 2: @ % Fund 3: Org 3: @ % Fund 3: Org 3: @ % Fund 4: Org 4: @ %
Select Approve or Decline for the position.	Save a draft Approve Decline Cancel Spell check



If you select Decline, you will need to select a reason to decline the job and add additional comments.	Please select a reason as to why the job has been declined:* Select Additional comments: Save Cancel
	✓ Select Funding changes Not approved No longer required More information required Reorganization Request no longer valid Other