DEPAUL UNIVERSITY

Good afternoon, Line Manager!

Me   My Team   My Client Groups   Procurement   Tools   Others

QUICK ACTIONS

APPS

Personal Details

Document Records

Identification Info

Contact Info

Family and Emergency Contacts

My Organization Chart

My Public Info

Change Photo

Employment Info

Document Delivery Preferences

Show More

Onboarding - Manager

Manager Onboarding is a new feature available to make managing new hire easier. It will auto create a checklist of tasks for you to accomplish when you have a new hire assigned.

Pay

Time and Absences

Career and Performance

Personal Information

Learning

Benefits

Current Staff Jobs

Web Clock

Roles and Delegations

Expenses

Campus Address

DPU Alert

Lincoln Financial Group

Health Equity

Fidelity

BlueSky Help

DEPAUL UNIVERSITY

Line Manager!

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Click **'My Team'**

Me   My Team   My Client Groups   Procurement   Tools   Others

QUICK ACTIONS

Personal Details

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APPS

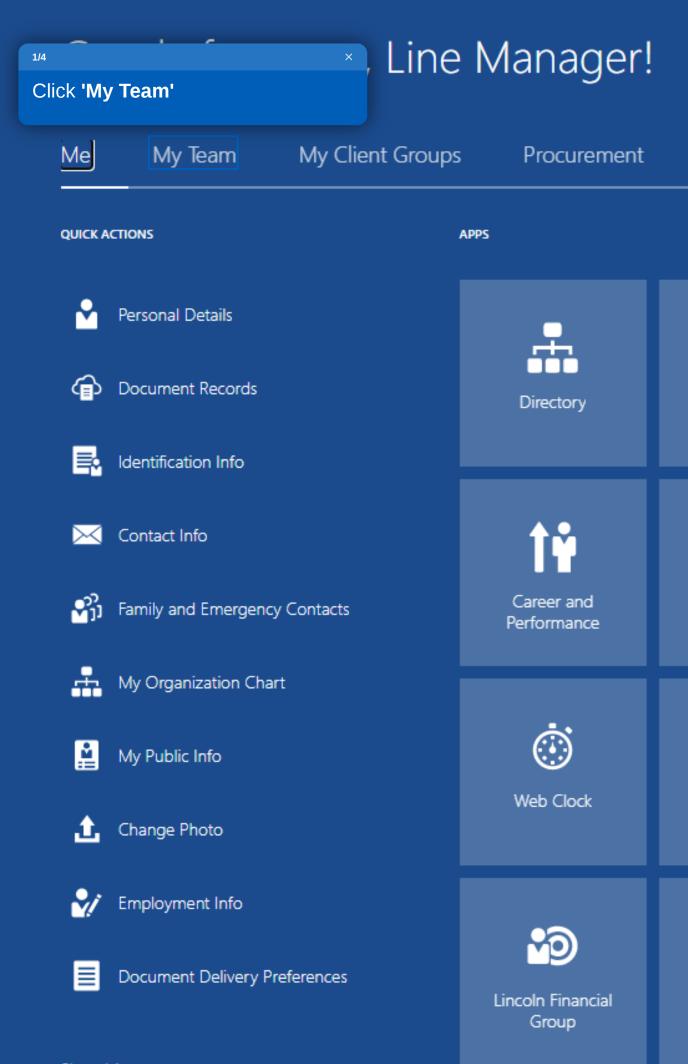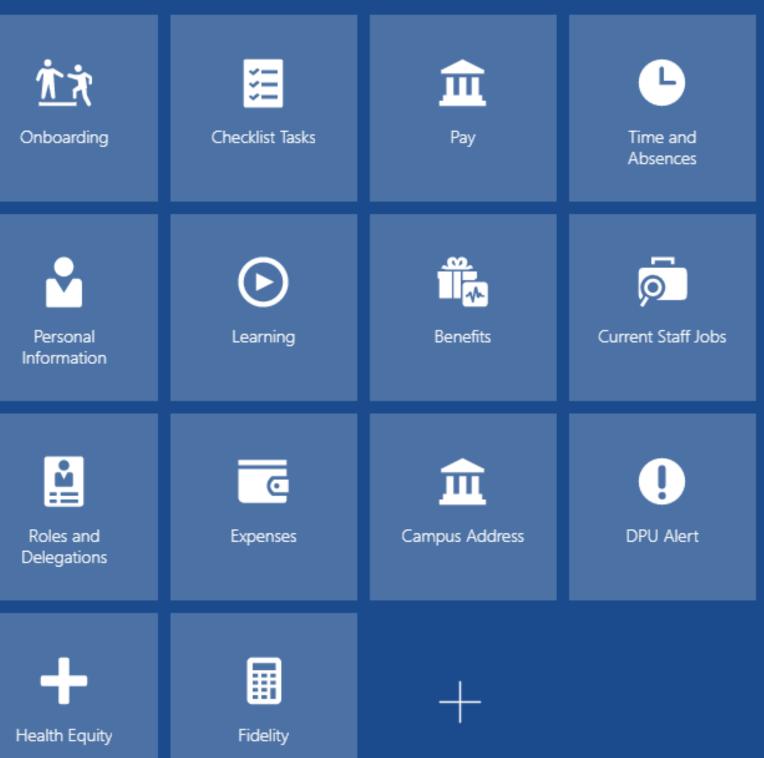| Directory | Onboarding | Checklist Tasks | Pay | Time and Absences |
Career and Performance	Personal Information	Learning	Benefits	Current Staff Jobs
Web Clock	Roles and Delegations	Expenses	Campus Address	DPU Alert
Lincoln Financial Group	Health Equity	Fidelity		

BlueSky Help

DEPAUL UNIVERSITY

Good afternoon, Line Manager!

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QUICK ACTIONS

APPS

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Click **'Onboarding'**

Transfer

Employee Summary

Employment Info

Change Assignment

Document Records

My Team   Onboarding   Hiring   Performance Overview   Performance

Learning   Workforce Compensation   Termination

BlueSky Help

Show More

Things to Finish

Assigned to Me

13

33 minutes ago ✕	2 days ago ✕	1 week ago ✕	1 week ago
ACTION REQUIRED	**ACTION REQUIRED**	**ACTION REQUIRED**	**ACTION REQUIRED**
Approval of Payroll Time Entries for Nonexempt Staff from 2020-11-30 to 2020-...	Approval of Sick Absence Request for Nonexempt Staff from 2020-12-01 to 2020-...	Task Create Plan of Approach Allocated for Exempt Staff, 8653488 Was...	Task Create Plan Approach Alloca for Exempt Staff 8653488 Was...

DEPAUL UNIVERSITY

13   LM

Onboarding

My Tasks

Employees

My Tasks

Search by person name or task   Show Filters

Actions ▾   Sort By   Due Date - Oldest to Latest ▾

☐   NS   **Create Onboarding Schedule**   •••
             Nonexempt Staff

☐   NS   **Establish Goals for First Six Months**   •••
             Nonexempt Staff

☐   NS   **Request Access**   •••
             Nonexempt Staff

☐   NS   **Schedule Check-In Meetings**   •••
             Nonexempt Staff

☐   NS   **Set-up Work Space**   •••
             Nonexempt Staff

☐   NS   **Department Welcome**   •••
             Nonexempt Staff

☐   NS   **Safety Protocols**   •••
             Nonexempt Staff

3/4   ✕

Here, you have a list of all tasks
that need to be completed to ease
your new hire into their role.

These checklist items can be
marked off by clicking on them
individually, or by clicking the **Radial
Boxes** and then clicking, **'Actions'**.

Click **'Next'** to continue.

BlueSky Help

DEPAUL UNIVERSITY

Onboarding

My Tasks

Employees

4/4 ✕

Click 'Employees' to view this task list broken down by employee, if you'd like.

Click **'Next'** to continue.

My Tasks

Search by person name or task 🔍   Show Filters

Actions ⌄   Sort By   Due Date - Oldest to Latest ⌄

☐   NS   **Create Onboarding Schedule**
              Nonexempt Staff   •••

☐   NS   **Establish Goals for First Six Months**
              Nonexempt Staff   •••

☐   NS   **Request Access**
              Nonexempt Staff   •••

☐   NS   **Schedule Check-In Meetings**
              Nonexempt Staff   •••

☐   NS   **Set-up Work Space**
              Nonexempt Staff   •••

☐   NS   **Department Welcome**
              Nonexempt Staff   •••

☐   NS   **Safety Protocols**
              Nonexempt Staff   •••

BlueSky Help

Onboarding

My Tasks

Search by person name or task

Show Filters

Actions ▾

Sort By   Due Date - Oldest to Latest ▾

NS   **Create Onboarding Sche...**
Nonexempt Staff

NS   **Establish Goals for First S...**
Nonexempt Staff

NS   **Request Access**
Nonexempt Staff

NS   **Schedule Check-In Meeti...**
Nonexempt Staff

NS   **Set-up Work Space**
Nonexempt Staff

NS   **Department Welcome**
Nonexempt Staff

NS   **Safety Protocols**
Nonexempt Staff

This completes the overview of the Manager Onboarding process.

This checklist will auto-assign each time you have a new hire, and

you will receive a bell notification about it as well.

To view this walkthrough again, search 'Onboarding - Manager" in

BlueSky Help.

My Tasks

Employees

BlueSky Help