

---

# Job and Employment Management System

## Position Vacancy Listing Manual

Last modified/reviewed on 10/04/2021

# TABLE OF CONTENTS

<b><u>Introduction</u></b> .....	<b>3</b>
<a href="#">Manual Goals, Objectives, and Intended for</a> .....	3
<a href="#">Key Terms</a> .....	3
<a href="#">Notables</a> .....	3
<a href="#">Frequently Asked Questions</a> .....	4
<b><u>Steps for Accessing the PVL System</u></b> .....	<b>5</b>
<b><u>Screens</u></b> .....	<b>6</b>
<a href="#">Main Menu Screen</a> .....	6
<a href="#">List of Tabs and Descriptions</a> .....	7
<a href="#">Core Tab – Creating a New PVL</a> .....	8
<a href="#">Salary/Title Tab</a> .....	11
<a href="#">Contact Tab</a> .....	12
<a href="#">Waiver Tab</a> .....	14
<a href="#">Recruitment Info Tab</a> .....	15
<a href="#">Position Description Tab</a> .....	16
<a href="#">Edit/View Position Description Detail Sub Tabs</a> .....	17
a) <a href="#">Responsibilities Tab</a> .....	17
b) <a href="#">Education Experience Tab</a> .....	18
c) <a href="#">Category/License/Cert Tab</a> .....	19
d) <a href="#">Physical Demands Tab</a> .....	20
e) <a href="#">Tasks Tab</a> .....	20
<a href="#">Recruitment Efforts Plan (REP) Tab</a> .....	21
<a href="#">Incumbent Tab</a> .....	22
<a href="#">Comment Tab</a> .....	23
<a href="#">Status History Tab</a> .....	24
<a href="#">Request for Authorization to Recruit (RAR) Tab</a> .....	25
<a href="#">Actions Menu</a> .....	26
<a href="#">Person Hired Tab</a> .....	27
<b><u>Windows</u></b> .....	<b>28</b>
<a href="#">Errors Window</a> .....	28
<a href="#">Tools Window</a> .....	29
<b><u>Printing and Search PVL System</u></b> .....	<b>30</b>
<a href="#">Printing a PVL/Waiver</a> .....	30
<a href="#">Searching the PVL System</a> .....	31
<a href="#">List PVL Query</a> .....	33

---

## Introduction

### Manual Goal

The objective of this document is to explain how to use the web-based system to recruit faculty, limited, academic staff, university staff and temporary employees.

### Contents

- Terminology, FAQs, and Best Practices
- Instructions on how to submit and manage position vacancy listings
- Screenshots of the different pages in the system
- Information on searching and managing submitted position vacancy listings

### The Position Vacancy Listing feature is intended for:

HR professionals who recruit faculty, limited, academic staff, university staff and temporary employees.

### Key Terms

- The Job and Employment Management System (JEMS) – Is used as a front-end system by UW-Madison that pushes and pulls information to and from the Human Resources System (HRS).
- Position Vacancy Listing (PVL) – The PVL# (or JEMS Transaction ID) is a unique number assigned to each UW-Madison recruitment.
- Assured Consideration Date – This is the date that all application materials must be submitted by to be guaranteed consideration for a position.
- Incumbent – A person who holds or previously held a specific position.

### Notables

- Based on security access, only authorized buttons will be navigable (not grayed out) on the Main Menu
- Spell check is available on large text fields (e.g. Standard Summary on the Position Description tab as well as all the fields on the Recruitment Info tab); right click in the field to get spell check function from the floating menu.
- There is mention of HRS Knowledgebase throughout this manual. Access <https://kb.uwss.wisconsin.edu/search.php?cat=9899> for more information when you see this reference.

---

## Frequently Asked Questions

### 1. What is the Position Vacancy Listing system used for?

When it is time to hire a new employee, hiring managers will want to consider a few things before starting the hiring process; this will help decrease any potential errors in the hiring process. The PVL system is used to create an open position; the system is used to hire faculty (FA), academic staff (AS), limited appointees (LI), university staff (CP), temporary employees (TE), and university staff fixed-term finite (CJ).

Specifically, a hiring manager in collaboration with HR will enter information regarding the vacant position (e.g. Information regarding the PVL/waiver, salary and title, qualification requirements, duties of the job). A variety of resources on the [HR Professionals page](#) can be used in determining this information that should be decided before recruiting for the position.

### 2. How long are PVL numbers?

All new PVL numbers are six digits in length.

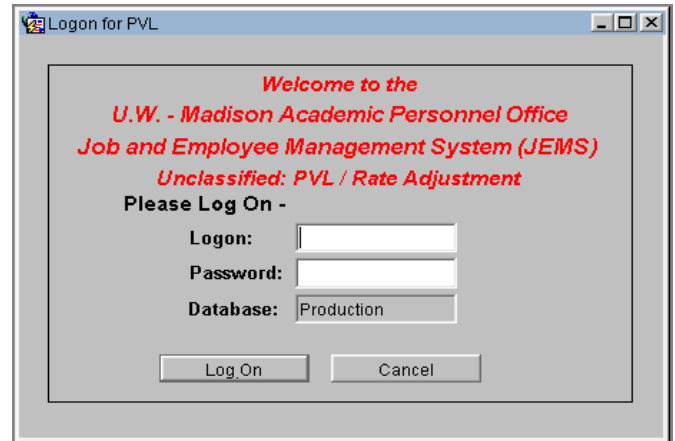
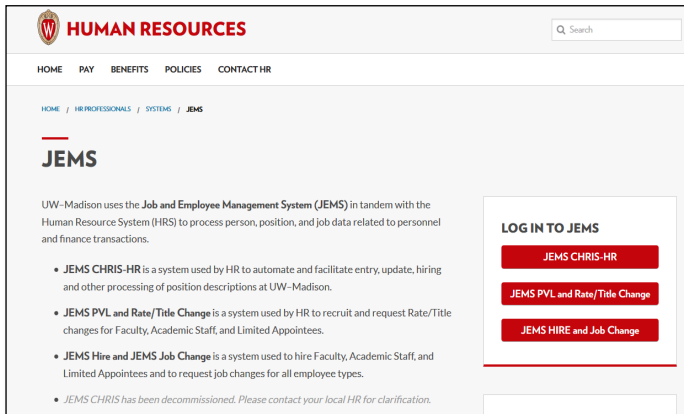
### 3. Where do I locate information regarding OPEN recruitments versus a Waiver recruitment?

Please access the [Recruitment Toolkit](#) under Recruitment Planning; the following documents should be referred to regarding a waiver of open recruitment:

- General Information Regarding Recruitment
- JEMS Waiver Reasons

## Steps for Accessing the PVL system

To access the JEMS – Position Vacancy Listing system, it is required that access is approved from the department's division HR Office. When accessing the JEMS Homepage, there will be a JEMS authorization form that must be completed and submitted to [JEMSaccess@ohr.wisc.edu](mailto:JEMSaccess@ohr.wisc.edu). Once access has been granted, an email will be sent to the user granting access.



1	Access the JEMS Homepage	<a href="https://hr.wisc.edu/hr-professionals/systems/jems/">https://hr.wisc.edu/hr-professionals/systems/jems/</a>
2	Click on Login	Click on JEMS PVL and Rate/Title Change System Login button
4	Popup Screen	The JEMS PVL and Rate/Title Change Login system will pop up in a new window
3	JEMS System	Enter Logon and Password and click Log On

## Steps for Updating Password

The system will require everyone to update their password to a permanent password the first time they access the PVL system. The user receives an email with a temporary password from the Division of Information Technology (DoIT) with instructions for setting up a permanent password. For issues with JEMS passwords, email [jemsaccess@ohr.wisc.edu](mailto:jemsaccess@ohr.wisc.edu) with your username.

## Main Menu Screen

The PVL Main Menu Screen functions include:	
1	Enter a known PVL number
2	Click the <Edit> button to navigate to the PVL entered in #1 with fields available for modification (note, if the PVL is beyond authorization level, the PVL will open in View mode, even if Edit mode is clicked)
3	Click the <View> button to navigate to the PVL entered in #1 with view mode only
4	The <Print> function will allow various reports related to a PVL to be printed
5	Click <Create a New PVL> to create a new PVL
6-7	Various Search screens which are covered later in this manual
8	Exit out of the Unclassified Systems

## List of Tabs and Descriptions

Tab	Description
Core	The Core tab has data regarding the PVL/Waiver. The tab is required to be filled out prior to all the other tabs becoming navigable. A PVL # will automatically generate once the Core Tab is completed.
Salary/Title	The Salary/Title tab is where Salary information is created, updated, and viewed. Title data can be updated and viewed on this tab.
Contact	The Contact tab is where information about the Primary, Administrative and Alternate contact is entered, updated or viewed.
Waiver	The Waiver tab is where information about the person the waiver is requested and the reason for the waiver is entered, viewed, and updated. This tab is required when a person is being waived into a position. Access the <a href="#">Recruitment toolkit</a> to learn more about when a waiver can be used.
Recruitment Info	The Recruitment Info tab is where information about How to Apply and Additional Information is entered, updated, and viewed.
Position Description	The Position Description tab is where information about the Responsibilities, Education/Experience, Qualifications, Category/License/Cert, Physical Demands, Tasks, as well as unit-specific information is entered, updated, and viewed. This tab pulls forward Standard Job Description information based on the job code selected in the Core tab.
REP	The Recruitment Efforts Plan tab is where information about the scope of recruitment is entered, updated, and viewed. This tab is required for all Open recruitments.
Incumbent	The Incumbent tab is where information about the prior incumbent is entered, updated, or viewed.
Comment	The Comment tab is where comments are created, updated, and viewed.
Status History	The Status History tab displays the history of statuses that a particular PVL has had in date descending order (most recent status on top).
RAR	The Request for Authorization to Recruit tab contains information about authorization to recruit above the ESG-6 maximum (75% of the UW System President's salary).
Person Hired	The Person Hired tab is where information about the person who is hired is displayed.

Core Tab - Creating a New PVL

If <Create a New PVL> is selected from the Main Menu Screen, the above screen is displayed.		
1	Select Recruitment	Required to fill out CORE TAB
2	Fill out all asterisk fields	Asterisk fields required to do initial save
3	Click SAVE	Once save is clicked, applicable PVL tabs become navigable
4	See next page for detail	Core Tabs Field table provides information on fields



## Core Tab Fields

Core Tab Fields	Information for filling out fields
Recruitment*	Must be filled out prior to filling out any of the fields on the Core Tab. Access the <a href="#">Recruitment toolkit</a> to learn more about when a waiver can be used. If Waiver is chosen, the REP tab is not required and the Waiver Tab is required.
PVL Type*	<b>N = New</b> <b>R = Replacement</b> (Incumbent's EMPLID is required to be entered on the INCUMBENT tab).
Empl Class*	Choose the appropriate employee classification category. To learn more about Empl class, please access the <a href="#">Employment Categories Policy</a> .
Terminal/Renewable*	<b>Renewable/Ongoing Appt</b> (for Faculty, Limited, Academic Staff, University Staff) <b>Terminal Appt</b> (Fixed terminal appointments require a value in the end date) <b>Temporary Employment</b> (TE appointment require a value in the end date; see the following <a href="#">KB</a> to understand what is considered a Temporary Employee)
Position Available*	Enter MM DD YY or MM/DD/YY. The position available date must be at least 5 days after the Assured Consideration date.
Assured Consideration	Enter MM DD YY or MM/DD/YY (Used on Open recruitments).
Job End	MM DD YY - Required <b>only</b> when the appointment is terminal.
Titles - Job Code(s)*	This is the official staff job code. Enter one job code per line. Job codes can be found in the <a href="#">Title and Standard Job Description library</a> at the bottom of each job description. If you believe that you need to use multiple titles, please follow the <a href="#">these guidelines</a> on when and when not to use multiple job titles.
Number of Positions - Being Recruited	Enter the number of positions the department anticipates filling (Defaults to one).
Number of Positions Filled	Information pulled from HRS. When an appointment is entered in HRS, the count is increased to show the number of hires on the PVL to date.
Multi-Shift	This field is only required for University Staff/Fixed Term and Temporary Employee recruitments and indicates if this position is a Blue-Collar Multi-Shift
Work Schedule Comments	This field is only required for University Staff/Fixed Term and Temporary Employee recruitments and must include information on the work schedule. This is a free form field.
Work Location	This field accommodates the <a href="#">Remote Work Policy</a> as it relates to recruitment and allows units to indicate if a job is Onsite, Remote, or Partial Remote.
Business Title	State the title that best describes the position for purposes of recruitment – 80-character field. The working title <i>should</i> be different from the job title code. See the <a href="#">Business Title Guidelines</a> for best practices.
Hiring Department(s)*	The Dept. ID(s) of the Major department and any additional hiring departments. Additional departments may be added initially or later in the process. You must have the authority to enter the PVL for the Major Department entered.
Major Dept.	Indicates the major dept. for the recruitment. It is best to enter the Major Dept. UDDS first in the list. An initial SAVE cannot be made without a Major Dept.
Division Approved	All Hiring Dept. records must have the indicator set to YES before the PVL goes for OHR Approval (i.e., upon Division Approval). The Major Dept. UDDS record is set to YES programmatically when the PVL is set to Division Approved status.
Funding: VCRGE	The option defaults to NO. Indicate "Yes" if the position has VCRGE funding.
Funding: Continuing Studies	The option defaults to NO. Indicate "Yes" if the position has Continuing Studies funding.
Fund	Type of funds e.g. 101. 133. 144.
Program Code	Enter Program Code. To review the definitions of each program code, access the UW System Website: <a href="https://www.wisconsin.edu/financial-administration/accounting-and-budget-control/chart-of-accounts/">https://www.wisconsin.edu/financial-administration/accounting-and-budget-control/chart-of-accounts/</a>
Account	Account number if applicable.

After completing the required data, just prior to the initial <Save>, the Screen will look similar to the one displayed below.

PVL# - New - OHR Recruitment Consultant

Transaction ID:

Current Status: New  
Major Department:   
Job Code(s):

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description Cat-A REP Incumbent Comment Status History Person Hired

Recruitment\* Standard Recruitment

PVL Type \* New Position N Empl Class \* Academic Staff AS Terminal/Renewable Renewable Appt R

Position Available 01/01/2022 Assured Consideration 01/12/2021 Job End

Title(s) \*  
Job Code Job Name  
HR024 Recruitment Specialist I

Number of Positions  
Being Recruited 1  
Filled 0

Work Location Partial... This position Edit

Caregiver Law Review No

Business Title OHR Recruitment Consultant

Hiring Department(s) \*

Dept ID	Name	Major Dept	Division Approved Date	Division Approved
A022020		Yes		No

Add Dept Delete

Funding  
VCRGE No Continuing Studies No  
Fund 101 Prog Acct  
Delete

Upon clicking the <Save> button for the new PVL for the first time, the system assigns a PVL Number to the record and creates a PVL /Waiver in Draft status. All tabs on the screen that are appropriate to the PVL/Waiver will then display and become navigable (no longer grayed out).

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID: 200034

Current Status: DRAFT (Validated for this Status)  
Major Department: A020100 - G Serv/Admin Transformation  
Job Code(s): HR024

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History Person Hired

Recruitment\* Standard Recruitment

PVL Type \* New Position N Empl Class \* Academic Staff AS Terminal/Renewable Renewable Appt R

Position Available 01/01/2022 Assured Consideration 01/12/2021 Job End

Title(s) \*  
Job Code Job Name  
HR024 Recruitment Specialist I

Number of Positions  
Being Recruited 1  
Filled 0

Work Location Partial... This position Edit

Caregiver Law Review No

Business Title OHR Recruitment Consultant

Hiring Department(s) \*

Dept ID	Name	Major Dept	Division Approved Date	Division Approved
A020100	G Serv/Admin Transformation	Yes		No

Add Dept Delete

Funding  
VCRGE No Continuing Studies No  
Fund 101 Prog 1 Acct  
Delete

## Salary/Title Tab

PVL#200034 - DRAFT - OHR Recruitment Consultant

Current Status: DRAFT (Not Validated for this Status)

Transaction ID: 200034

Major Department: A020100 - G Serv/Admin Transformation

Job Code(s): HR024

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History Person Hired

**Title/Salary**

Salary

Pay Basis: ANNUAL A Salary Qualifier: Depending on Qualifications Q

Minimum: 40,000.000 Maximum: 55,000.000 Authorized Max: 55,000.000

Advertise Salary Max: No Pre Approved Higher Market Range: No Select Request to Exceed Salary Max: No

Appointment FTE: Minimum 1.000 Maximum 1.000

Special Program(s): Cluster Hire Program Type Round Delete

Titles being recruited:

Job Code	Job Name	Grade	Women	Minorities	Min	Max	Basis
HR024	Recruitment Specialist I	019	X	X	42,600.000	79,000.000	A

Add Title Delete

Field	Description
Pay Basis*	Choose Pay Basis. To review Pay Basis descriptions access the <a href="#">HRS Knowledgebase</a> . University Staff and Temporary Employee titles will default to Hourly.
Salary Qualifier	Choose appropriate Salary Qualifier (Defaults to Depending on Qualifications).
Salary – Minimum*	Enter minimum salary at or above the title salary range minimum.
Salary – Maximum*	Enter maximum salary below or at the title salary range maximum. By submitting a request to go above the range maximum, click YES in the “Request to Exceed Salary Maximum” field.
Authorized Max	Display the maximum allowable salary.
Advertise Salary Max	Yes = Display the salary maximum on PVL web listing and Public version of the hard copy No = Not to display the salary maximum
Pre-Approved Higher Market Range	Choose YES or NO (Defaults to NO). The field is position specific and not title specific. Selecting YES is required only when there is a pre-approved salary that is above the category “A” salary maximum. If set to YES, then the <Select> button is made available. Click the <Select> button and the Request/Approve Higher Market Range page will popup.
Request to Exceed Salary Maximum	The option defaults to NO. The field is position (not title) specific and is required when there is a request to pay above the maximum of the salary range. Yes = request for a new extraordinary salary range. Submit market data to OHR to support request. No = Proposed salary max is within the range.
Minimum FTE*	Any number between .01 – 1.00. Not required for “L” pay basis. Not required for “H” pay basis if Academic Staff Hourly or University Staff Temporary Employee.
Maximum FTE	Any number between .01-1.00. If left blank, the Max percent will be the same as the Min percent.
Special Program Cluster Hire Program	Required if recruitment is part of a Special Program, such as the Cluster Hire Program.
Job Code	No entry is necessary. If adding/deleting or changing a job code after the initial SAVE from Core Tab is necessary, changes are made on the salary tab.

## Contact Tab

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID: 200034

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G Serv/Admin Transformation

Job Code(s): HR024

OPEN RECRUITMENT

Core | Salary/Title | **Contact** | Recruitment Info | Position Description | REP | Comment | Status History | Person Hired

**Contact**

Last Name: [Redacted] First Name: [Redacted] Contact Type: [Redacted]

Add Contact Delete Contact Copy data to another Contact ☐ Primary ☐ Administrative ☐ Alternate ☐ SHS/V

**Detail for Selected Contact**

Contact Type: [Redacted]

Last Name: [Redacted] First Name: [Redacted] Address: [Redacted]

Phone1\*: [Redacted] Phone2: [Redacted] Fax: [Redacted] TTY: [Redacted]

Email Address: [Redacted]

Release Phone: [No] Release Email: [No]

Use Default TTY

The SEARCH function performs a 'fuzzy' search on the last and/or first name entered on the left. In addition, if you are unsure of a spelling you can use the % wildcard. For example: pfe% could result in Feen, Pfeffer, Pfender and others.

Search Address Listings

This tab stores information about one or more persons who may be contacted about the PVL. One Primary and one Administrative contact are required. Alternate contact(s) are not required. You may have any number of Alternate Contacts listed.

Field	Description
Click the Add Contact Button	This will open up the entry fields in the bottom portion of the screen.
Contact Type*	<b>Primary Contact:</b> The individual whose name should appear on the PVL. <b>Administrative Contact:</b> The name of the staff person in the department who should be contacted when a PVL is released or revised. The Primary and Administrative contact person can be the same person. <b>Alternate:</b> Name of a secondary contact. This information will not show on the PVL
Last Name*	Enter last names
First Name*	Enter first name plus any prefixes.
Address*	Enter the U.S. mailing (including zip code) address
Phone*	Enter 10-digit phone number
Phone Release	Yes = May be displayed on PVL (default) No = May not be displayed
Fax	Optional
TTY Phone	TTY (TeleType) phone of the department, if available. This is text-based telecommunications equipment for accessibility. Otherwise leave as is.
Email Address*	Enter e-mail address of the primary contact.
Release Email (only for primary)	Yes = Display e-mail on posted PVL No = Don't display e-mail on posted PVL

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G ServAdmin Transformation

Job Code(s): HR024

Transaction ID: 200034

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History Person Hired

**Contact**

Last Name	First Name	Contact Type
Badger	Bucky	Primary

Done Delete Contact Copy data to another Contact ☐ Primary ☐ Administrative ☐ Alternate ☐ SH/SY

**Detail for Selected Contact**

Contact Type: Primary Contact for posted PVL

Last Name: Badger

First Name: Bucky

Address: 21 N Park

Phone1\*: 555-555-5555 Release Phone: Yes

Phone2:

Fax:

TTY: 608-263-2473 Use Default TTY

Email Address: bucky.badger@wisc.edu Release Email: Yes

The SEARCH function performs a 'fuzzy' search on the last and/or first name entered on the left. In addition, if you are unsure of a spelling you can use the % wildcard. For example: pfe% could result in Feen, Pfeffer, Pfender and others.

Search Address Listings

Click the <Done> button when entry is completed.

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G ServAdmin Transformation

Job Code(s): HR024

Transaction ID: 200034

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History Person Hired

**Contact**

Last Name	First Name	Contact Type
Badger	Bucky	Primary
Badger	Bucky	Administrative

Add Contact Delete Contact Copy data to another Contact ☐ Primary ☒ Administrative ☐ Alternate ☐ SH/SY

**Detail for Selected Contact**

Contact Type: Administrative Notified when PVL released or revised

Last Name: Badger

First Name: Bucky

Address: 21 N Park

Phone1\*: 555-555-5555 Release Phone: No

Phone2:

Fax:

TTY: Use Default TTY

Email Address: bucky.badger@wisc.edu Release Email: No

The SEARCH function performs a 'fuzzy' search on the last and/or first name entered on the left. In addition, if you are unsure of a spelling you can use the % wildcard. For example: pfe% could result in Feen, Pfeffer, Pfender and others.

Search Address Listings

Multiple contacts can be added or copied to different Contact Type (Primary, Administrative, or Alternate).

## Waiver Tab

PVL# 200035 - DRAFT -

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G Serv/Admin Transformation

Job Code(s): HR010

Transaction ID: 200035

WAIVER

Core Salary/Title Contact Waiver Recruitment Info Position Description Comment Status History Person Hired

**Waiver**

Status: **PENDING**

Status Effective: 09/29/2021

Blanket Waiver: No

Delete Waiver

**Waiver Reason**

Add Reason Delete Reason

**Waiver Comment(s)**

**Person(s)**

Resume is NOT Required

Last Name	First Name	SSN	Date Resume Received		
			Department	Division	APO

Comment

Add Person Delete Person

This tab allows users to enter and update PVL waiver information. The tab is only displayed if 'Waiver' is selected on the Core tab as the Recruitment Type.

Field	Description
Waiver Status*	Waiver status defaults to Pending and is updated by OHR.
Waiver Reason*	Choose appropriate waiver reason. Access the <a href="#">Recruitment toolkit</a> to learn more about when a waiver can be used.
Waiver Comment(s)	Enter supporting information for Waiver request of open recruitment. Additional information is required in the "Waiver Comment(s)" or the "Comment" section.
Last Name*	Enter Last Name.
First Name*	Enter First Name.
SSN*	Enter SSN or type N/A if SSN is unknown.
Date Resume Received	Enter MM DD YY or MM/DD/YY. Divisions are not required to provide resumes/CVs or organizational charts to OHR. Check with Division HR to clarify Divisional procedures and documentation requirements.

Recruitment Info Tab

The screenshot shows a software window titled "PVL# 200034 - DRAFT - OHR Recruitment Consultant". At the top, it displays "Current Status: DRAFT" with a red note "(Not Validated for this Status)". Below this, it shows "Major Department: A020100 - G Serv/Admin Transformation" and "Job Code(s): HR024". There are "Save" and "Print" buttons on the right. A red label "OPEN RECRUITMENT" is visible. A tabbed interface at the bottom includes "Core", "Salary/Title", "Contact", "Recruitment Info" (which is selected), "Position Description", "REP", "Comment", "Status History", and "Person Hired". The "Recruitment Information" section contains a text area labeled "How to Apply" and another labeled "Additional Information", each with an "Edit" button to its right. A small instruction reads: "To Activate Spell Check: Right click on mouse after placing cursor in appropriate field, select SPELL CHECK from the popup menu."

Note - Click the < Edit> button adjacent to the field to see more of the field’s text on the screen.

Field	Description
How to Apply*	Enter application instructions to appear on the employment website (e.g. resume, cover letter discussing X, Y and Z, work history, etc.)
Additional Information	Enter any additional information about the posting you would like the applicant to be aware of.



## Position Description Tab

This tab indicates the standard job description. You can search by Job Group or Job Description Code. To view full Title and Standard Job Description Library visit <https://hr.wisc.edu/standard-job-descriptions/>.

Field	Description
Job Group*	Auto populates based on the Standard Job Description (SJD) selected.
Job Subgroup*	Auto populates based on the SJD selected.
Job Description Code*	Auto populates based on the SJD selected.
Job Summary	Auto populates based on the SJD selected.
Job Summary Detail*	Editable field- Describe the position in detail as it relates specifically to your unit. This information will show up on the job posting.
Edit/View Position Description Detail	Select the Edit/View Position Description Detail to view and edit details for the Position Description.



## Edit/View Position Description Detail- Sub Tabs

### a) Responsibilities Tab

**Add / Modify PD**

HR024 Recruitment Specialist I

Save/Close

Responsibilities | Education/Experience | Category/License/Cert | Physical Demands | Tasks

Number of Individuals Incumbent Supervises (Directly or Indirectly)

**Job Responsibilities**

Job Responsibilities	Percent
Sources, recruits, interviews, and recommends external and internal candidates for hire	<input type="text"/>
Analyzes, compiles, and disseminates recruitment records according to established policies and procedures	<input type="text"/>
Serves as a subject matter expert and liaison to management to provide advice on recruitment best practices and disseminate applicable policies and procedures	<input type="text"/>
Processes lifecycle recruitment transactions in various mediums to ensure accurate and timely entry of necessary information as required by established rules and regulations	<input type="text"/>

**Unique Responsibilities\*** \*Unique Responsibilities limited to 20% total.

Unique Responsibilities*	Percent
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>
	<input type="text"/>

0 Total

\*Plus other duties as assigned

Add Unique Responsibility Delete Unique Responsibility Recalculate Total Percent

Add Teaching Responsibil...

Field	Description
Number of Individuals Incumbent Supervises (Directly or Indirectly)	Need to add a value in this field, even if it is 0.
Job Responsibilities	Auto populates based on the SJD selected. It is required for the PVL to manually input the percentages for each responsibility.
Unique responsibilities	Include unique responsibilities specific to the job being recruited and the percentage- up to 20%. These will be included in the job posting.
Add teaching responsibilities	If there are teaching responsibilities, select this button to auto populate with standard language in the unique responsibilities field.

## b) Education/Experience Tab

The screenshot shows the 'Add / Modify PD' form with the 'Education/Experience' tab selected. The form includes a 'Save/Close' button in the top right. Below the tab, there are sections for 'SJD Default Education' (set to 'Associate's Degree'), 'Education' (a dropdown menu), 'Education Details' (a text area), and 'Qualifications' (a text area). There are also radio buttons for 'Preferred Minimum' and 'Required' under the 'Education' section. At the bottom of the 'Education' section are 'Add Education' and 'Delete Education' buttons. An 'Edit' button is located next to the 'Qualifications' text area.

Field	Description
SJD Default Education	Auto populates with the corresponding education based on the SJD selected. Select if it is preferred or required. Will default to preferred. This will appear in the job posting.
Education	Drop down menu of other educational requirements that can be selected for the position that may be more than the default. The education details is a space to give specifics about the field of study, etc. This will appear in the job posting if selected. Please see the <a href="#">Guidelines and Best Practices</a> for selecting the appropriate education.
Qualifications	These are the knowledge, skills, abilities and requirements an applicant needs to perform the job. These will show in the job posting. Access the <a href="#">following document</a> to learn more on best practices for writing inclusive job criteria and qualifications.
Add teaching responsibilities	If there are teaching responsibilities, when you select this button it will auto populate with standard language in the unique responsibilities field.

### c) Category/License/Cert Tab

The screenshot shows the 'Add / Modify PD' window for 'HR024 Recruitment Specialist I'. The 'Category/License/Cert' tab is active. It features a table of job categories with 'II/A' and 'Yes' columns for selection. Below the table is a section for 'License/Certification' with two dropdown menus and radio buttons for 'Preferred Minimum' and 'Required'. Buttons for 'Add License/Certification' and 'Delete License/Cert' are at the bottom.

Job Category	II/A	Yes
Essential Employee	<input type="radio"/>	<input type="radio"/>
Position of Trust - Access to Vulnerable Populations	<input type="radio"/>	<input type="radio"/>
Position of Trust - Property Access	<input type="radio"/>	<input type="radio"/>
Position of Trust - Financial/Fiduciary Duty	<input type="radio"/>	<input type="radio"/>
Position of Trust - Executive Positions	<input type="radio"/>	<input type="radio"/>
Select Agents	<input type="radio"/>	<input type="radio"/>
Criminal Justice Data Access	<input type="radio"/>	<input type="radio"/>
Campus Security Authority	<input type="radio"/>	<input type="radio"/>

License/Certification

Preferred Minimum Required

Add License/Certification Delete License/Cert

Field	Description
Job Category	Select the appropriate job category by choosing yes where applicable.
License/Certification	Drop down menu of possible preferred or required License and certification for the job. Reach out to your TA specialist if the license or certification required isn't found on this list. These will appear on the job posting.

## d) Physical Demands

The screenshot shows the 'Add / Modify PD' form for 'HR024 Recruitment Specialist I'. The 'Physical Demands' tab is selected. The form includes a table for physical demands with columns: Physical Demands, N/A, Rarely, Occasionally, Frequently, Constantly, and Weight. The 'Work Environment' section has checkboxes for Extreme Cold, Extreme Heat, Humid, Wet, and Noise. The 'Work Environment Hazards' section has checkboxes for Animal Contact (All) and Asbestos.

Select the appropriate physical demands and work environment needs as appropriate for the job.

## e) Tasks

The screenshot shows the 'Add / Modify PD' form for 'HR024 Recruitment Specialist I'. The 'Tasks' tab is selected. The form includes a 'Task Description' section with a list of task description boxes. At the bottom, there are 'Add Task' and 'Delete Task' buttons.

Field	Description
Task Description	Include appropriate tasks for the position. List up to 15 tasks expected in the position. The Task section is an optional section of the PD. This will not show up on the job description.

Select **Save/Close button** once all sub tabs are reviewed, and the Position Description details will save and return to the other tabs.

## Recruitment Efforts Plan (REP) Tab

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID: 200034

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G ServAdmin Transformation

Job Code(s): HR024

OPEN RECRUITMENT

An REP is REQUIRED for this PVL

Core | Salary/Title | Contact | Recruitment Info | Position Description | **REP** | Comment | Status History | Person Hired

**Recruitment Efforts Plan**

Create REP

Press CREATE to enter REP data

Delete REP

OAAPP

Sent to OAAPP

OAAPP Approved Yes No

Approved

REP Region

Diversity Connect Sources

Other Recruitment Efforts

Edit

The Recruitment Efforts Plan tab allows users to enter and update the proposed recruitment methods other than posting the PVL on the web. A REP is required for all standard recruitments. Even when not required, it can be used to document other recruitment efforts.

Field	Description
<Create Rep>	Click the <Create REP> button to establish a default Recruitment Efforts Plan record. A message (in red) above the tab instructs the user on whether the REP is needed or not needed for the Listing. Creating a REP is possible even if it isn't required.
REP Region	Indicate the scope of the recruitment
Diversity Connect Sources	Auto-populates with recruitment sources. OHR automatically sends the PVL to the pre-populated sources (No action required -Do not delete).
Other Recruitment Efforts	Fill in applicable fields with name(s) of newspapers and publications in which the PVL will be advertised, institutions and organizations to be contacted. If other sources are added, it is the responsibility of the hiring unit to post on these sources.

Incumbent Tab

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID200034

Current Status: DRAFT  
Major Department: A020100 - G Serv/Admin Transformation  
Job Code(s): HR024

(Not Validated for this Status)

Save

Print

OPEN RECRUITMENT

Core

Salary/Title

Contact

Recruitment Info

Position Description

REP

Incumbent

Comment

Status History

Person Hired

Prior Incumbent

Person

Prior Incumbent Emplid

Find Job

Clear

Name

Position/Job

Position Number

Empl Rcd#

History

PVL Number

Empl Class

Job Code/Name

Department

Expected End Date

Termination Date

Base Rate

Pay Basis

Note

The Incumbent tab is displayed if 'Replacement' is chosen as the PVL Type on the Core tab.

Field	Description
Prior Incumbent Emplid	Enter the Empl ID of the incumbent employee.

## Comment Tab

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID: 200034

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G Serv/Admin Transformation

Job Code(s): HR024

OPEN RECRUITMENT

Core | Salary/Title | Contact | Recruitment Info | Position Description | REP | **Comment** | Status History | Person Hired

**Comment**

Entered Comments

Created	Logon ID	Comment	Logged Events *

\* Data collection began January 17, 2005

Detail for Selected Comment

Add Comment

Edit/View

Delete Comment

Comment Last Updated By:

This tab is for comments associated with the individual PVL. These comments are created by staff that are authorized to “update” the PVL. Only the creator or OHR staff may update a comment entered here. Only users with the proper UDDS authorization can access this tab. Those who have access to the tab can View all comments.

Also listed on this tab are system generated Comments (called Events), such as ‘16-Month Notice Sent’, etc. Existing comments are displayed in order by Create Date with the most recent Comment on top.

Comments	
<Add Comment>	Click the <Add Comment> button. A pop screen will appear. Enter the comment and click Add.
<Edit/View>	To edit or view a comment, click on the comment line in the top section of the screen (the background color of the comment will be dark red) and click the <Edit/View> button.
<Delete Comment>	To delete a comment, click on the comment line in the top section of the screen (the background color of the comment will be dark red) and click the <Delete Comment> button. Only the person who created the comment may edit or delete their comment.

[illegible]

The data on this tab is not modifiable. It displays the history of statuses that a particular PVL has had. Anyone with update or view access can view the status history of a PVL. The statuses are displayed with the most recent status on the top line by status effective date (MM/DD/YYYY).

### Possible Statuses:

- Draft
- Entered
- Department Approved
- Division Approved
- Division Hold
- C&T Approved
- OHR Hold
- Released
- Filled
- Revised
- Hire Pending
- Cancelled
- Hold



## Request for Authorization to Recruit (RAR) Tab

PVL# 72773 - DRAFT -

Current Status: DRAFT (Not Validated for this Status)

Major Department: A451000 - Law/Law School/Law School

Job Code(s): C20NN

Save

Print

OPEN RECRUITMENT

Core Salary/Title Contact Quals Duties Programs/Docs REP Comment Status History RAR Person Hired

Request for Authorization to Recruit

Create Default RAR

Current Status  Salary Maximum

Status Effective  Sent to Provost  Delete RAR

Description of Duties

Salary Justification

The Request for Authorization to Recruit data is required for all PVLs when the proposed salary is 75% of the UW System President's current salary, this tab only appears when the RAR is required for the PVL.

Field	Description
Description of Duties*	Describe the principal duties briefly as how it should appear in the RAR form when it is forwarded to UW-System for the salary approval
Salary Justification*	Indicate why it is necessary to recruit at that salary level. At the end of the paragraph, add "(see attached salary information)". The date the market data is sourced is always required.
Current Status	Status of the RAR. The statuses are Approved, Cancelled, Pending & Revised
Sent to Provost	Date the request is sent to the Provost to be forwarded to UW-System for approval
Salary Maximum	The requested Maximum Salary for this PVL.

## Actions Menu

The screenshot displays the 'PVL# 2' form for 'AFT - OHR Recruitment Consultant'. The 'Actions' menu is open, showing options: Submit, Approve, Reject, Cancel, Hold, Uncancel, and Unhold. The form fields include:

- Current Status:** DRAFT (Validated for this Status)
- Major Department:** A020100 - G Serv/Admin Transformation
- Job Code(s):** HR024
- Recruitment Type:** Standard Recruitment
- PVL Type:** New Position
- Empl Class:** Academic Staff
- Terminal/Renewable:** Renewable Appt
- Position Available:** 01/01/2022
- Assured Consideration:** 01/12/2021
- Job End:** (empty)
- Job Code:** HR024
- Job Name:** Recruitment Specialist I
- Number of Positions:** Being Recruited: 1, Filled: 0
- Work Location:** Partial...
- Caregiver Law Review:** No
- Business Title:** OHR Recruitment Consultant
- Hiring Department(s):** A020100 - G Serv/Admin Transformation
- Funding:** VCRGE: No, Continuing Studies: No, Fund: 101, Prog: 1, Acct: (empty)

Use the ACTIONS portion of the menu to modify the Status of the PVL.

Action	Description
Submit	Used to move the PVL from Draft to Entered status.
Approve	Used to move the PVL from Entered to Department Approved status. Also used to move the PVL from Department Approved to Division Approved status (program checks to see the current status to determine which of the 2 statuses is appropriate).
Reject	Used to move the PVL to a prior status (e.g., from Dept. Approved to Entered).
Cancel	Used to Cancel further work on a PVL.
Hold	Used to temporarily suspend work on the PVL.
Uncancel	Used to place the PVL in the status it had just prior to the Cancellation so that work on the PVL may resume.
Unhold	Used to remove the Hold on the PVL so that work on it may resume.

When an Action is selected the PVL data is checked for completeness and integrity. If no errors exist, a “successful” message appears indicating the status has been changed. Note that the “Current Status” display is modified to reflect the new status.

Note that the Department may not modify the PVL after the PVL is Department Approved (which effectively forwards it to the Division for further approval) and the Division cannot modify the PVL after it is Division Approved and submitted to OHR for further review.

## Person Hired Tab

File Edit Actions Tools Main Menu OHR Actions Window Help QAAPP DVLP

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID: 200034

Current Status: DRAFT (Not Validated for this Status)

Major Department: A020100 - G Serv/Admin Transformation

Job Code(s): HR024

Save

Print

OPEN RECRUITMENT

Core Salary/Title Contact Recruitment Info Position Description REP Comment Status History Person Hired

Person(s) Hired

Emplid	Empl Rcd	Person Name	Title	Department

Detail for Highlighted Line

Business Title:

Position Nbr:

Start Date:

Initial Appointment Percent:

Base Salary:

Pay Basis:

SH/SV Reference Check

Once the PVL is filled when the appointment is pushed in to HRS, this tab will display the appointment information of the person or persons hired to fill the vacancy.

This tab will display the following:

- Emplid
- Empl Record
- Person Name
- Title
- Dept. ID/Name
- Business Title
- Position Number
- Start Date
- Initial Appointment Percent
- Base Salary
- Pay Basis

Field	Description
SH/SV Reference Check Button	<p>This button is used for the Sexual Harassment/Sexual Violence automated reference check process, to be compliant with the reference check requirements in the RAS policy (<a href="https://policy.wisc.edu/library/UW-5008">https://policy.wisc.edu/library/UW-5008</a>).</p> <p>JEMS Department and/or Division users enter the name and email address of final candidate(s) and reference(s) to send email invitations. The invitations will contain a link to a web form where they are asked to answer the required SH/SV questions. When a finalist has been selected, they should be sent the SH/SV invitation prior to extending a formal offer.</p> <p>For detailed instructions, please see help document found here in the Reference Check section of <a href="#">Recruitment toolkit</a>.</p>

## Error(s) Window

The screenshot shows the JEMS system interface. The main window is titled 'PVL# 200034 - DRAFT - OHR Recruitment Consultant'. It displays the current status as 'DRAFT' and the major department as 'A020100 - G Serv/Admin Transformation'. The job code is 'HR024'. The 'Error Check for PVL # 200034 OHR Recruitment Consultant' window is open, showing a list of 6 errors found. The errors are listed in a table with columns for 'Error Message' and 'Error Action'. Each error has a 'Go To Error' button next to it. The errors are:

Error Message	Error Action
The Recruitment Type is Required	Please Enter the Recruitment Type.
Principal Duties Text is Required for This Status	Please Enter Principal Duties Text
Min Yrs and Work Exp Text is Required for This Status	Please Enter Min Yrs and Work Exp Text
Additional Application Procedures required if posting on the web.	Please Enter the Additional Application Procedures.
A Waiver cannot have an Assured Consideration (Deadline) Date	Please Clear the Assured Consideration (Deadline) Date Field or Change the Recruitment Type
Minimum Pay Must Be Equal To Or Greater Than Lowest Title Box Minimum Salary	Please Enter A Value Equal To Or Greater Than The Titles' Minimum Salary

If errors were found when you attempted to change the PVL's status, an Error window will display with:

1. The status for which the PVL was validated.
2. The number of Errors.
3. The Error Message and, next to it, the Actions needed to fix the error.
4. A <Go To Error> button that will take you to the field needed to correct the error.

## Tools Window

The screenshot shows the JEMS PVL window with the 'Tools' menu open. The menu options are: Error Check Current Status, Error Check Next Status, Search PVL, Search Rate/Title Change System, Salary Basis Conversion Calculator, Merit Pay Increase Schedule, Basis Pay Periods, and Print PVL. The main form displays the following information:

- Transaction:** PVL# 200034 - t
- Current Status:** DRAFT (Validated for this Status)
- Department:** A020100 - G Serv/Admin Transformation
- Job Code(s):** HR024
- Buttons:** Save, Print
- Form Fields:**
  - PVL Type:** New Position
  - Position Available:** 01/01/2022
  - Assured Consideration:** 01/12/2021
  - Job End:** [Empty]
  - Job Code:** HR024
  - Job Name:** Recruitment Specialist I
  - Number of Positions:** Being Recruited: 1, Filled: 0
  - Work Location:** Partial...
  - Caregiver Law Review:** No
  - Business Title:** OHR Recruitment Consultant
- Hiring Department(s):**

Dept ID	Name	Major Dept	Division	Approved Date	Division Approved
A020100	G Serv/Admin Transformation	Yes			No
- Funding:**

Fund	Prog	Acct
101	1	

If you wish to check the PVL for errors without having to change the status of the PVL, use the Tools Menu. From the Tools menu, you can check for Errors at the Current Status or for the next status that would advance the PVL, e.g., from Draft status, you can validate the PVL for Entered status without changing the PVL's status to Entered.

Note that, if you are in Edit mode, the PVL is validated for whatever the current status may be when you close out the record. On closing out the PVL, if you get a list of errors which are "Critical" or "Informational", you may still exit the PVL without correcting the data. However, the errors must be corrected if you wish to move the PVL to the next level.

## Printing a PVL/Waiver

PVL# 200034 - DRAFT - OHR Recruitment Consultant

Transaction ID: 200034

Current Status: DRAFT (Validated for this Status)

Major Department: A020100 - G Serv/Admin Transformation

Job Code(s): HR024

OPEN RECRUITMENT

Core | Salary/Title | Contact | Recruitment Info | Position Description | REP | Comment | Status History | Person Hired

Recruitment\* | Stand | Print PVL# 200034 - Draft - OHR Recruitment Consultant

PVL Type: New

Position Available: 01/1

Title(s):

Job Code: HR024

Hiring Department(s):

Dept ID: A020100

Add Dept

PVL Number: 200034

Current Status: Draft

Major Department: A020100 - Admin Transformation

Title(s): HR024

Select Report

- ☒ Administrative
- ☐ Public
- ☐ Person Hired
- ☐ Status History

Person(s) Hired

PRINT/PREVIEW REPORT

Close

ADOBE ACROBAT READER installation is needed to be able to print a PVL.

The <Print> button in the PVL's upper right corner can be used to access the Print PVL screen. The Print PVL screen may also be accessed from the File pull down menu and the Main Menu screen. On the Print PVL screen, select which report you wish to print and then click the <Print/Preview Report> button.

You must have your browser set to accept Pop-ups from this site to print from PVL. After clicking the <Print/Preview Report> button, the system launches Adobe Acrobat and the report appears in a separate window. From this window, you may then send the report to your local printer, if a hard copy is needed, or you can choose to save the PDF.

Only one PVL may be printed at a time. If you want to print more than one PVL, you may change the PVL number on the Print Screen to print a different PVL.

Available reports:

- Administrative – Includes funding, prior incumbent's name/appointment ID (if waiver), name and reason for the waiver, comments for the PVL, etc.
- Public – The Released PVL for Open recruitment (the data as it would appear on the Web listing).
- Person Hired – Only available after the PVL has been filled and only available to the users with the hiring department authorization for the PVL. This report adds a cover sheet to the Administrative report with details on the person hired for the recruitment.

## Searching the PVL System

**PVL Main Menu for Human Resources Staff**

**The University of Wisconsin - Madison**  
**JEMS - Unclassified Systems**  
**(PVL / Rate Adjustment)**  
*How would you like to proceed?*

<b>PVL</b>	<b>Rate Adjustment</b>
<p>PVL# <input type="text"/> <input type="button" value="Edit"/></p> <p><input type="button" value="View"/> <input type="button" value="Print"/></p> <p><input type="button" value="Create a New PVL"/></p>	<p><input type="button" value="Create a New Rate Adjustment"/></p>
<p><b>Search PVL System:</b></p> <p><input type="button" value="List PVLs"/></p> <p><input type="button" value="List Warning Notices"/></p>	<p><b>Search RA System:</b></p> <p><input type="button" value="List My Rate Adjustments"/></p> <p><input type="button" value="List Adjustment Notices"/></p>
	<p><b>Job Descriptions</b></p> <p><input type="button" value="List My JDs"/></p>

Feature	Description
List PVLs	Displays a list of PVLs based on the criteria entered.
List Warning Notices	Displays a list of notices sent out for the selected time period. Notices include 16-month warnings, Notice of Removal from Web Listings, etc.

## List PVLs Query Screen

The Query Selection screen is used to create individualized queries not restricted by UDDS authorization.

Field	Description
Find PVLs with Dept. ID	Enter a full or partial UDDS code(s) or leave blank to see results regardless of UDDS
Current Status and Status	If you want to see only a specific status as of today, select a specific current status. If these fields are left blank, it will default to search for all statuses.
Empl Class	Choose Empl Class. If left blank it will search for all Empl Classes.
Job code	Specify a full or partial title code (e.g. AE or AE008)
Hiring Department	Yes = Select all PVLs where the specified Dept. ID is the Major Department. No = Select all PVLs where the specified Dept. ID is the Appointment Department.
Status Effective Date	The "From Date/To Date" must be specified. The default date range is one year from the current date.
Recruitment Type	The search Default is All Recruitment Types. Or you may be limited to Open Recruitment or to Waivers only.
Search Principal Duties	If you are looking for a PVL having certain content within the Principal Duties field, you can enter the words you wish to find within the field. For example, if you need to find all PVLs with the term 'zoology' embedded within the Principal Duties field, you can search for that term.
Submit	Action: - Click on SUBMIT Result: - The Query Results appears in descending PVL# sort order.



## List PVLs Query Results Tab

**List PVLs**

Criteria Results

**Selection Criteria**

No Dept ID was Specified.  
 Recruitment Type: Open Recruitment Only  
 From: 03/18/2013 To: 03/18/2014  
 Find results with all of these words: law

Sort By: PVL Number ☐ Ascending ☒ Descending

PVL #	Status	Effective Date	Hiring Dept	Job Code	Title	Empl Class	Primary Contact	Recruitment Type
77898	FI	10-FEB-2014	A011020*	R07BN	SR ADMIN PRGM SPEC	AS	Leininger	Open
77838	CA	27-SEP-2013	A451050*	D54NN	CLINICAL INSTRUCTOR	AS	Hacker	Open
77827	FI	08-JAN-2014	A060170*	M93DN	DIR, UNSPECIFIED (7)	LI	Pegelow	Open
77734	RE	05-NOV-2013	A451000*	N22NS	ASSISTANT DEAN/S	LI	Boehm	Open
77727	FI	09-JAN-2014	A858300*	T25DN	STUDENT SERVICES COR	AS	Sternbach	Open
<b>77689</b>	<b>RE</b>	<b>13-SEP-2013</b>	<b>A451000*</b>	<b>C20NN</b>	<b>PROFESSOR</b>	<b>FA</b>	<b>Hendley</b>	<b>Open</b>

\* = major dept

Number of Records Found: 58

View Edit Print Print List

PVL #	All Departments	Major	All Titles
77689	A451000 LAW/LAW SCHOOL	Yes	C20NN PROFESSOR
			C30NN ASSOCIATE PROFESSOR
			C40NN ASSISTANT PROFESSOR

A summary of the Selection Criteria appears in the scrolling region in the upper part of the tab. Default sorting of the Results List is by PVL Number descending order. Change the sort order by using the <Sort By> drop down menu and the Ascending/Descending radio buttons.

Navigate to the PVL by clicking either the <View> or <Edit> button or Print from this screen.

Create a hard copy of the results by clicking the <Print List> button. The list can be printed as a .PDF or the data can be sent to an Excel spreadsheet (Excel program is required for this option).