

# HR CoP Training Catalog

## Table of Contents

- [Introduction to UW-Madison - HRS and Related Technologies](#)
- [HR - HRS Security Awareness](#)
- [Intro to HRS](#)
- [HR - Student Hire Non-template e-Learning](#)
- [HR - Student Template Hire e-Learning](#)
- [HR - Student Multiple Jobs and Rehire e-Learning](#)
- [HR - Student Help](#)
- [HR - Query Library Training – Payroll, Time and Labor, and Absence Management](#)
- [HR - Funding Employee Jobs in HRS](#)
- [HR - JEMS HIRE](#)
- [BN - Basic Benefits for HR Professionals](#)
- [BN - Summer Pre-Pay Training](#)
- [BN - Fall Enrollment Benefits Session](#)
- [PY - HRS Basics](#)
- [PY - Glacier](#)
- [PY - Scholarship and Fellowship Lump Sum Payments to Nonresident Aliens](#)
- [PY - Direct Deposit and W4](#)
- [Immigration:H-1B Employee Basics](#)
- [Immigration: Alphabet Soup of Immigration](#)
- [Immigration: J-1 Scholar Basics](#)
- [Immigration Documents Training](#)
- [Immigration: Terra Dotta – J-1 Scholar Basics](#)
- [Immigration: Terra Dotta – H-1B Employee Basics](#)
- [Student Information System](#)

## UW-Madison Introduction to HR

### **Course Name:** Introduction to UW-Madison – HRS and Related Technologies

**Course Description:** This course provides an overview of HR technologies used at UW–Madison such as HRS, JEMS, and TREMS. Topics covered are location of resources, basic human resources concepts, and an overview of the commonly used technologies. This course provides a foundation for other HRS and related technology learning opportunities. Participants may also want to review this as a refresher course a few weeks after their onboarding while becoming acclimated to their roles and responsibilities.

**Prerequisite(s):** none

**Audience:** This e-Learning is intended for UW-Madison employees with human resource, payroll, benefits, and/or funding responsibilities in their role.

**Course Format:** On demand e-Learning

**Contact Department:** UW-Madison HR CoP

**Contact Email:** [hr\\_communities\\_of\\_practice@ohr.wisc.edu](mailto:hr_communities_of_practice@ohr.wisc.edu)

**Course Registration:** <https://go.wisc.edu/b71410>

**Security Role:** None

## Human Resource System (HRS) Trainings

### **Course Name:** Intro to HRS

**Course Description:** This course is designed to introduce people to HRS, demonstrate the integrated nature of the system and the importance of having accurate system data to ensure employees are paid timely and accurately, and have access to the correct benefits.

**Prerequisite(s):** none

**Audience:** This e-Learning is intended for users of HRS.

**Course Format:** On demand e-Learning

**Contact Department:** UW System Service Center Professional Development Team

**Contact Email:** [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Self-registration through the [UW-Shared Services Service Operations Website \(Service Center\)](#). Use the Personal Learning Path link.

**Security Role:** Must have an HRS security role to self-register for this course.

**Course Name: HR - Student Hire Non-Template**

**Course Description:** This e-Learning course will focus on the steps to hire a new student using job data (not Student Hire Template). The course will provide an overview to required fields and workflow. Learners will practice completing the steps to hire a student employee using job data.

**Prerequisites:** Intro to HRS

**Audience:** Employees who hire students directly into HRS and do not use the Student hire template. Check with your division HR office to determine business practice you should follow.

**Course Format:** On demand e-Learning

**Contact Department:** UW-Shared Services Service Operations

**Contact Email:** [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Self-registration through the [UW-Shared Services Service Operations Website \(Service Center\)](#).

**Security role:** HR Template Based Hires Update, HR TBH HR Admin Approval Update

**Course Name: HR - Student Template Hire e-Learning**

**Course Description:** This e-Learning course will focus on fields within the Student Hire Template and the potential downstream impacts of certain attributes in the template. The course will introduce you to student hiring which include a process overview of using the student hire template. Learners will then practice completing the steps to hire a student employee using the student hire template.

**Prerequisites:** Intro to HRS

**Audience:** Employees who hire students directly into HRS using the Student hire template. Check with your division HR office to determine business practice you should follow.

**Course Format:** On demand e-Learning

**Contact Department:** UW-Shared Services Service Operations

**Contact Email:** [serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Self-registration through the [UW-Shared Services Service Operations Website \(Service Center\)](#).

**Security role:** HR Template Based Hires Update, HR TBH HR Admin Approval Update

**Course Name: HR - Student Multiple Jobs and Rehire e-Learning**

**Course Description:** This eLearning course will review the necessary information for Job Data fields, relative to student rehire or adding an employment instance, for student help. It will explain the additional information/steps needed for a rehire and adding an employment instance.

**Prerequisites:** Intro to HRS

**Audience:** Employees who will rehire students and add concurrent jobs directly into HRS.

**Course Format:** On demand e-Learning

**Contact Department/Email:** UW-Shared Services Service Operations/[serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Register through the [UW-Shared Services Service Operations Website \(Service Center\)](#).

**Security role:** Student Help Update role

**Course Name: HRS Security Awareness**

**Course Description:** This is the HRS security awareness and acknowledgement that all users who receive access to HRS are required to complete.

**Prerequisites:** This is required training for those who obtain access to HRS.

**Audience:** HRS users

**Course Format:** On demand e-Learning

**Contact Department/Email:** UW-Shared Services Service Operations/[serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Self-registration ([Instructions to self-register](#))

**Security role:** Any core HRS security roles

**Course Name: FN – Introduction to Funding**

**Course Description:** This course will provide an overview of funding in HRS. This includes the levels of funding and how funding works with payroll.

**Prerequisites:** Intro to HRS

**Audience:** Employees who enter funding in the HRS system.

**Course Format:** On demand e-Learning

**Contact Department/Email:** UW-Shared Services Service Operations/[serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Register through the [UW-Shared Services Service Operations Website \(Service Center\)](#).

**Security role:** FI Campus Funding One BU, FI Campus Funding - All Campus

### **Course Name: FN – Setting Up Funding**

**Course Description:** This course will provide information on entering new appointment level funding entries into HRS as well as how to run the No Appointment Level funding report.

**Prerequisites:** Intro to HRS, FN – Introduction to Funding

**Audience:** Employees who enter funding information in the HRS system.

**Course Format:** Webinar

**Contact Department/Email:** UW-Shared Services Service Operations/[serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Register through the [UW-Shared Services Service Operations Website \(Service Center\)](#).

**Security role:** FI Campus Funding One BU, FI Campus Funding - All Campus

### **Course Name: FN – Changing Funding**

**Course Description:** This course will focus on situations when existing funding can be changed and how to complete the change in HRS. We will also review reports that identify when a change is needed.

**Prerequisites:** Intro to HRS, FN – Introduction to Funding, FN – Setting Up Funding

**Audience:** Employees who enter and update funding in the HRS system.

**Course Format:** Webinar

**Contact Department/Email:** UW-Shared Services Service Operations/[serviceoperations@uwss.wisconsin.edu](mailto:serviceoperations@uwss.wisconsin.edu)

**Course Registration:** Register through the [UW-Shared Services Service Operations Website \(Service Center\)](#).

**Security role:** FI Campus Funding One BU, FI Campus Funding - All Campus

## **Benefits**

### **Course Name: BN - Basic Benefits for HR Professionals**

**Course Description:** Meet with central OHR benefits office to receive an overview of administering benefits at the department or division level.

**Prerequisites:** None

**Audience:** This course is intended for department or division benefits coordinators

**Course Format:** One-on-one training or can facilitate department/division level courses.

**Contact Department:** OHR Benefits

**Contact Email:** [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)

**Course Registration:** Email the contact and request training

**Security role:** Must be responsible for benefits within your department or division

**Course Name: Pre-Pay Benefits Training**

**Course Description:** This course provides an understanding of how to manage pre-pays for benefits.

**Prerequisites:** Benefits 101 or Basic Benefits for HR Professionals

**Audience:** This course is intended for HR professionals who manage summer pre-pays

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** OHR Benefits

**Contact Email:** [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)

**Course Registration:**

**Security role:**

**Course Name: BN - Fall Enrollment Benefits Session**

**Course Description:** This workshop provides an overview about the upcoming years eligibility and benefits.

**Prerequisites:** Benefits 101 or Basic Benefits for HR Professionals

**Audience:** This course is intended for HR and Benefits professionals who administer or are points of contact for their departments or divisions.

**Course Format:** Seminar Presentations

**Contact Department:** OHR Benefits

**Contact Email:** [benefits@ohr.wisc.edu](mailto:benefits@ohr.wisc.edu)

**Course Registration:** Offered October of each calendar year

**Security role:**

# Payroll

## **Course Name: HRS Basics (Part 1 and Part II)**

**Course Description:** HRS Basics is the first in a series of classes for HR and Payroll professionals at UW Madison. This class will cover the general use for Modify a Person, Job Data and Time and Labor Security in HRS. In addition, you will learn how to use the payroll calendar and how the timing of data entry into HRS affects an employee's payroll.

**Prerequisites:** Introduction to UW Madison HRS and Related Technologies, Part 1 is a prerequisite for Part II

**Audience:** HR and Payroll Professionals

**Course Format:** Part 1 is on-demand eLearning. Part II is face to face.

**Contact Department:** OHR Payroll

**Course Registration:** [HRS Basics Part 1 and Part II](#)

**Security role:** none

## **Course Name: Direct Deposit and W4 (Part 1 and Part 2)**

**Course Description:** This class will cover the general information for Direct Deposits, W4's and Focus Cards.

**Prerequisites:** HRS Basics Part II

**Audience:** HR and Payroll Professionals

**Course Format:** Part 1 is on-demand eLearning. Part II is face to face.

**Contact Department:** OHR Payroll

**Course Registration:** [Direct Deposit and W4 Part 1 and Part 2](#)

**Security role:** none

**Course Name: Glacier for HR and Payroll Staff**

**Course Description:** Understanding the Glacier computer system is fundamental for employees involved with hiring and coordinating employment for foreign national employees at UW Madison. This mini course will increase your understanding of the Glacier payroll process for foreign national employees and your capacity to answer general questions. You will learn how to identify and solve payroll issues for foreign national employees and how to verify your employees' visa status and work eligibility. New hires and veteran employees welcome.

**Prerequisites:** None

**Audience:** This course is intended for UW Madison employees who are involved in the hire process and/or coordination with foreign national employees.

**Course Format:** On demand eLearning

**Contact Department:** OHR Payroll

**Course Registration:** [Glacier Training](#)

**Security role:** none

**Course Name: Processing Nonresident Alien Lump Sum Scholarships**

**Course Description:** As of January, of 2015, Scholarship and Fellowship payments to Nonresident Aliens must be paid through the payroll system and can no longer be made via PIR. This course will provide instruction in the new process, clarification and timeline guides. The purpose of the course is to assist you in making sure students receive their payments in a timely manner with the correct taxation and tax treaty if applicable. New hires and experienced employees welcome.

**Prerequisites:**

**Audience:** This course is intended for any UW Madison employees who are involved in the payment of lump sum scholarship and fellowship payments to international students.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** OHR Payroll

**Course Registration:** [Scholarship and Fellowship Lump Sum Training](#)

**Security role:** None

**International Faculty and Staff Services (IFSS)**



### **Course Name: Immigration:H-1 B Employee Basics**

**Course Description:** This session will cover the H-1B status for international employees. This session is beneficial for department administrators, HR professionals, payroll & benefits administrators who are hiring international employees. We will not cover Terra Dotta (UW's immigration software) in this training. This training is not intended for H-1B employees.

**Prerequisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues. **This is not appropriate for the H-1B employee (if these employees have questions, they can call or email the IFSS office).**

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

### **Course Name: Immigration: Alphabet Soup of Immigration**

**Course Description:** This session will provide a general overview of the common immigration statuses seen at the university. This session is beneficial for department administrators, payroll and benefits staff, and other staff working international staff. We will not be covering Terra Dotta (the UW's online sponsorship software) in this training.

**Prerequisites:** None

**Audience:** This workshop is for HR, Payroll, and Benefit professionals who would like to learn more about immigration statuses, issues, and processes on campus.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

### **Course Name: Immigration: J-1 Scholar Basics**

**Course Description:** This session will cover the basics of the J-1 status for international scholars. This session is beneficial for department administrators, HR professionals, and payroll & benefits specialists who will be submitting applications. This session is not open to J-1 Scholars and will not cover Terra Dotta (UW's immigration software).

**Prerequisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues. Good for beginners as well as a refresher for more seasoned departments.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

**Course Name: Immigration: Permanent Residence Training for Departments**

**Course Description:** A Permanent Resident is an individual who is admitted to the United States as a lawful permanent resident and can lawfully work and remain permanently in the United States. This training discusses who are considered permanent residents and the process for the University to sponsor permanent residency for our faculty and staff. Information regarding the timing, the timelines and the options available to the University will be provided.

**Prerequisites:** None

**Audience:** An individual who is admitted to the United States and can lawfully work and remain in the US permanently. Good for beginners as well as a refresher for more seasoned departments.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

**Course Name: Immigration Documents Training**

**Course Description:** This session will discuss the various immigration documents our international employees, scholars and students have. Department administrators, HR professionals, and payroll & benefits specialists who work with our international staff, submit applications to IFSS and complete I-9s will benefit from this session.

**Prerequisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

**Course Name: Immigration: J1 Insurance Requirements**

**Course Description:** This training will discuss the health insurance requirements for the J1 and J2 dependents. SHIP (Student Health Insurance Program) and IFSS representatives will present information about health insurance options for scholars. IFSS will discuss the requirements and the implications for non-compliance

**Prerequisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

**Course Name: Immigration: Terra Dotta – J-1 Scholar Basics**

**Course Description:** This session will cover the basic Terra Dotta (UW's immigration software) procedures for J-1 Scholar applications. This session is beneficial for department administrators, HR professionals, and payroll & benefits specialists who will be submitting applications. This session is not open to J-1 Scholars.

**Prerequisites:** None

**Audience:** department administrators, HR professionals, and payroll & benefits specialists who will be submitting applications. This session is not open to J-1 Scholars.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

**Course Name: Immigration : Terra Dotta – H-1B Employee Basics**

**Course Description:** This session will cover the basic Terra Dotta (UW's immigration software) procedures for H-1B employee petitions. This session is beneficial for department administrators, HR professionals, and payroll & benefits specialists who will be submitting petitions. This session is not open to H-1B employees

**Prerequisites:** None

**Audience:** department administrators, HR professionals, and payroll & benefits specialists who will be submitting petitions. This session is not open to H-1B employees.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Email:** [ischolars@ohr.wisc.edu](mailto:ischolars@ohr.wisc.edu)

**Course Registration:** [IFSS Training Listing](#)

**Security role:** None

## Job Employment Management System (JEMS)

### Course Name: HR - JEMS HIRE Training

**Course Description:** This course is designed to provide an overview of JEMS HIRE and how to submit hires, rehires, transfers, and adding concurrent appointments for Faculty, Academic Staff, Limited appointees, Student Assistants, Post Degree in Training, and Other employment classifications.

**Prerequisites:** Intro to HRS, Introduction to UW-Madison HRS and Related Technologies

**Audience:** HR, Payroll, and other professionals who hire FA, AS, LI, SA, ET, and OT employment classifications.

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** HR CoP

**Contact Email:** [hr\\_communities\\_of\\_practice@ohr.wisc.edu](mailto:hr_communities_of_practice@ohr.wisc.edu)

**Course Registration:** [JEMS HIRE](#)

**Security role:** JEMS HIRE authorization

## Compensation

### Course Name: Compensation Fundamentals for the HR Professional

**Course Description:** This online course is designed to provide HR professionals with the foundational knowledge to manage and support a compensation program. The course introduces standard concepts and practices in the compensation field. Where applicable, the course also describes the approach and process taken to build UW–Madison’s compensation program.

**Prerequisites:** None

**Audience:** HR Professionals who will manage or support a compensation program

**Course Format:** Online Learning

**Contact Department:** HR CoP

**Contact Email:** [hr\\_communities\\_of\\_practice@ohr.wisc.edu](mailto:hr_communities_of_practice@ohr.wisc.edu)

**Course Registration:** [Compensation Fundamentals for the HR Professional](#)

**Security role:** NA

## Misc.

### Course Name: Student Information System

**Course Description:** The student information system is an Oracle – PeopleSoft product which serves as the enterprise-wide transactional software that houses student data. It is the infrastructure of the UW Madison's student administrative services (e.g. admissions, financial aid, student financials, course, and student data).

**Prerequisites:** See SIS webpages

**Audience:** Employees who need access to student admissions and enrollment information.

**Course Format:** See SIS webpages

**Contact Department:** Office of Student Information System

**Contact Email:** [sis@em.wisc.edu](mailto:sis@em.wisc.edu)

**Course Registration:** [https://it.wisc.edu/wp-content/uploads/SIS\\_RoleCatalog.pdf](https://it.wisc.edu/wp-content/uploads/SIS_RoleCatalog.pdf)

**Security role:** See SIS webpages