

HR CoP Training Catalog

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UW-Madison Introduction to HR

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

Course Description: This course provides an overview of basic information that all professionals that work with HRS or Related Technologies should be familiar with. Resources and learning opportunities, basic human resources concepts, and an overview of commonly used technologies are emphasized, as Prerequisites prior to completing or attending many of the HRS and related technology learning opportunities. Participants may want to complete 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: communities_of_practice@ohr.wisc.edu

Course Registration: <https://go.wisc.edu/156h04>

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: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

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 System Service Center Professional Development Team

Contact Email: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

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 System Service Center Professional Development Team

Contact Email: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

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: UW System Service Center Professional Development Team

Contact Email: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

Security role: Student Help Update role

Course Name: [HRS Student Help Workshop](#)

Course Description: This course teaches concepts of TL security, funding Streams, adjusting pay rates, and terminating student help positions.

Prerequisites: Intro to HRS, HR - Student Template Hire e-Learning, and HR - Student Multiple Jobs and Rehire e-Learning.

Audience: Employees who manage Student Help employees in the HRS system.

Course Format: Traditional classroom workshop

Contact Department: HR CoP

Contact Email: communities_of_practice@ohr.wisc.edu

Course Registration: [Student Help Registration](#)

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

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: UW System Service Center

Contact Email: ag1@uwsa.edu

Course Registration: Self-registration ([Instructions on self-registering](#))

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: UW System Service Center Professional Development Team

Contact Email: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

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: UW System Service Center Professional Development Team

Contact Email: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

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: UW System Service Center Professional Development Team

Contact Email: uwsctraining@uwsa.edu

Course Registration: Self-registration through the [UW Service Center Website](#).

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

Course Name: Intermediate Funding Employee Jobs in HRS

Course Description: **Course Description:** The Intermediate Funding Employee Jobs in HRS workshop provides time to practice what was learned in the Introductory-level courses. You will also be given the opportunity to run various funding reports.

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

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

Course Format: Face to Face Workshop

Contact Department: HR CoP

Contact Email: communities_of_practice@ohr.wisc.edu

Course Registration: [Funding Employees in HRS](#)

Security role:

- FI Campus User Funding Reports
- FI Campus: Funding Error Rpt
- FI Campus Funding One BU ---OR-- FI Campus User Funding VW Only
- FI Campus: Act Distrib Funding
- HR Job Data View Only
- HR Position View Only
- PY Payroll View

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

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

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

Course Registration: Offered October of each calendar year

Security role:

Payroll

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: Traditional Face to Face Workshop

Contact Department: OHR Payroll

Contact Email: Allison Niles (Allison.Niles@wisc.edu) or Joshua Schwab (joshua.schwab@wisc.edu)

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

Contact Email: Allison Niles (Allison.Niles@wisc.edu) or Joshua Schwab (joshua.schwab@wisc.edu)

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

Security role: None

Course Name: PY - Direct Deposit and W4 Workshop

Course Description: The W4 and Direct Deposit workshop is a 90-minute workshop that discusses how to decipher what these forms are and best practice for filling them out.

Prerequisites: None

Audience: This course is intended for any UW Madison employees who are involved in receiving and assisting employees in completing the W4 or Direct Deposit forms.

Course Format: Traditional Face to Face Workshop

Contact Department: OHR Payroll

Contact Email: payroll@ohr.wisc.edu

Course Registration: [W4 and Direct Deposit Workshop](#)

Security role: None

International Faculty and Staff Services

Course Name: IFSS - I-9s for Foreign Nationals

Course Description: This training will provide an in-depth discussion of complexities of verifying and reverifying I-9 for non-US citizens and permanent residents. We will demonstrate how to complete the I-9, where to find the information on the immigration documents and how to monitor those employees' whose work authorization expires.

Prerequisites: I-9 Workshop

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

Course Registration: [I-9s Training](#)

Security role: None

Course Name: I-9 Workshop

Course Description: I-9 verification is used to verify the identity and employment authorization of all individuals hired for employment in the United States. This course will provide a basic understand of the employment eligibility verification process and system that is used for I-9 verification. This course is required to receive access to the electronic I-9 system.

Prerequisites: None

Audience: Departmental staff who complete the I-9 paperwork

Course Format: Traditional Face to Face Workshop

Contact Department: International Faculty and Staff Services

Contact Email: ischolars@ohr.wisc.edu

Course Registration: [I-9 Workshop](#)

Security role: None

Course Name: IFSS - H-1 B for Department

Course Description: H-1 B statuses are for non-immigrant employees. It is designed to allow U.S employers to recruit and employ foreign professionals in specialty occupations with the United States for a specified period. This workshop is intended to provide an overview of what an H-1B status is and the university process to administering and managing them.

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

Course Registration: [H1-B for Department Training](#)

Security role: None

Course Name: IFSS - Overview of Immigration Status

Course Description: Many employees will have applied or petitioned for an immigration benefit. This training will explain the do's and don'ts regarding the commonly seen and used immigration statuses at the University.

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

Course Registration: [Overview of Immigration Status Training](#)

Security role: None

Course Name: IFSS - J-1 Status Workshop

Course Description: A J-1 status is a non-immigrant status issued by the United States to research scholars, professors and exchange visitors participating in certain programs. The J-1 workshop will provide an overview of the J-1 Visa regulations and the workflow through DS-2019 application process.

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

Course Registration: [J1's for Department Training](#)

Security role: None

Course Name: IFSS - 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

Course Registration: [PR for Departments Training](#)

Security role: None

Course Name: IFSS F1/OPT Workshop

Course Description: The International Student Services office will provide an overview of the F1 Optional Practical Training eligibility requirements, timelines, deadlines and the benefits of the status. The International Faculty and Staff Services office will give a brief overview of how to change from an F1/OPT to other sponsored statuses.

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

Course Registration: [F1/OPT Workshop](#)

Security role: None

Course Name: IFSS 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

Course Registration: [J1 Insurance](#)

Security role: None

Course Name: IFSS Maintaining your Status

Course Description: The training will cover the responsibilities of the department and the responsibilities of the international visitor/employees for maintaining their immigration status in the US.

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

Course Registration: [PR for Departments Training](#)

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: communities_of_practice@ohr.wisc.edu

Course Registration: [JEMS HIRE](#)

Security role: JEMS HIRE authorization

Misc.

Course Name: HR - Student Information System

Course Description: The student information system is a 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

Course Registration: https://it.wisc.edu/wp-content/uploads/SIS_RoleCatalog.pdf

Security role: See SIS webpages