

EXTEND VERBAL OFFER

1. Login to the PageUp system at <https://mtsuemployees.pageuppeople.com> using your FSA credentials.
2. Click on the Administration link to be directed to your dashboard.
3. Several boxes should appear. Click “New hires” within the Offers box.
4. Click on “View offer details” to view the offer card.
5. Scroll to the Salary section to view the approved salary. You may now extend the verbal offer.
Note: Human Resources calculates the salary based on relevant years of experience. Please compare the approved salary with other employees in your department to determine if there are compression issues before making the offer. If you want to offer a salary lower than approved, please contact Jamie Wilson via email with the change.

Indicate Verbal Offer Accepted or Declined

6. Return to the system to inform HR if the verbal offer was accepted or declined by entering the recommended candidate’s name in the Quick Search box at the top, right of the page. (Make sure pop-up blocker is off).
7. Click on the applicant’s name to be directed to the applicant’s profile page.
8. Click on the “Background Check Complete” link and change the status to “Verbal Offer Declined” or “Verbal Offer Accepted.” Click “Next.”
 - Verbal Offer Declined: The Confirm status change box will appear. **DO NOT change any of the pre-populated fields.** Click “Move now.”
 - HR will be notified to close the offer card so that you may proceed with the selection of another candidate.
 - Verbal Offer Accepted: The Confirm status change box will appear. **DO NOT change any of the pre-populated fields,** except to enter the start date in the body of the email. Click “Move now.”
 - The PAF will be completed as part of the onboarding process when the applicant completes the system generated new hire paperwork.
 - The new hire will receive benefits information via email from an assigned benefits specialist.

Note: The payroll deadline usually falls around the 7th of each month. New hires beginning after the payroll deadline may not receive the first paycheck until the end of the following month.