

The HR Learning Path



JEMS HIRE Training

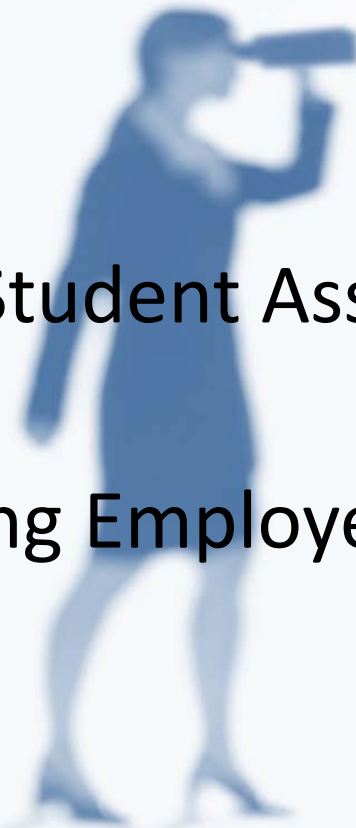


10-08-2015

Office of Human Resources

Today's Agenda

- Overview of JEMS & HRS
- Introduction to PVL
- Introduction to JEMS-HIRE
- Hiring an Faculty, Academic, Student Assistant Employees
- Practice Hiring and Transferring Employees
 - JEMS HIRE
 - Best Practices
- Resources for Follow-up



General Process to Hire for a Job

1. Identify need for position; funding
2. Create job description
3. Obtain approvals through hierarchy-job & recruitment
4. Post the job for recruitment
5. Accept applications/resumes
6. Review applications/resumes
7. Interview candidates
(Interview panel)
8. Select candidate
9. Background check completed
10. Make offer & send appointment letter
11. Process hire by entering data into JEMS HIRE & HRS



What is PVL, JEMS and HRS?

3 Computer Systems

- UW-Madison

- ❖ **Position Vacancy Listing (PVL)**

- Position approval and recruitment system.

- ❖ **Job and Employee Management System (JEMS)**

- Hiring of employees (hires, rehires, & transfers)
- JEMS-CHRIS HR & JEMS-HIRE

- ❖ **Human Resource System (HRS)**

- Search for people (HRS & EPM)
- Payroll coordinators, work schedules, time approvers, security, and salary funding
- Hire Student Help (SH)
- Maintain position, job, and person data

- Other Campuses

- ❖ **HRS only**



JEMS & HRS

Benefits to UW Madison

- Saves time: eliminates duplicate entry of data
- Share information more widely
- Shorten time for some tasks-information requests
- Emails keep people informed
- Error checking

Your Benefits

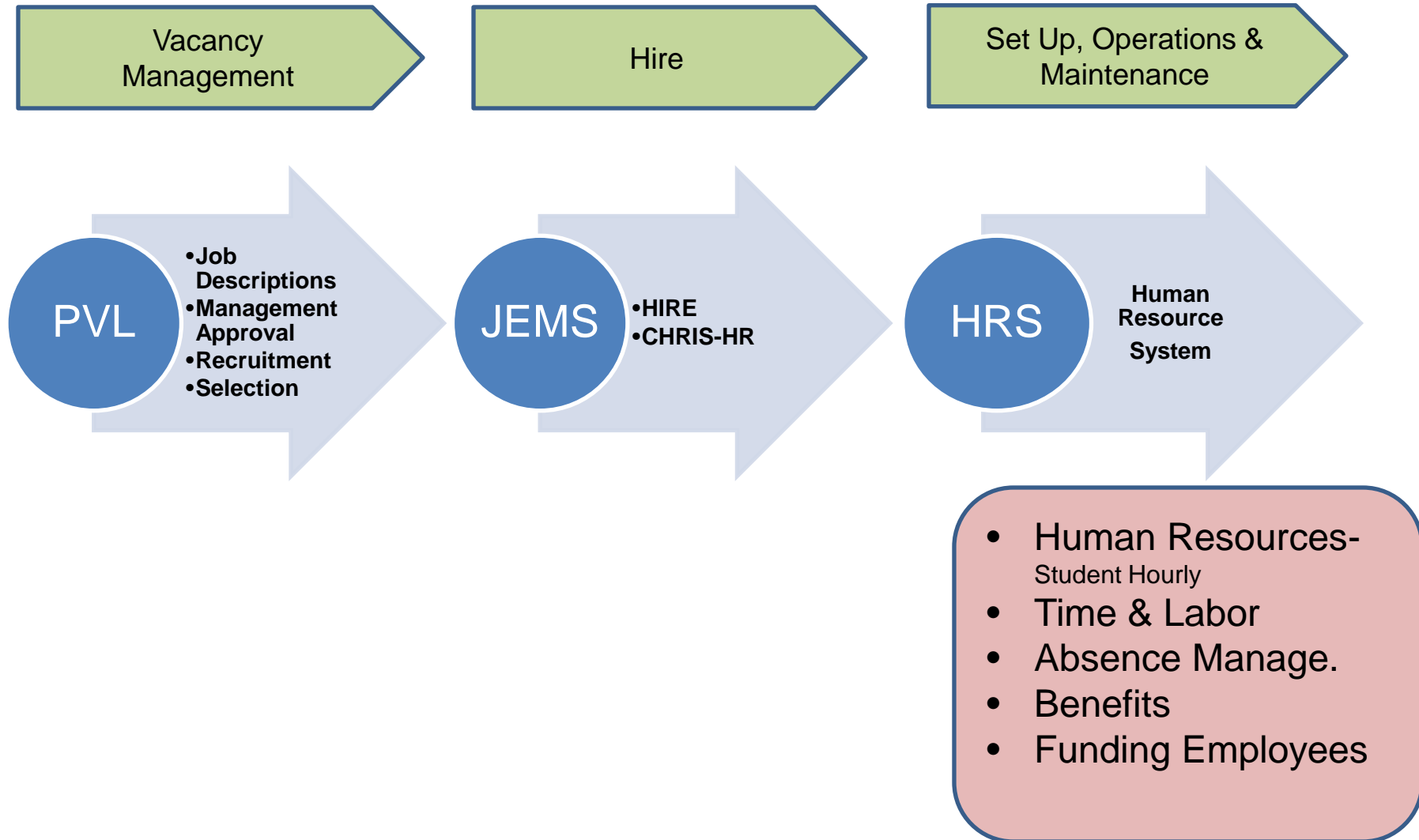
- Working with a modern data system
- Working with tools common to the Internet
- Timely and accurate processing of salary/benefits

What is JEMS HIRE

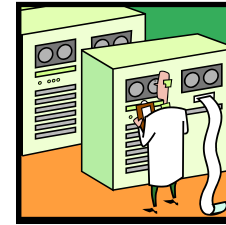
- A large computer data system used to support **hiring** functions
- Implement personnel policies managed by the Office of Human Resources (OHR)

Function: automate and facilitate data entry, data updates and the general processing of hires for Faculty, Academic, Limited, Employee In Training, Student Assistant, and Other employee classifications at UW – Madison.

Overview of Systems



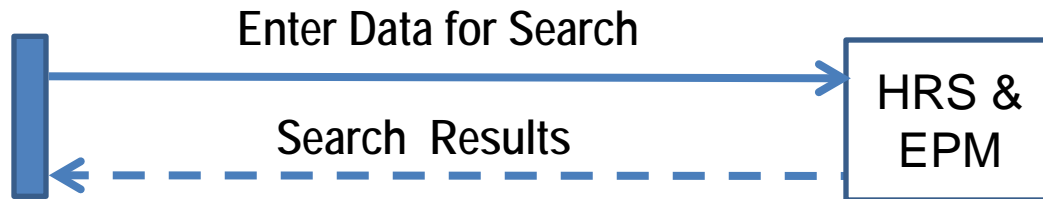
Hire = 3 Computer Systems



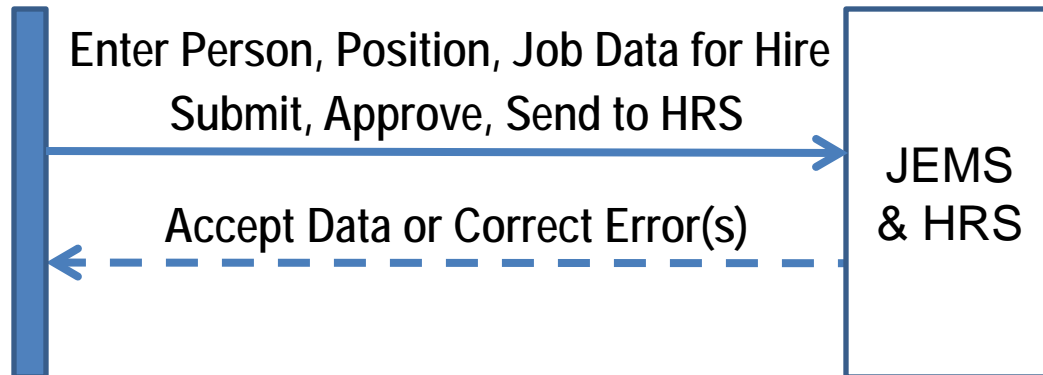
1



2

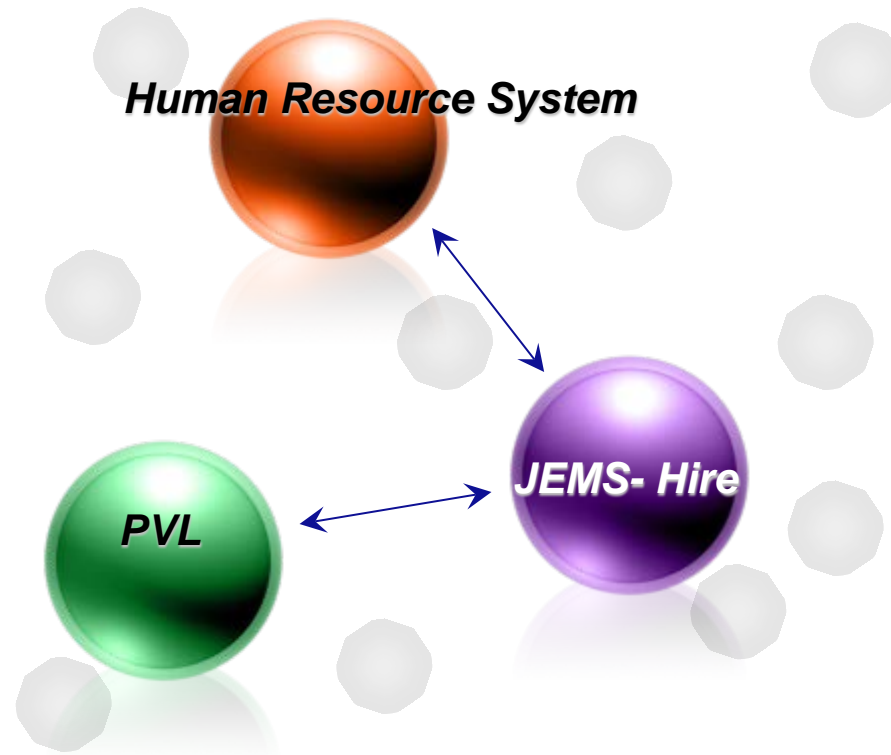


3



PVL & JEMS & HRS

- A. JEMS HIRE is linked to both **PVL** and **HRS**
- B. JEMS HIRE data is compared to **PVL** criteria before it is pushed to **HRS**
- C. Some **PVL** data is pre-populated in JEMS HIRE
- D. Some **HRS** data is pre-populated in JEMS HIRE



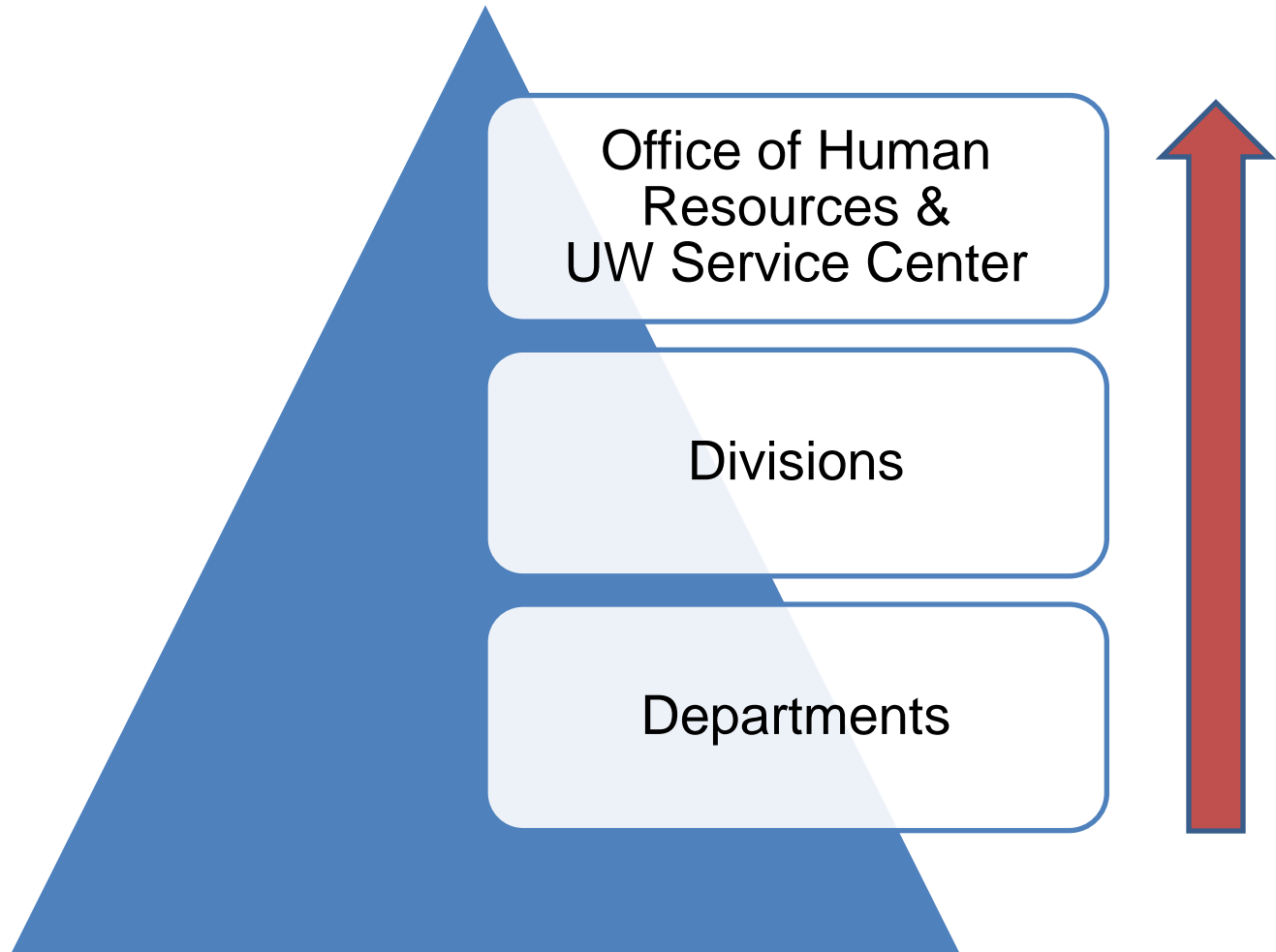
Basic Work Flow – Hiring*

FA, AS, SA, LI, EE, OT	University Staff
1. Search EPM & HRS	1. Search EPM & HRS
2. JEMS – HIRE (Search Functions)	2. JEMS CHRIS-HR
HRS 3. Create TL Security 4. Set Up Time Approvers 5. Set Up Funding Source(s) 6. Benefits (If Applicable)	HRS 3. Create TL Security 4. Set Up Time Approvers 5. Set Up Funding Source(s) 6. Benefits (If Applicable)

UW Madison Campus:

- Only campus to use JEMS
- Student Help hires are the only type of hire done in HRS.
- All other employee classification hires are done through **JEMS**.

UW Madison - Major Partners



Create Employment

3 Sets of Data

1. Position
2. Job
3. Person



Position Attributes

Position number
can not be reused

Defaults
information into
Job Data

Position

Classified-one
person per
position

Accommodate a
range of pay

Hiring Data Workflow

Centralized Department

- **Division** enters **approved** data (Paper Forms); salary funding, payroll coordinator schedules, & time approvers

Enters Student data to HRS

JEMS

HRS

De-Centralized Department

- **Department** routes CP/CJ forms to Division
- **Department** enters limited data, LTE and Unclassified position data
- **Department enters** Salary Funding, Payroll Coordinators, Schedules, and Time Approvers

Enter Student data to HRS

JEMS

HRS

Employment Classifications

JEMS
CHRIS-HR

JEMS-HIRE

Univ. Staff
- Ongoing
(CP)

Univ. Staff
Fixed-Term
Finite
(CJ)

Temporary
Employee
(CL)

Faculty
(FA)

Academic
(AS)

Limited
(LI)

Student
Help
SH)

Employee
in Training
(ET)

Student
Assistant
(SA)

Other
(OT)

- Note: 1) This framework creates the “Empl Classes” and their codes
2) Student Help employees are hired directly in HRS

Empl IDs & Empl Rec

Only 1 Empl ID (one per person)



Empl ID = 1 Person

Empl Rec = 1 Job Row

Primary & Secondary job indicators are separate from Empl Recs.

Job 1

Empl Rec = 0

Job 2

Empl Rec = 1

Job 3

Empl Rec = 2

- Empl Recs (job data) **do not** belong to campuses, departments or people.
- Reuse Empl Recs
- Use lowest available Empl Rec
- Use few Empl Recs

Employee ID & Employee Record Numbers

- Employee ID established on 1st hire
 - Only one **Empl ID number** per employee, even if multiple positions
- Employee Record Number(s) (**Empl Rec**) = a position
 - 0 indicates a position; start of numbering system
 - 1 indicates another, concurrent, position

Example

Name: Sally Janssen, Lecturer

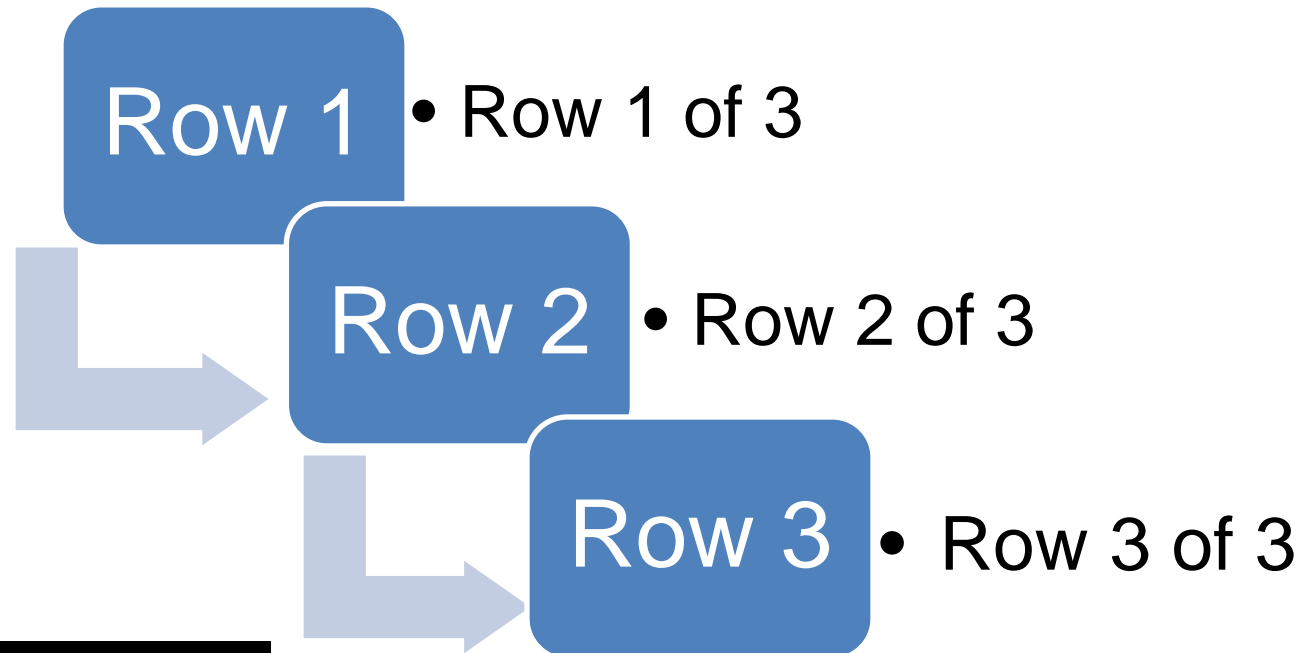
Empl ID: 00067651


Lecturer-History	.80 FTE	Empl Rcd 0
Lecturer-Pol. Science	.20 FTE	Empl Rcd 1

Note: Empl Recs are important on Rehires and Transfers!

HRS Rows of Data

HRS rows are pages of data that show all the applicable information for one Effective Date. All JEMS data goes into HRS rows.



Row #	Data Relationship
1	Future
2	Current
3	Historical  Include History

UDDS Codes

The UDDS code describes each campus, division, & department.

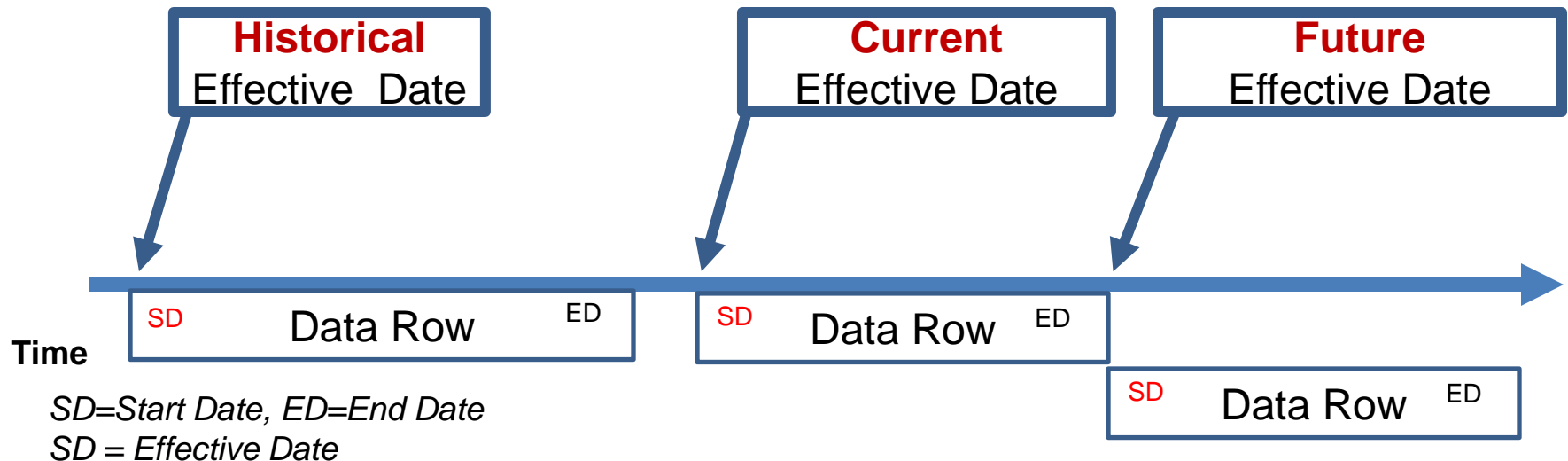
A

**UW
Madison
Campus**

A	06	01	80
CAMPUS			
DIVISION			
DEPARTMENT (A01 & A02 ONLY)			
SUBDEPARTMENT (DEFAULT)			

Effective Dates

Effective dates allow you to keep historical, current, and future information in tables. You can use the information to look at what has happened up to now and plan for the future.



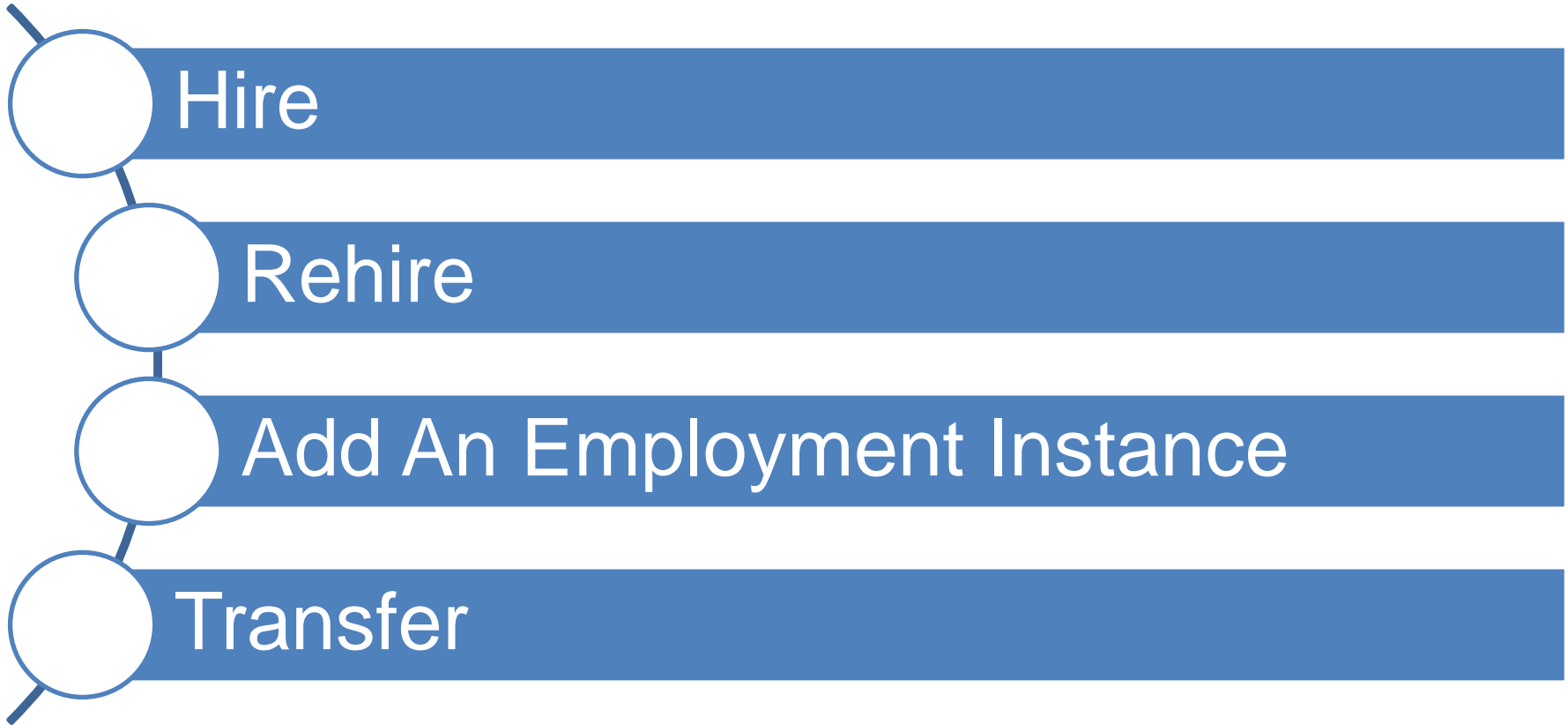
Align Effective Dates

1. Person

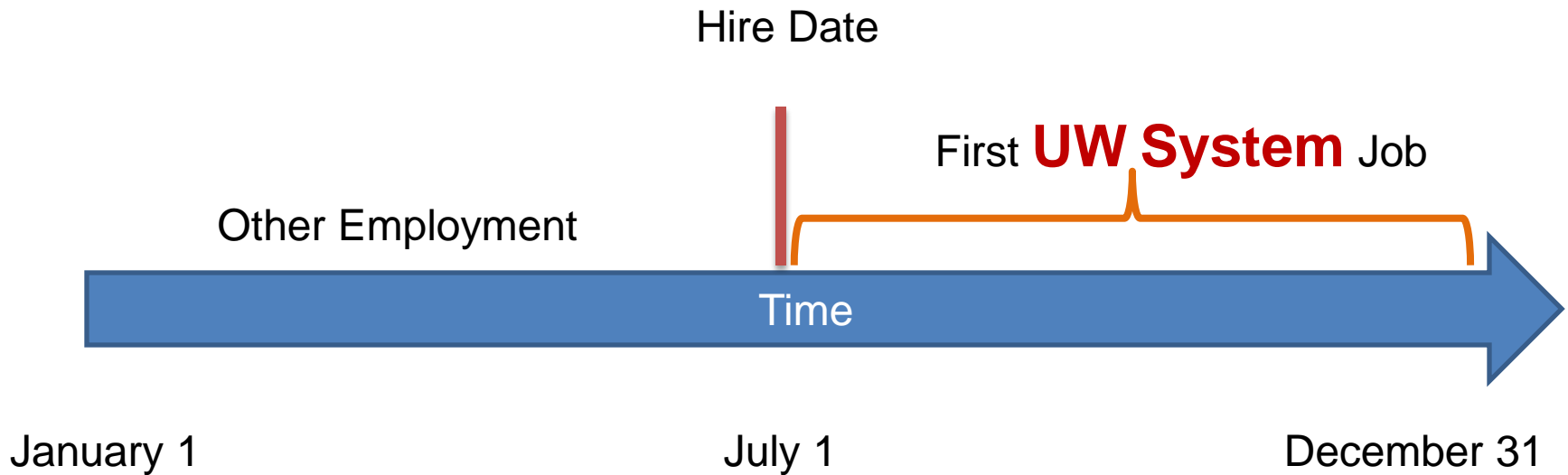
2. Position

3. Job

Actions to Hire

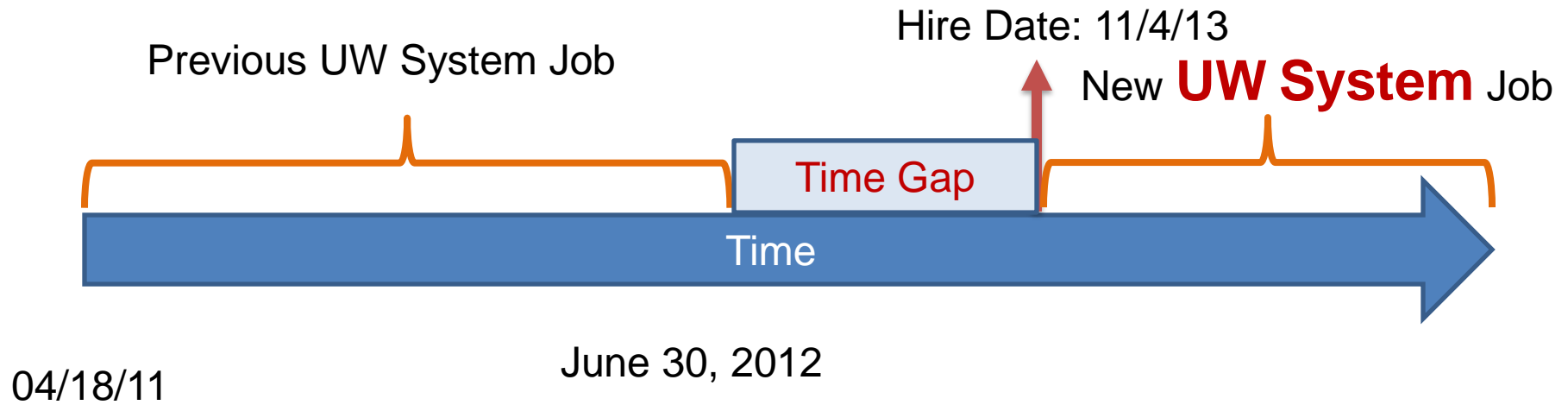


Hire Action

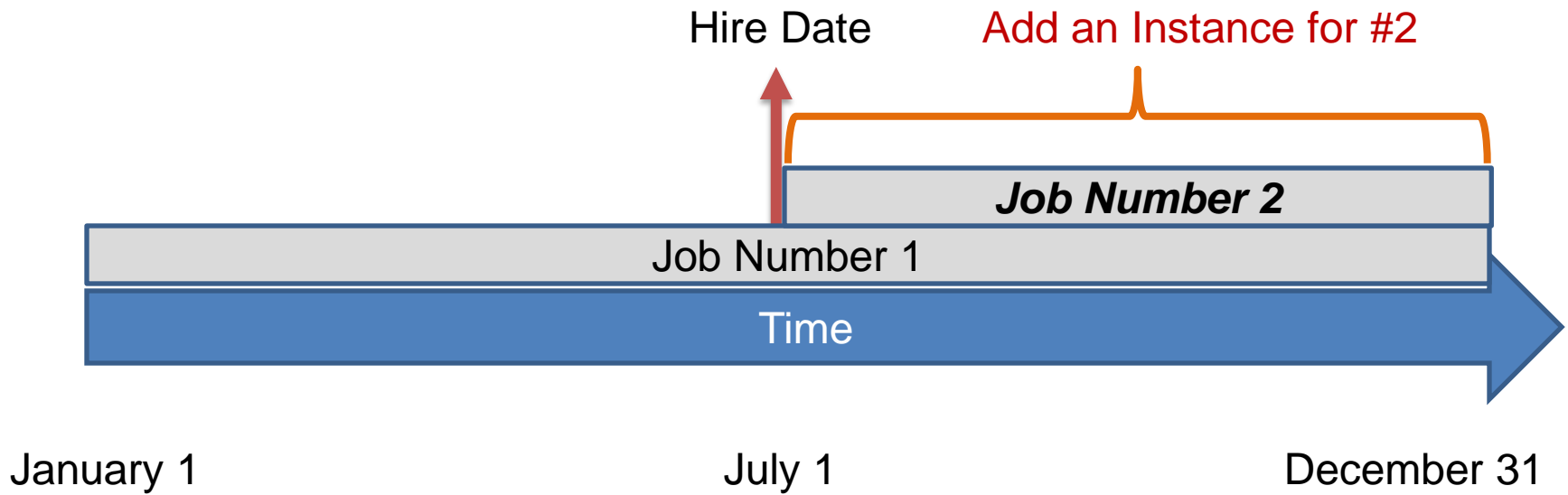


Note: Employees who worked in the UW System before 04/18/11 would be processed with a "Hire" action.

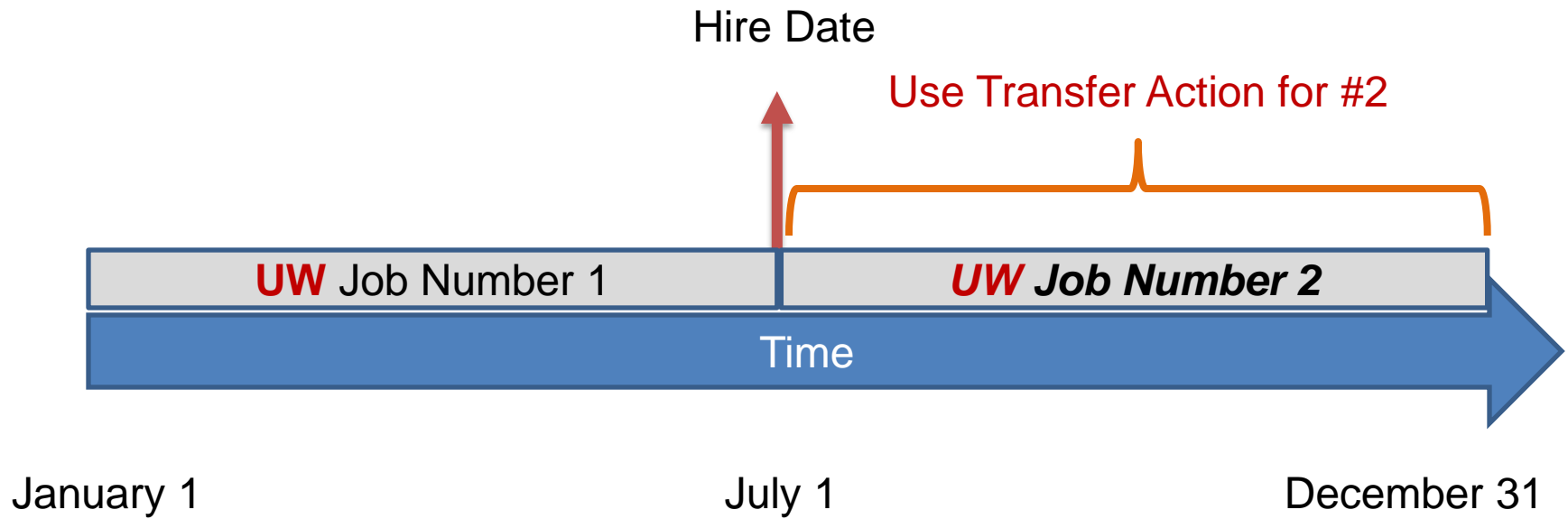
Rehire Action



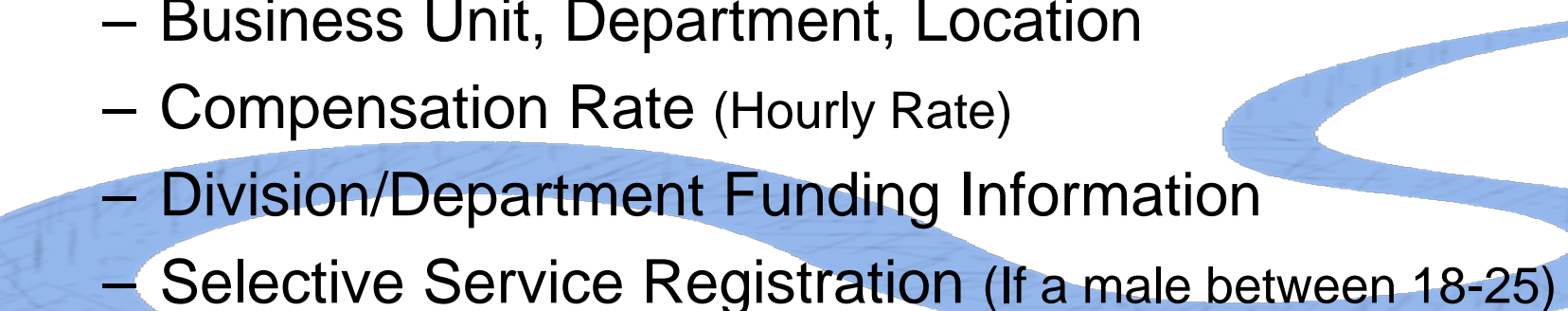
Add An Employment Instance Action



Transfer Action



Before You Start

- Have this information available
 - Name
 - Date of Birth (DOB)
 - Social Security Number
 - Gender
 - Ethnic Background
 - Address
 - Phone
 - Business Unit, Department, Location
 - Compensation Rate (Hourly Rate)
 - Division/Department Funding Information
 - Selective Service Registration (If a male between 18-25)
- 



Add a Person

Employee Name:	Empl ID:
Business Unit:	Department:

Add a Person

Employee Name:	Empl ID:
Business Unit:	Department:

Biographical Details

Name

Effective Date: mm/dd/yyyy

Display Name First Name:

Last Name:

Suffix:

Biographic Information

Date of Birth: mm/dd/yyyy

Biographical History

Gender:

Marital Status:

National ID

National ID Type:

UW Personal

UW Additional

Signature Date: mm/dd/yyyy

Date:	mm/dd/yyyy
Date:	mm/dd/yyyy

Enter Data From Forms/Letters



JEMS-Hire Tabs (Views of Data Sets)

- Find/Add Hire
- Person
- Person Contact
- Position
- Job
- Benefits
- HR Contact
- Comment
- Status History

Contact Information

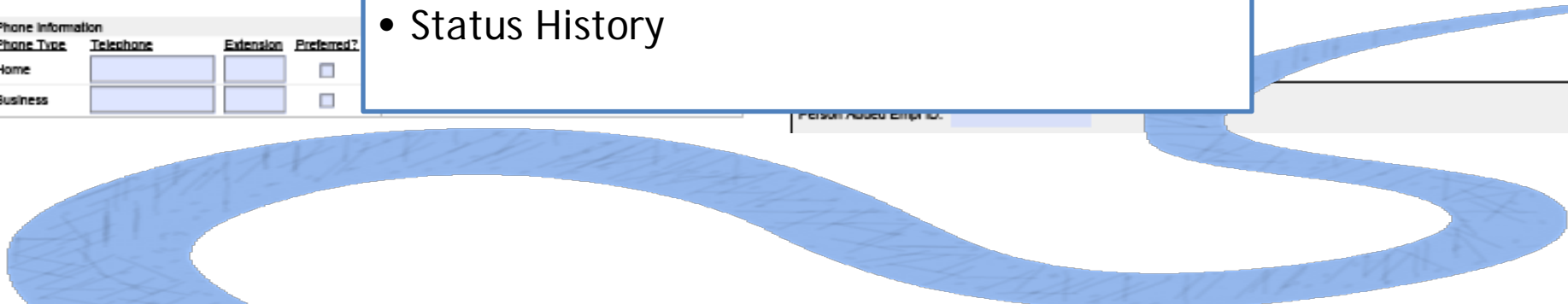
Release Home Information

Current Addresses

Address Type	As of Date	Country	Status	Preferred?
Home	<input type="text"/> mm/dd/yyyy	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Business	<input type="text"/> mm/dd/yyyy	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>

Phone Information

Phone Type	Telephone	Extension	Preferred?
Home	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>
Business	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>



JEMS 7-Day Processing Window





Classified Practice

Big Picture: Process of Hiring

Search EPM/ HRS

Enter Hire in JEMS

Complete transaction in HRS

Does this person already have an Empl ID?

- Hire
- Transfer
- Rehire
- Add Employ. Inst. Concurrent Position

- Salary Funding
- Payroll Coordinators
- Time Approvers
- Work Schedules

Madison Campus: Which System ?

JEMS-Hire ? JEMS CHRIS-HR ?

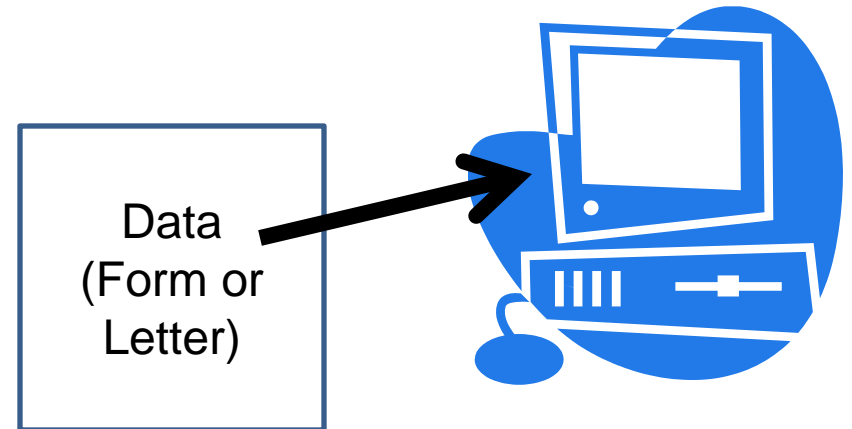
HRS ?



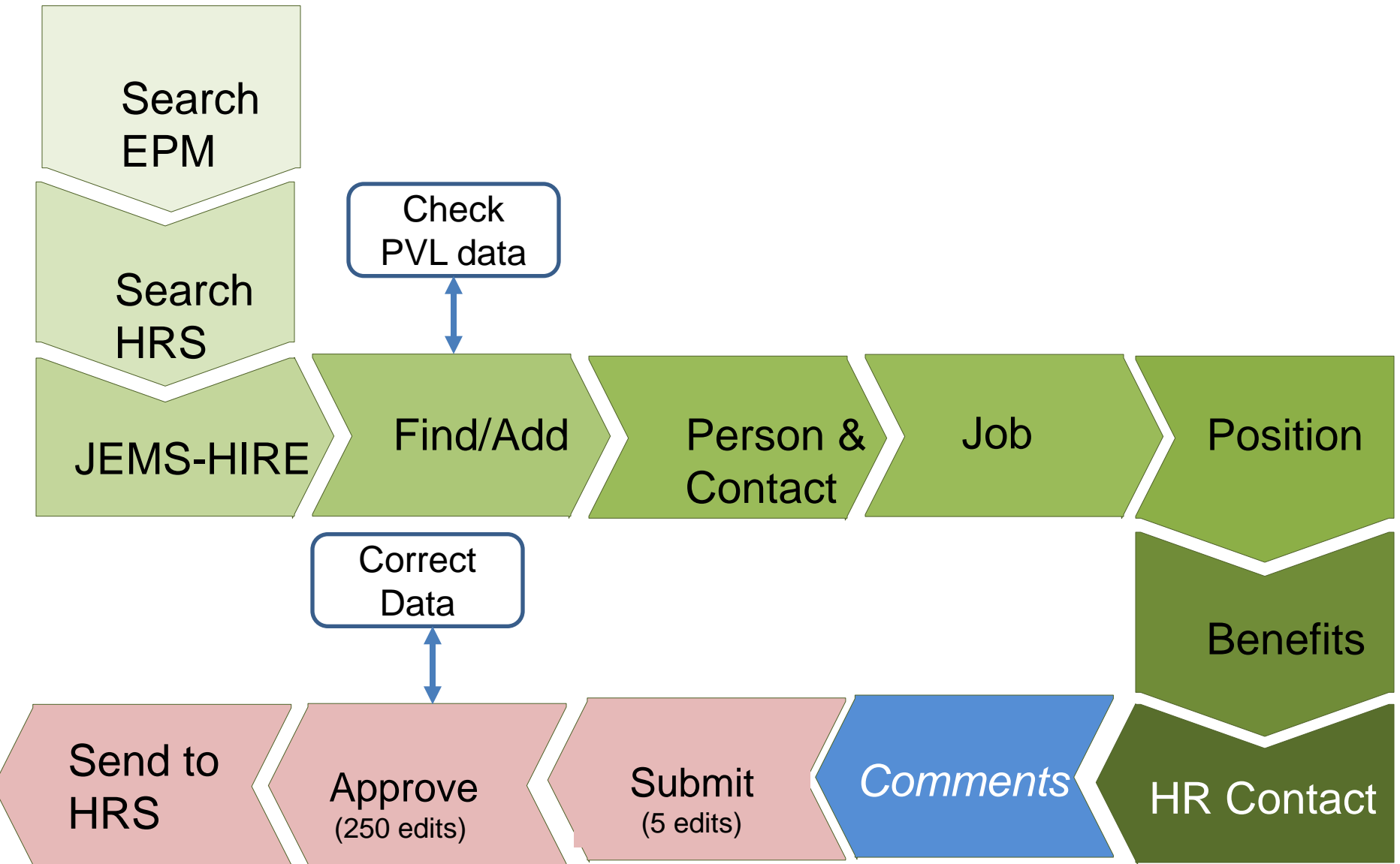
Think about it...

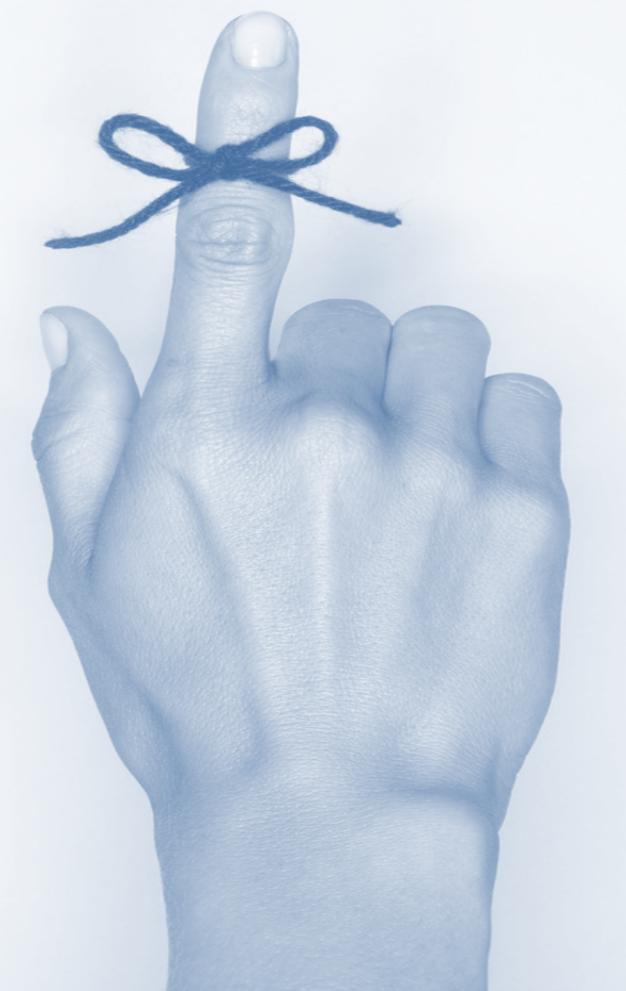
JEMS-Data Entry Tabs

1. Find/Add Hire
2. Person Data
3. Person Contact Data
4. Position Data
5. Job Data
6. Benefits
7. HR Contact
8. Comments
9. Status History



JEMS HIRE: Step by Step





Remember
to
Search
EPM & HRS

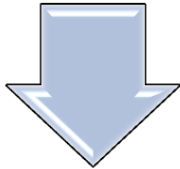
1st

(before the hire)

Search for Matching Persons

Search EPM

EPM>Reporting Tools > Query
> Query Manager



Search/Match in HRS

Workforce
Administration>Personal
Information>Add a Person -
Search for Matching Persons



WARNING

Duplicate IDs

- **Goal:** *Avoid duplicate person data*
- There is a substantial amount of work necessary to fix it.
This might include:
 - SSN and Tax Reporting
 - External vendors such as ETF
- *Check for duplicate IDs with every hire!!!*



Conversion Notes

Effective Dates for jobs that were "Active" on **2/10/2011** were converted from IADS with an action/reason of "conversion."

IADS = Integrated Appointment Data System

Searching for Matching Persons in HRS

The image shows a screenshot of the HRS software interface. On the left is a 'Menu' window with a search bar and a list of options. On the right is the 'Add Person' form with a 'Person ID' field and two buttons.

Menu

Search:

- ▷ My Favorites
- ▷ CLEAN_Address
- ▷ Inbound File Upload
- ▷ Self Service
- ▷ Manager Self Service
- ▷ Recruiting
- ▷ Workforce Administration
 - ▽ Personal Information
 - ▷ Biographical
 - ▷ Organizational Relationships
 - ▷ Personal Relationships
 - ▷ Citizenship
 - ▷ Disability
 - ▷ OEE Workforce Survey
 - CAN
 - ▷ Diversity Compliance
 - NLD
 - ▷ I-9 Forms
- Add a Person
- [Manage Hires](#)
- [Modifv a Person](#)

Add Person

Person ID: → [Search for Matching Persons](#)

[Add the Person](#)

Workforce Administration → Personal Information →
Add a Person → Search for Matching Persons

Search for Matching Persons

The screenshot shows a web browser window titled "Add a Person - Windows Internet Explorer provided by UW-Madison AIMS". The address bar contains the URL: [https://test.ps.wisconsin.edu/psp/hrtrn-bd/EMPLOYEE/HRMS/c/TRACK_GLOBAL_ASSIGNMENTS_\(GBL\).PERSONAL_DATA_ADD.GBL?PORTALPARAM_F](https://test.ps.wisconsin.edu/psp/hrtrn-bd/EMPLOYEE/HRMS/c/TRACK_GLOBAL_ASSIGNMENTS_(GBL).PERSONAL_DATA_ADD.GBL?PORTALPARAM_F). The browser interface includes a menu bar (File, Edit, View, Favorites, Tools, Help), a search bar, and a "Sign In" button. The Oracle logo is visible at the top left of the page content, and navigation links (Home, Worklist, Add to Favorites, Sign out) are at the top right. A "Menu" sidebar on the left lists various HR functions, with "Add a Person" highlighted. The main content area is titled "Add Person" and features a "Person ID:" label with a text input field containing "NEW". Below the input field is a red link labeled "Search for Matching Persons". A blue callout box with a white background and a blue border points to this link, containing the text "Click Search for Matching Persons". Below the link is another red link labeled "Add the Person".

Person ID: [Search for Matching Persons](#)

[Add the Person](#)

Click Search for Matching Persons

Search Criteria

The screenshot shows the Oracle HRMS 'Add a Person' page. The browser window title is 'Add a Person - Windows Internet Explorer provided by UW-Madison AIMS'. The URL is [https://test.ps.wiscconsin.edu/psp/hrtrn-bd/EMPLOYEE/HRMS/c/TRACK_GLOBAL_ASSIGNMENTS_\(GBL\).PERSONAL_DATA_ADD.GBL?PORTALPARAM_F](https://test.ps.wiscconsin.edu/psp/hrtrn-bd/EMPLOYEE/HRMS/c/TRACK_GLOBAL_ASSIGNMENTS_(GBL).PERSONAL_DATA_ADD.GBL?PORTALPARAM_F). The page features a navigation menu on the left and a main content area with search criteria and search order options.

Search Criteria

Search Fields	Value
Address Line 1	<input type="text"/>
City	<input type="text"/>
First Name Search	PARKER
Last Name Search	ERIC
Date of Birth	<input type="text"/>
Gender	<input type="text"/>
National Id	<input type="text"/>

Search by Order Number

Search Order	Description	Action
10	Name,Addr,City,Bday,Gender,NID	Selective Search
20	NID Only	Selective Search
30	Name,Bday,Gender	Selective Search
50	Name Only	Selective Search

Callouts:

- Enter name & tab to next field (points to the First Name Search field)
- Click Selective Search Button (points to the Selective Search button for order 10)

Assess Search Results

The screenshot shows the Oracle HR system interface. On the left is a navigation menu with categories like Personal Information, Job Information, Benefits, and Compensation. The main content area displays search results for a 'Person' search. A callout box with a blue border and white background contains the text 'Review data and copy Empl ID'. A blue arrow points from this box to the 'EmpID' column header in the search results table. The table lists four results, each with a 'Carry ID' highlighted in yellow. The table columns are: EmpID, Name Type, Name Effective Date, First Name, Last Name, and National ID.

Search Results

Search Type: Person Ad Hoc Search

Search Parameter: PSHR_SAVE_TIME HR Auto Run at Save Time

Result Code: PSHR_GENERAL General Core HR Results

Search Results Summary [Return to Search Criteria](#)

Number of ID's Found: 4

Search Order Number: 50

Search Results [Customize](#) | [Find](#) | [View All](#) | First Last

Results	EmpID	Name Type	Name Effective Date	First Name	Last Name	National ID
1 Carry ID	00475506	PRI	02/10/2011	ERIC	PARKS	295149457
2 Carry ID	00485232	PRI	02/10/2011	ERIK	PARKER	497041197
3 Carry ID	00520804	PRI	02/10/2011	ERIC	PARKER	564151656
4 Carry ID	00523956	PRI	02/10/2011	ERIC	PARKER	595462927

JEMS Overview

- JEMS Hire

- JEMS Hiring Functions

- Hire/Transfer
 - Summer Hire
 - My New Hire Basket

- JEMS Job Change

(Both Unclassified and Classified)

- Job Change Request
 - My Job Change Basket

- JEMS CHRIS HR

- Hiring Functions


- List My Unit's Transactions
 - Process Applicants
 - Edit/View HR Transactions
 - Search HR Transactions
 - Create/Copy an HR Transaction
 - Edit Profile

JEMS-Hire Entry Screen

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help UAT

JEMS Main Menu

 *The University of Wisconsin - Madison
Office of Human Resources
Job and Employee Management System (JEMS)*

New Hire	Job Change
<input type="button" value="Hire/Transfer"/>	<input type="button" value="Job Change Request"/>
<input type="button" value="Summer Hire"/>	
<input type="button" value="My New Hire Basket"/>	<input type="button" value="My Job Change Basket"/>

Always Use to Exit

Find/Add Hire Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

JEMS Search (Steps #1 & 2)-use when you know the person is in HRS. Not a substitute for searching in HRS & EPM.

Save

Close

Benefits

HR Contact

Comments

Status History

Find Person

1

Social Security Nbr: =

EmplID: =

First Name: =

Last Name: =

Search

Clear

Skip Steps #1 & 2 if this is a new (to UW) hire.

Search Results

Sort By Emplid

2

Select

Emplid

Last Name

First Name

Birthdate

4

5

3

Add Hire

Recruitment Type

PVL Number



Add Hire

PVL System-Salary/Title Tab

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Click the x button to close

1

PVL Number

OPEN RECRUITMENT

Current Status: HIRE PENDING (Validated for this Status)
 Major Department: A539730 - Smph/Surgery/Dentl-Plastic Srqy
 Job Code(s): D02NN D03NN

Save
Print

Core Salary/Title Contact Quals Duties Programs/Docs REP Incumbent Comment Status History

Title/Salary

Salary

Pay Basis Salary Qualifier

Minimum Maximum Authorized Max

Advertise Salary Max Pre Approved Higher Market Range Request to Exceed Salary Max

Appointment FTE

Minimum Maximum

Titles being recruited: [Min and Max are from Historical Title or Extraordinary Salary Range Min and Max]

Under Utilized

Job Code	Job Name	Grade	Women	Minorities	Min	Max	Basis
<input type="text" value="D02NN"/>	<input type="text" value="ASSOC PROFESSOR (CHS)"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>	<input type="text" value="58,100.000"/>	<input type="text" value="9,999,999.000"/>	<input type="text" value="A"/>
<input type="text" value="D03NN"/>	<input type="text" value="ASST PROFESSOR (CHS)"/>	<input type="text"/>	<input type="text" value="N"/>	<input type="text" value="Y"/>	<input type="text" value="46,200.000"/>	<input type="text" value="9,999,999.000"/>	<input type="text" value="A"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Person Data Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

This is the a New Hire

New

Save

Close

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Find/Add Hire

Person

Person Contact

Position

Job

Benefits

HR Contact

Comments

Status History

Person Data

Biographical Details

Empl ID

Effective Date*

03/29/2011

First Name*

Middle Name

Last Name*

Suffix

Date of Birth*

Gender*

Ethnic Group

Waived Person

Tabs: Start left & work to the right

Arrow indicates multiple choices

Selective Service

Registered

Reason

Signature Date

National ID

National ID

Foreign National

Foreign National

Foreign National Working Outside US

Person Contact Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

Save

New

Close

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Find/Add Hire | Person | **Person Contact** | Position | Job | Benefits | HR Contact | Comments | Status History

Person Contact Information

Current Addresses

Release Home Information No Yes

Edit/View Address Detail

	Address Line 1*	Address Line 2	City/State*
<u>Home Address</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Location	Description	Room #/Mail Drop
<u>Office Address</u>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Information

	Phone Number	Preferred
<u>Home Phone</u>	<input type="text"/>	<input type="checkbox"/>
<u>Office Phone</u>	<input type="text"/>	<input checked="" type="checkbox"/>

(Format: 608-262-0000)

This field is also important foreign national employees

Email Addresses

	Email Address
<u>Home Email</u>	<input type="text"/>

Add/Modify Address

The screenshot shows the 'Add/Modify Address' dialog box with the 'Home' tab selected. The title bar reads 'Add / Modify Addresses' and the window title is 'Add/Modify Address'. At the top right are 'Cancel' and 'Save/Close' buttons. The form fields include: 'Home Address' (header), 'Address Line 1*', 'Address Line 2', 'Address Line 3', 'City*', 'State*' (dropdown), and 'County'. A red callout bubble points to the 'County' field.

The County field is required

Click Save/Close when done

The screenshot shows the 'Add/Modify Address' dialog box with the 'Office' tab selected. The title bar reads 'Add / Modify Addresses' and the window title is 'Add/Modify Address'. At the top right are 'Cancel' and 'Save/Close' buttons. The form fields include: 'Office Address' (header), 'Location Code' (with a search icon), 'Description', 'Room #', and 'Mail Drop ID'. A search section titled 'Search for Location Using' has radio buttons for 'Building Name' (selected) and 'Location Code'. A red callout bubble points to the search icon.

Search for the location code

Position Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

Save

Close

New

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Find/Add Hire Person Person Contact **Position** Job Benefits HR Contact Comments Status History

Position Data

TA Quick Add

Position Effective Date*

08/12/2008

Prepopulated

Position Number

Department*

A539730

SMPH/SURGERY/DENTL-PLASTC SRGY

Empl Class*

AS

Academic Staff

Job Code*

PVL may prepopulate a value

FTE*

1.000

PVL may prepopulate a value

HR Dept Location*

Back-up

(Concurrent Position)

No

Continuity Status Information

Continuity*

Job Security

Guaranteed Length

Job Tab

Save
Close

New

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Job Data

Hire / Transfer

Hire Type* Hire Empl Rcd#

Action Hire Action Reason Original/New Hire / 010

Effective Date* 10/15/2008

Working Title

Expected End Date

Criminal Background Check (CBC Date)

Probation Type Probation End Date

Seasonal Status

Additional Pay/Lump Sum

Person, Position, and Job Effective Dates **must** match

Compensation

Pay Basis* Annual Comp Rate*

Benefits Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee


New

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Save
Close
Print

Find/Add Hire | Person | Person Contact | Position | Job | **Benefits** | HR Contact | Comments | Status History

Benefits

Rehired Annuitant 

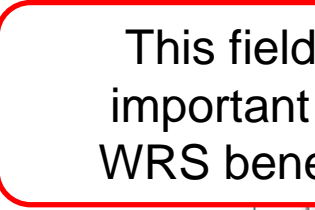
Visiting from Other Institution

Work Out of State Required

Eligible for Full Employer Contribution *

*This refers to health insurance premiums.

Record: 1/1 ... <OSC>



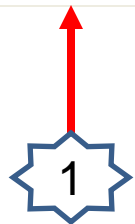
Human Resource/Fiscal Contacts

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

HR Contact

Last Name	First Name	Contact Type

Add Contact **Delete Contact** Copy data to another Contact Primary Funding Additional



Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

HR Contact

Last Name	First Name	Contact Type

Done **Delete Contact** Copy data to another Contact Primary Funding Additional



Detail for Selected Contact

Contact Type

Last Name

First Name

Phone

Email Address

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: pf% could result in Feen, Pfeffer, Pfender and others.

Search Address Listings

Get My Contact Data



Click button to put **your** profile information in fields.

Unclassified Hires

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Add a Position and Job for: JOHN, DOE

(Not Validated for this Status)

Save

DRAFT

Close

Find/Add Hire Person Person Contact Position Job Benefits HR Contact Comments Status History

HR Contact

Last Name

Smith
Smith

First Name

Jane
Jane

Contact Type

Primary
Funding

Add Contact

Delete Contact

Copy data to another Contact Primary Funding Additional

Detail for Selected Contact

Contact Type

Funding

[Funding Contact](#)

Last Name

Smith

First Name

Jane

Phone

608-123-4567

Email Address

jane.smith@wisc.edu

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: pf% could result in Feen, Pfeffer, Pfender and others.

Search Address Listings

Get My Contact Data

Comments Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAI

Add a Position and Job for JOHN DOE

(Not Validated for this Status)

Save

Close

Prior comments are shown in this table.

Find/Add Hire Person Pe Contact Position Job Benefits HR Contact Comments Status History

Comments

Created	Logon ID	Comment	Logged Events
---------	----------	---------	---------------

1

Enter comments here.

2

Detail for Hightlighted Line

Add Comment

Edit/View

Delete Comment

Comment Last Updated By:

Status History Screen

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Add a Position and Job for: JEMS-GARNER, JANE

(Validated for this Status)

FINISHED - ENTERED IN HRS

Save
Close
Print

Find/Add Hire Person Person Contact Position Job Benefits HR Contact Comments Status History

Status History

Status	Status Effective Date	User Logon ID/Name	Date/Time Status Changed
FINISHED - ENTERED IN HRS	01/09/2014	PVHRS	09-JAN-2014 11:31:55 AM
DIVISION APPROVED-SENT TO HRS	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:21:42 AM
DEPARTMENT APPROVED	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:20:15 AM
ENTERED	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:18:07 AM
DRAFT	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:17:34 AM

Multiple Statuses Describe Work Flow

Statuses

1. Draft
2. Entered
3. Dept. Approved
4. Div. Approved-Sent to HRS
5. Finished-Entered in HRS

Record: 1/5

Finishing the Hire-Menu Actions

1. Select “**Submit**” from Action menu

- 5 Edits

2. Select “**Approve**” from Action menu

A. The “**Approve Action**” may result in an error message(s) (250 edits)

1. Read message, analyze it, & determine correct data

a) Critical Message Type (**will** stop processing)

b) Note Message Type (**will not** stop processing)

Submit & Approve Screen Shot

Actions Tools

Create Draft

Submit

Approve

Send to HRS

Reject

Cancel

Hold

Uncancel

Unhold

1

Use Action menu at upper left of screen

2

Click the **Submit Link**

3

Click the **Approve Link** to send an email to Division for their approval

Grey Menu Item - not available at this time

JEMS HIRE Error Message Screen/List

Only appears with message list

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help Refresh Error List QA

Add a Position and Job for: JEMS-HAMMES, BENNIE

Error Check for Person: JEMS-HAMMES

Close

JEM System Error List 8 Errors Found

The 'Go To Error' button will take you to the problem data. To review the next error, select 'Refresh Error List' on the menu bar.

	Error Message	Error Action
Go To Error Critical	Comprate on the Hire must be within the Minimum and Maximum salary on the approved PVL.	Please adjust the Comprate accordingly.
Go To Error Critical	The Job Security field should be populated only for an Empl Class of Academic Staff or OT2 with jobcode of Z99NN (backup position).	Please select blank from the drop down list.
Go To Error Critical	Probation Type must be blank for Faculty positions.	Please select the blank line from the list (it is the last entry in the list).
Go To Error Critical	If the Pay Basis is 'Academic' (C-Basis), then the Job Expected End Date must be no later than the end date of the Academic Year Calendar.	Please adjust the Job Expected End Date accordingly.
Go To Error Critical	If not a Visiting Title, then the 'Visiting from Another Institution' field must be blank.	Please select Blank (the last line on the drop down list).
Go To Error Critical	If Job Security is populated, then Continuity must be '03' (note that Job Security is only used for Academic Staff titles or OT2 when the jobcode is	Please adjust the data accordingly.

Record: 1/8 <OSC>

- Read message, analyze message & take action
- Click "Go To Error" button
- Make data change; click save button
- Click "Refresh Error List"
- Repeat process until no error messages
- Use Action menu, select Approve
- Use Action menu, select Send to HRS (Division)

JEMS HIRE Message/List Screen-cont.

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help Refresh Error List QA

Add a Position and Job for: JEMS-HAMMES, BENNIE

Error Check for Person: JEMS-HAMMES

JEM System Error List 8 Errors Found

The 'Go To Error' button will take you to the problem data. To review the next error, select 'Refresh Error List' on the menu bar.

	Error Message	Error Action
Go To Error Critical	Comprate on the Hire must be within the Minimum and Maximum salary on the approved PVL.	Please adjust the Comprate accordingly.
Go To Error Critical	The Job Security field should be populated only for an Empl Class of Academic Staff or OT2 with jobcode of Z99NN (backup position).	Please select blank from the drop down list.
Go To Error Critical	Probation Type must be blank for Faculty positions.	Please select the blank line from the list (it is the last entry in the list).
Go To Error Critical	If the Pay Basis is 'Academic' (C-Basis), then the Job Expected End Date must be no later than the end date of the Academic Year Calendar.	Please adjust the Job Expected End Date accordingly.
Go To Error Critical	If not a Visiting Title, then the 'Visiting from Another Institution' field must be blank.	Please select Blank (the last line on the drop down list).
Go To Error Critical	If Job Security is populated, then Continuity must be '03' (note that Job Security is only used for Academic Staff titles or OT2 when the jobcode is	Please adjust the data accordingly.

Describes the error and data field

Describes what action to take

Action: Click to go to data field and correct error with data

JEMS Error Correction

After correction, use **Refresh Error List** menu (only appears when the message list appears) & go back to list of errors

3

After entering data, click on **Save** button.

2

Data field is highlighted in blue. Enter data here.

1

Job Employee Management System (JEMS)

Window Help Refresh Error List QA

Find/Add Hire Person Person Contact Position Job Benefits HR Contact Comm Status History

Job Data

Hire / Transfer

Hire Type* Hire Empl Rcd#

Action Hire Action Reason Original/New Hire / 010

Effective Date* 04/30/2012

Working Title Ag Associate Professor

Expected End Date 03/31/2016

Criminal Background

Check (CBC Date)

Probation Type Not Required Probation End Date

Seasonal Status 09 Month

Additional Pay/Lump Sum

Compensation

Pay Basis* Academic Comp Rate* 75,000.000

Record: 1/1 <OSC>

Close Button

File Edit Actions Tools Main Menu APO Actions Window Help

Hire/Transfer Employee

After submitted & approved, click on close

Save
Close

New

Person Name and the Hiring Dept.(Position Tab) will be Required to save this record.

Find/Add Hire | Person | Person Contact | Position | Job | Benefits | HR Contact | Comments | Status History

Status History

<u>Status</u>	<u>Status Effective Date</u>	<u>User Logon ID/Name</u>	<u>Date/Time Status Changed</u>

Ultimate Status Goal:
"Finished – Entered in HRS

Training Resources

Desire2Learn Courses

UNIVERSITY OF WISCONSIN SYSTEM
UW

About Board of Regents President Policies Campuses News Offices Contact

Search

D2L/LEARN@UW
For UW System Administration

LOGIN FAQ REPORT A PROBLEM SYSTEM CHECK OTHER D2L/LEARN@UW SITES

News

No active news articles at this time.

No active news articles. Visit <http://helpdesk.wisc.edu/luw/news.php> for news archive.

Posted on 4 March 2015 | 6:36 pm

Students

Student Login

UW System Faculty & Staff

Faculty & Staff Login

UW System Guests

Non-faculty/staff, non-student Login

Consortium/Alliance Users

Consortium/Alliance Users

Technical Support

- Check your system's D2L compatibility
- Frequently asked questions (FAQ)
- Known issues – Learn@UW Knowledge Base

If you're experiencing an issue or unscheduled outage:

- CHECK WITH YOUR PROGRAM'S HELP DESK OR SUPPORT FIRST.**
- Report a problem.
- Contact the UW-Madison Helpdesk at +1-(608)-264-HELP (4357). Mention that your course is on UW System Administration's D2L.

Maintenance Schedule

Web Address: <https://www.wisconsin.edu/d2l/>

Support

- Knowledge Base <https://kb.wisc.edu/hrs/>
JEMS documents
(See training handout for a listing.)
- JEMS Portal
- Service Center
- 890-1501
- 1-855-4UW-SUPP
- servicecenter@sc.wisc.edu

The screenshot shows the HRS KnowledgeBase website in a Windows Internet Explorer browser. The page has a red header with the UW HRS KnowledgeBase logo and a 'Get Help' button. Below the header is a search bar with a dropdown menu set to 'All Topics' and buttons for 'SEARCH' and 'ADVANCED'. On the left side, there is a sidebar with 'Get Help with HRS' contact information (phone: 855-489-7877 or 608-890-1501, email: servicecenter@sc.wisc.edu) and 'Useful links for Employees' (My UW System Portal, UW Service Center, My UW-Madison) and 'Links for HR Professionals' (Login to HRS, UWSC Administrative Info). The main content area features a 'Getting Help via Phone' section with contact icons and the number 855-489-7877 or 608-890-1501. Below this are two sections: 'Top Documents of the Week' and 'Most Recently Updated Documents', each with a list of document titles and 'MORE TOP DOCS' and 'TOP DOCS RSS' buttons.

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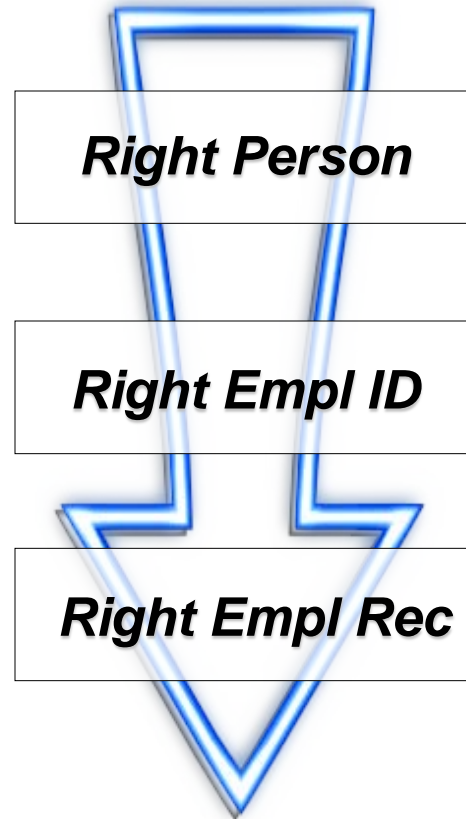
Your Toolbox

- JEMS and HRS Program Links
http://www.ohr.wisc.edu/ohr/Informationssystemsis/index_hrs.htm
- JEMS Forms
<https://uwservice.wisc.edu/hrs/jems/forms-review.php>
- HRS Forms
<https://uwservice.wisc.edu/hrs/forms-review.php>
- Knowledge Base (KB)
<http://kb.wisc.edu/hrs/>



Remember!

The Rs of Success in JEMS and HRS



Questions??

