

# Completing Hires in JEMS CHRIS-HR via TREMS

## Hiring for US and US-FTF

File Edit Actions Tools Main Menu Window Help

CHRIS Main Menu for Human Resources Staff

The University of Wisconsin - Madison  
Classified Human Resources Information System  
CHRIS - HR

How would you like to proceed?

HR Transaction Type:

University Staff/US-Fixed Term Vacancy  TE  Reclass  Update PD  Reallocation  All Types

Include Positions on Hold (vacancies only)

List My Unit's HR Transactions:

\*\* Select One or More HR Transaction Types Above

Transactions I Must Review/Approve

Transactions in Process

Process Applicant(s): (prior CHRIS Main Menu)

University Staff/US-Fixed Term Processi...

\*\* Vacancy Transactions at least Division approved

Edit Profile

Edit/View HR Transaction: Tran ID

Edit HR Tran View HR Tran

Search HR Transactions:

Search All HR Transactions

Create an HR Transaction:

\*\* Select One HR Transaction Type Above

New Transaction

Copy from Existing Transaction

Exit CHRIS

Click on <University Staff/US-Fixed Term Processing>

CHRIS Applicant Processing Menu

Vacancy ID:

Position Vacancy

Update/View Position Vacancy

Position Vacancy Log

HR Transaction

Referred Applicants - Rank

Referred Applicants - Alpha

Referred Applicants - Report

View All Applicants

Refresh Referred Applicants

Applicants

Add Blue Collar Transfer

Add Mandatory Right Applicant

Update/View Blue Collar Transfer

Update Mandatory Right Applic...

Add Permissive/Special Applicant

Rank Mandatory Applicants

Update Permissive/Special Applic...

List All Mandatory Rights

Add Original/New Hire Applicant

Add Personal Data

Update Original/New Hire Appl

Update Personal Data

List Vacancies For UDDS A UDDS List

List Vacancies For An Applicant

List Vacancies For UDDS/Title Title List

CHR Position Vacancy Reports

List CHRIS Applicant(s)/ADS Person(...)

CHRIS Main Menu

Return

Enter the JEMS Transaction ID in the <Vacancy ID> field

Click on either <Referred Applicants – Rank> or <Referred Applicants – Alpha>

### When clicking on Referred Applicants – Alpha

CHRIS: Referred Applicants in Alphabetical Order

Pos Vac ID 00081676 Dept Ref # UDDS A486700 Fte 1.000 Status Selected

Job Code 21312 PAY & BEN SPECIALIST ADV, More Contact Becky White 608-262-1137

Applicant Name	SS#	Detail	ROA
NINETEEN, MIA APP	265-47-9762	Detail	ROA <input checked="" type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>
		Detail	ROA <input type="checkbox"/>

Previous ... Next 10 Select Data Rank List All Appls List Vacancy NE Comment Save

Next Vacancy Rank Mand Print Referrals Appt Letter Return Menu Push Hire to HRS

Click on <Detail> to open applicant data

### When clicking on Referred Applicant – Rank

CHRIS: Referred Applicants in Rank/Score Order

Pos Vac ID 00081676 Dept Ref # UDDS A486700 Fte 1.000 Status Selected

Job Code 21312 PAY & BEN SPECIALIST ADV, More Contact Becky White 608-262-1137

Applic Type	Reg/Permissive	Rank	Score	Seniority Dt	Gender	Ethnic	Hdcp	Vet	Ex Emp	ROA
Basic	Traditional	1			O	HIS	N	N		ROA <input checked="" type="checkbox"/>
NINETEEN, MIA APP SS# 265-47-9762 H 608-111-1111 W										
123 BUCKY LANE, MADISON WI 53715										
										ROA <input type="checkbox"/>
										Detail
										ROA <input type="checkbox"/>
										Detail
										ROA <input type="checkbox"/>
										Detail

Previous... Next 4 Select Data Alpha List All Appls List Vacan... NE Comment Save

Next Vacancy Rank Mand Print Referrals Appt Letter Return Menu Push Hire to HRS

Click on <Detail> to open applicant data

CHRIS: Original/New Hire Applicant

Position Vacancy Id 00081676 Empl Class CP Fte 1.000 Status Selected

Job Code 21312 PAY & BEN SPECIALIST ADV, UDDS A486700 L&S/PHYSICS/PHYSICS

Announced Job Code 21312 PAY & BEN SPECIALIST AD More Schedule/Range 81 - 04 HAM N

Soc Sec # 265-47-9762 Empl ID Applicant Id 0000017682 Change SS# Or Empl ID

Name: Last NINETEEN First MIA Address 123 BUCKY LANE

Middle APP Name Suffix

Home Phone 608-111-1111 Work Phone City MADISON State WI

Email app19@app19.com Zip Code 53715- County

Birth Date 01/01/1985 Adj Cont Service Date Country United States

Gender Other Release Home Addr. N

Veteran N Handicapped N Ethnicity HISPA Hispanic/Latino

Applicant Type Original/New Hire Except'l Emp Appointed

Payrolled N

ROA SE 10/03/2016

Next Vacancy Appt Letter Vacancy Vacancy Log Delete Save Appointment Data

Next Applicant View Vac Appls Return Menu Push Hire to HRS

Review Selected Candidate's data - Note: If information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter.

If the selected candidate is a current or former employee the Empl ID will populate

Enter or edit the Adjusted Continuous Service Date as necessary

Click on <Appointment Data>

CHRIS: 'Selected' Applicant Data

Data for the Selected Applicant

NINETEEN MIA AF Empl Rec#

Anticipated Begin Date 10/11/2016 End Date

Hire Type

Action

Action Reason

Appointed Job Code 21312 PAY & BEN SPECIALIST ADVANCED

ESR Used N Hired Above The Midpoint N At Risk Emp. Yes No

Prior Employer Continuity/Duration 01: Ongoing

CBC Status Date Position Of Trust No

Hourly Rate 23.000 Rate Over Max

Probation Type Probationary Period Probation End Date 04/10/2017

Rehired Annuitant No Std. Out-of-state Plan Foreign National

Appointed Position # Payrolled N

Selective Service OK Cancel

Review Data - Note: If information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter.

Enter <Hire Type>, <Action Reason>, <At Risk Emp>, <Prior Employer>

Click <ok>

CHRIS: Original/New Hire Applicant

Position Vacancy Id 00081676 Empl Class CP Fte 1.000 Status Selected

Job Code 21312 PAY & BEN SPECIALIST ADV UDDS A486700 L&S/PHYSICS/PHYSICS

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Gender Other Release Home Addr. N

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Applicant Type Original/New Hire Except'l Emp Appointed

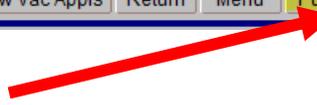
Payrolled N

ROA SE 10/03/2016

Next Vacancy Appt Letter Vacancy Vacancy Log Delete Save Appointment Data

Next Applicant View Vac Appls Return Menu Push Hire to HRS

Click on <Push Hire to HRS>



# TE Hire

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Edit Profile

Edit/View HR Transaction: Tran ID

Edit HR Tran View HR Tran

Search HR Transactions:  
Search All HR Transactions

Create an HR Transaction:  
\*\* Select One HR Transaction Type Above  
New Transaction  
Copy from Existing Transaction

Exit CHRIS

Enter JEMS Transaction ID in <Edit/View HR Transaction> field and click on <Edit>

General Data Goals Activities Knowledge and Skills Org Chart REP Comments History

Page 1 Page 2 Essential Justification **TE Detail** TE Appt History

HR Transaction General Information: Page 1 Employee: MIA APP NINETEEN Help

Please Read: - An item with a blue label and an asterisk (\*) is required.  
- Only fields with white backgrounds can be key entered. Debug: Turn Msg On  
Debug: Turn Msg Off

UDDS\*: A022050 GENERAL SERVICES/OFFICE OF HUI Status: Class Approved Tran Comments

Code Classification  
Title(s)\*: 19410 HR ASST Applicant Status: LTE Applicant Entered

Rate Range\*: Minimum: \$15.000 Maximum: \$31.500 Post Max Rate on Web:

Supervisor: Last Name\* First Name Title\*  
Manager Joe Director

Supervisor's Email Address\*: supervisor@wisc.edu

Employees With Similar Duties  
Last Name First Name Title More

Required Exclusion Forms: Confidential  Management  Supervisory

PD Discussion Date: Position #: HR Transaction ID: 000081643

Date Duties Began: PD/LTE Eff Date: 10/11/2016 Cert Number: 00081643

Last PD-of-Record Date: Empl ID / Empl Rcd: HR Transaction Type: Temporary Employment

Save

Click on <TE Detail> tab

General Data Goals Activities Knowledge and Skills Org Chart REP Comments History

Page 1 Page 2 Essential Justification TE Detail TE Appt History

**Details for Selected TE Applicant** Note: Only 1 Applicant Can Be Entered for a Given Vacancy Help

Title: 19410 HR ASST Sched-Range: 81 - 05 TE Max Rate: \$13,700

Soc Sec #: 265-47-9762 EmplID  Change, Modify, Delete Selected Applicant

Name: Last\* NINETEEN Address\*: 123 BUCKY LANE  
 First\* MIA Middle APP  
 Home Phone\*: 608-111-1111 Work Phone:  City\*: MADISON State\*: WI  
 Email: app19@app19.com Zip\*: 53715- County:   
 Birth Date\*: 01/01/1985 Adj Cont Service Date:  Country\*: United.St... Release Home Address\*: N  
 Gender\*: Other Ethnicity: HISPA Hispanic/Latino

Hire Type  Empl Rec#:  TE Begin Date\*: 10/11/2016  
 Hourly Rate\*: \$20,000 Continuity/Duration\*: 03: Fixed Renewable  
 Action Reason  CBC Status Date:  Position Of Trust: No  
 Rehired Annuitant\*:  Std. Out-of-state Plan:  Foreign National:  Eligible for Full Time State Rate:

Above TE Maximum:  Yes  No Justification:  Edit  
 Out of State:  Yes  No Justification:  Edit  
 Overload:  Yes  No Employment Overload Form Living Wage Exception:   
 TE Comments (e.g., Out of State hire or Title Not Usual for the UW):  Edit

Save

Review Data – Note: If information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter.

Enter <Hire Type>, <Action Reason>, <Rehired Annuitant> and other information as necessary  
 Click <Save>

File Edit Actions Tools Main Menu Window Help

Submit HR Transaction  
 LTE Action  
 Approve Project Position Justification  
 Revoke HR Transaction

GENERAL SERVICES/OFFICE OF HUMAN RESOURCES/TALENT MGMT / 81643

Knowledge and Skills Org Chart REP Comments History

Essential Justification TE Detail TE Appt History

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Name: Last\* NINETEEN Address\*: 123 BUCKY LANE  
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 Email: app19@app19.com Zip\*: 53715- County:   
 Birth Date\*: 01/01/1985 Adj Cont Service Date:  Country\*: United.St... Release Home Address\*: N  
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Hire Type  Empl Rec#:  TE Begin Date\*: 10/11/2016  
 Hourly Rate\*: \$20,000 Continuity/Duration\*: 03: Fixed Renewable  
 Action Reason  CBC Status Date:  Position Of Trust: No  
 Rehired Annuitant\*:  Std. Out-of-state Plan:  Foreign National:  Eligible for Full Time State Rate:

Above TE Maximum:  Yes  No Justification:  Edit  
 Out of State:  Yes  No Justification:  Edit  
 Overload:  Yes  No Employment Overload Form Living Wage Exception:   
 TE Comments (e.g., Out of State hire or Title Not Usual for the UW):  Edit

Save

Click on <Actions> dropdown list

Click on <LTE Action>

General Data    Goals Activities    Knowledge and Skills    Org Chart    REP

**Approve/Reject LTE**

**How would you like to proceed with the LTE Transaction and Applicant?**

Latest LTE Transaction Event/Status  
CHR Approved/Class Approved Help

Latest LTE Applicant Event/Status  
LTE Applicant Created/LTE Applicant Entered

Notify Transaction Creator on Final Approval:

Approve LTE Trans and Applicant    Reject LTE Trans and Applicant

Approve LTE Trans Only    Reject LTE Trans Only

**Approve LTE Applicant Only**    Reject LTE Applicant Only

Approve LTE but Reject Applicant

Cancel



Click on <Approve LTE Applicant Only>

Hire will automatically push to HRS