eID – Offer Card enhancement
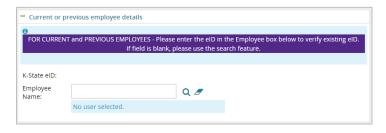
EFFECTIVE TOMORROW, March 4th, 2020, the Offer Card will have a new eID search feature.

What is changing?

The current K-State eID field, located below the Offer details section, will be removed from the offer card.

The new feature is located below the Personal Details section. During the application process, current or previous employees may or may not enter their eID on their application. If entered, this eID will appear automatically on the Offer Card.

If the employee name does not prepopulate, please enter the eID in the Employee name box.

PLEASE NOTE THE FOLLOWING:
- If the K-State eID and employee name boxes are blank, please utilize the search feature to search for an existing employee record. If no results appear, please continue the offer card process.
- If more than one user with the same name appears on the search result, please select the user with an **Active** account.

Why is this enhancement important?

This enhancement will reduce lost access to a hire's onboarding employee portal, provide the ability to search for current or previous employee accounts within PageUp, and confirm the eID which was provided during the application process.

Training available

We will host an Offer Card Enhancements Zoom Training on **Thursday, March 5th at 9:00 am**. Please follow the link below to join the meeting. Please access the training **here**

A webinar recording will be available on the Hiring Resources page on March 4th by close of business.

For more information on best practices, contact your Talent Acquisition Strategic Partner

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