



Affinity Group 3 Meeting July 28, 2015

The Service Center Mission is to provide “best in class” HRIS and customer service to support the effective management of the University of Wisconsin System’s Human Capital at the highest value.

Today's Agenda

- Academic-Year Paycheck Options
- Separation of Duties – WED Process
- Professional Development Site
- Institution Feedback
- Calendar Review
- Questions/Comments

UNIVERSITY OF WISCONSIN
SERVICE CENTER

Annual-Year Paycheck Options (APO) Website

Agenda

- APO Introduction
- Concerns
- Website Design
- Website Demo
- Questions & Response

APO

✓ Website

✗ Toolkit for communicating with employees

✗ Videos

TBD Direct-To-Employee Communications

APO - Concerns

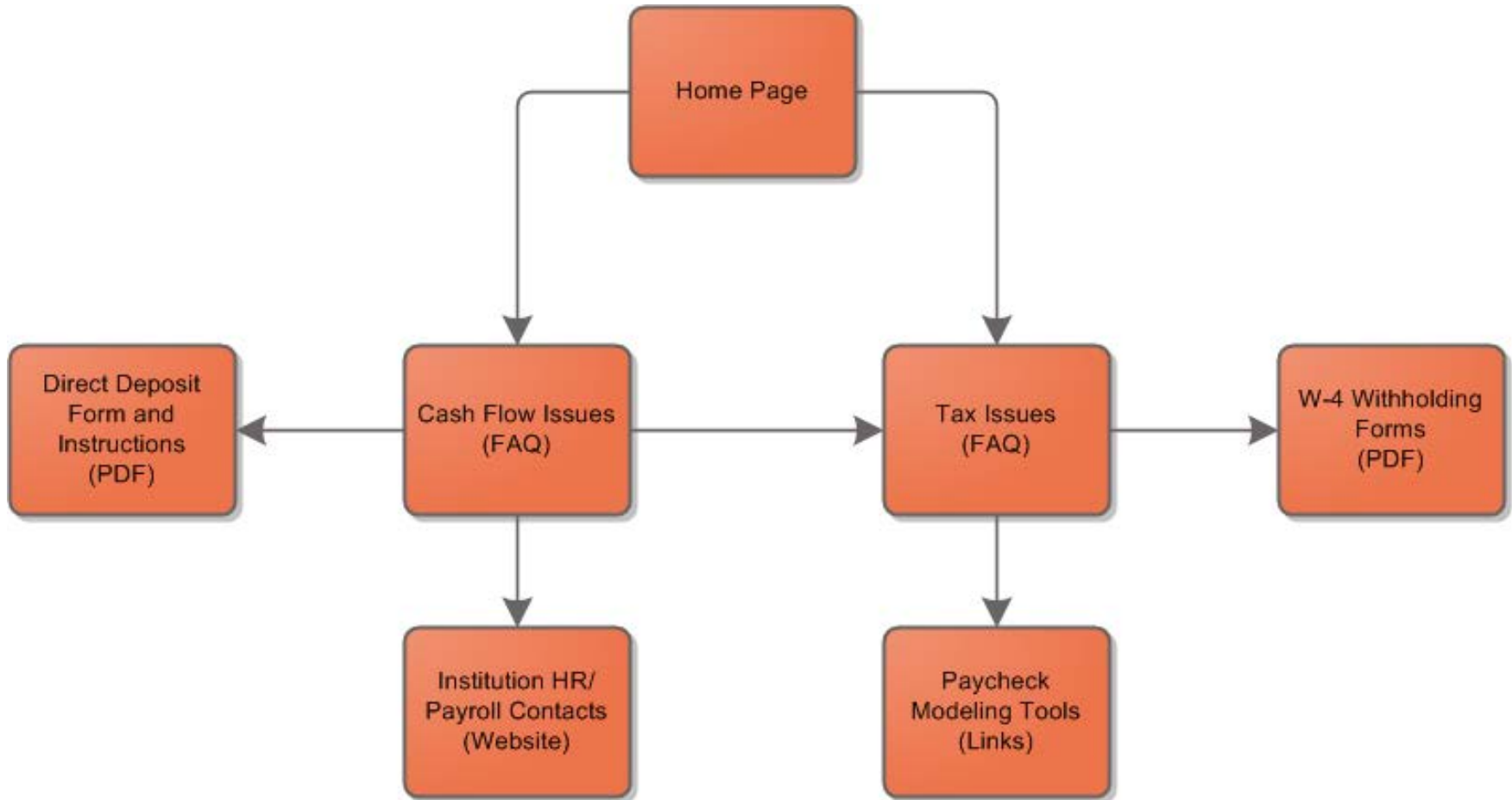
Do's

- Explain the concerns so a layperson could understand
- Targeted toward academic employees.
- Explain in a generic way.

Don'ts

- **Don't give individual financial advice.**
- Don't use 12-month pay cycles as part of examples.

Website Design



Website Demo

<https://uwservice.wisc.edu/apo/>

Questions



SOD Reports on the WED

- SOD Reports are moving to the WED
 - [KB 53881 - HR - WED - UW HR SOD Reports](#) (currently under development)

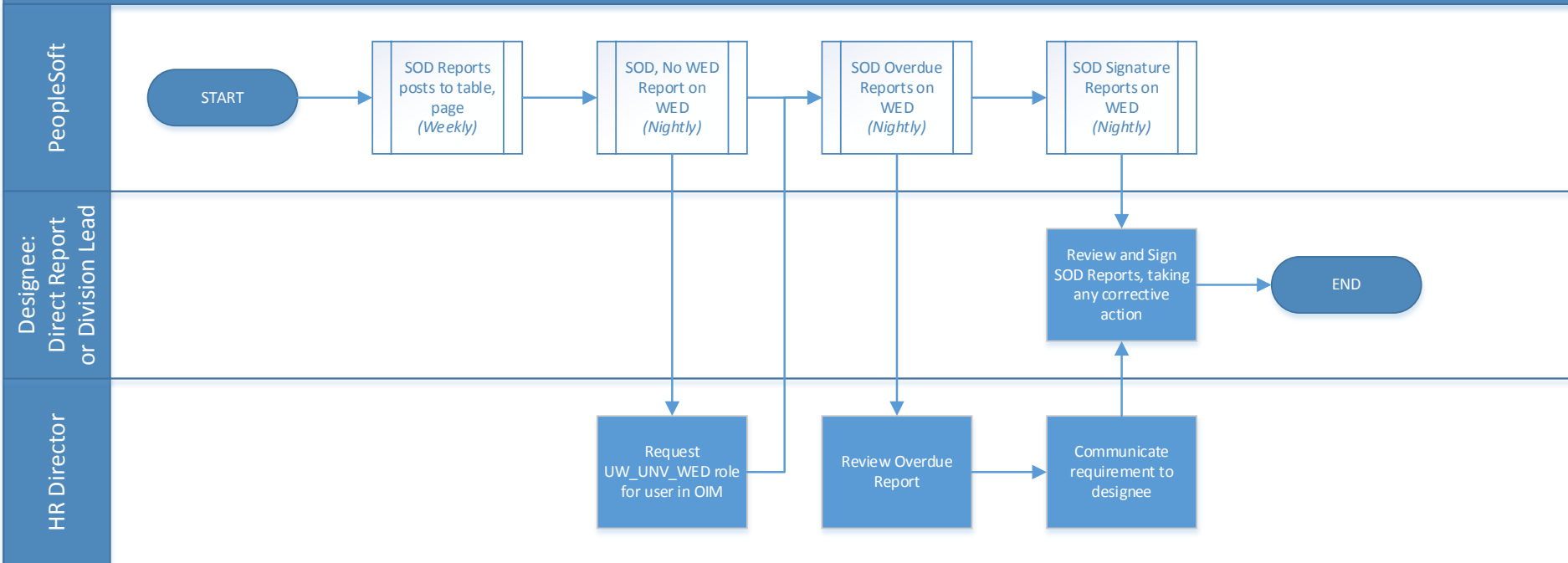
- The schedule for these SOD reports will be:
 - Weekly: New SOD reports are generated, displaying only new entries with potential conflict
 - Nightly: The WED reports update to display only those EMPLIDs with outstanding, unsigned SOD reports

- SOD WED reports that will be on the WED:
 - UW_HR_SOD_HR01
 - UW_HR_SOD_HR02
 - UW_HR_SOD_PY02

- PY1 Chain of Custody Log will still be paper for now

Signature – Proposed Model

Separation of Duties (SOD) Signature Process v1



Schedule:

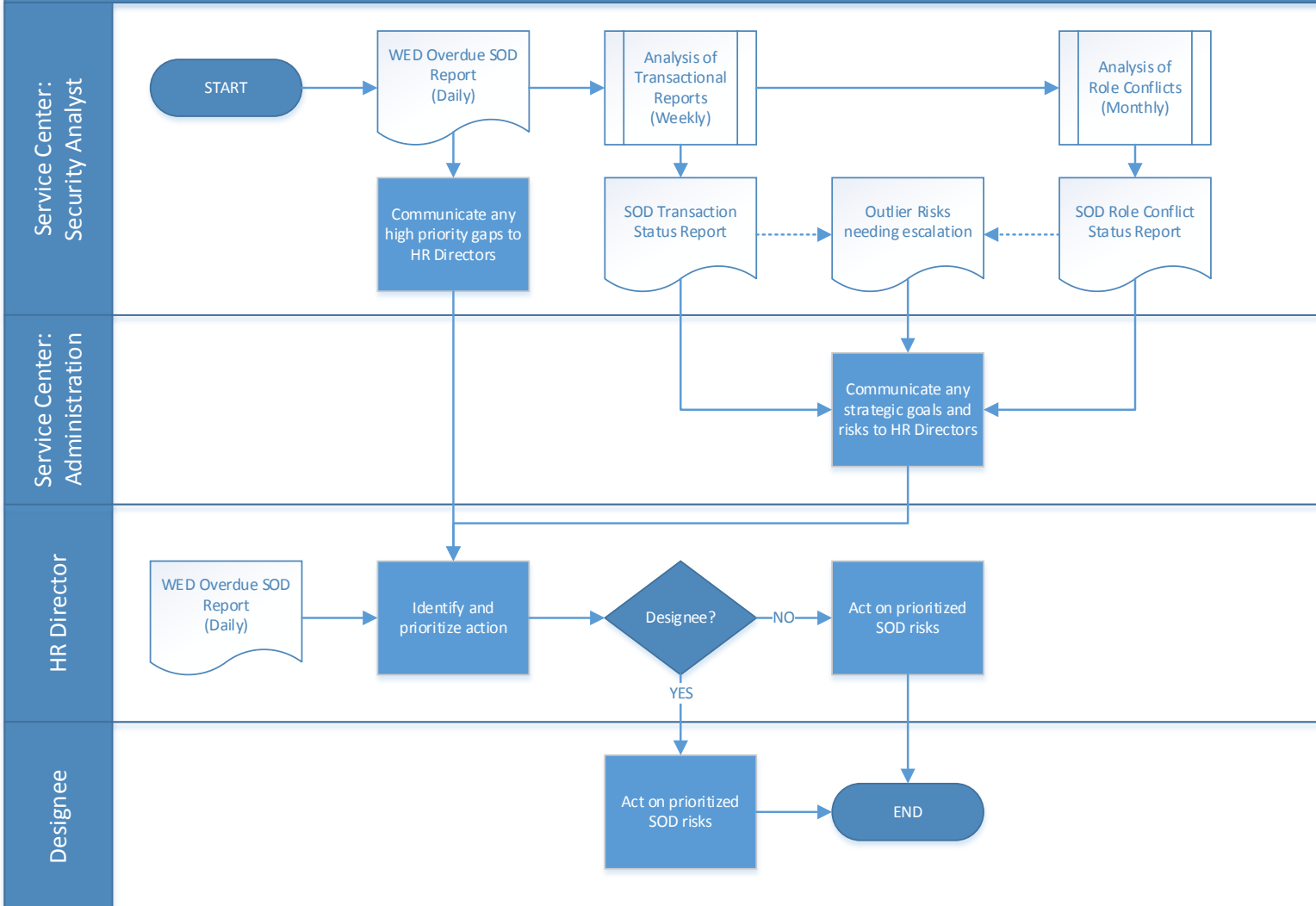
- **Weekly:**
 - Primary SOD reports run, following current schedule and using identical report logic
 - Data is posted to tables, and displayed on the SOD signature page
- **Nightly:**
 - WED Reports:
 - SOD Signature Reports (e.g. UW_HR_SOD_HR01, etc.)
 - Displays all SOD rows which require a signature
 - SOD Overdue Report
 - Displays unsigned SOD rows older than given date (e.g. >14 days old)
 - SOD, No WED
 - Users with SOD role assigned, but no WED role (should likely not happen, but acts as a safety net)

Signature Designation:

- HR Directors are ultimately responsible for all SOD report signatures, and corrective actions
- Directors may choose to designate any number of secondary signatories
 - Designees must be:
 - A) A direct report to the Director and/or a Division Lead
 - B) Capable of fulfilling the duties expected (assess, approve, and/or take corrective action)
- If the HR Director elects to not designate any secondary signatories, they are responsible for the tasks in the 'Designee' swimlane
- The 'SOD Overdue' and 'SOD, No WED' reports will be sent to HR Directors only, for administrative purposes
- The 'SOD Signature' reports will be sent to HR Directors, and all designees, restricted by Row Level Security (A01 can only see A01 rows, etc.)

Escalation/Oversight – Proposed Model

Separation of Duties (SOD) Escalation / Oversight Process v1



SOD on the WED

To perform this procedure, please follow these steps:

1. Log in to HRS, WED Error Queries appear to the right of the Main Menu. Error Queries appear based on your current security and whether there are errors to fix.
2. Click on the UW HR SOD Report.

Workflow Exception Dashboard

Hello **USER** you have claimed 0 and completed 0 errors.

Module: Priority: Business Unit: DeptID: (or) DeptID (like):

Error ID	Priority	Error Desc	Module	Total Errors
1 UW_HR_SOD_HR01	High	Separation of Duties: Fictitious Appointment Report. Review, sign, and take any appropriate action.	HR	32

Batch Run Date: 07/08/2015

3. Click the 'Check to Claim' check box, your name will appear in the 'Claimed by' section with the date and time noted.

UW Workflow Dashboard Errors

Error Summary

Error ID: UW_HR_SOD_HR01 Module: HR Added to WED on: 07/08/2015

Error Desc: Separation of Duties: Fictitious Appointment Report. Review, sign, and take any appropriate action.

Total Errors: 32 Unclaimed Errors: 32

Message: This report documents HRS users who have made both an HR entry, and have also adjusted the same employee's timesheet or paysheet within a given time span. This is a Separation of Duties risk. Review each user's entries for validity and sign to attest you either approve of the entries or will take action on inappropriate entry.

Associated KB: [53881](#) [Return to Dashboard](#)

Search Filters

Business Unit: DeptID: (or) DeptID (like): Claimed Completed

List of Employees with error

	EmplID	Empl Rcd#	Name	DeptID	Business Unit	Link to Correct	Check to Claim	Claimed by	Claim
1	00025297	0		A486500	UWMSN	UW_SOD_SRCH	<input type="checkbox"/>		
2	00040425	0		A930100	UWMSN	UW_SOD_SRCH	<input type="checkbox"/>		
3	00113102	0		A485700	UWMSN	UW_SOD_SRCH	<input type="checkbox"/>		
4	00155861	0		J041500	UWRVF	UW_SOD_SRCH	<input type="checkbox"/>		
5	00166585	0		J112000	UWRVF	UW_SOD_SRCH	<input type="checkbox"/>		

4. Click link to UW_SOD_SRCH.

SOD on the WED

- You are taken to the Separation of Duties - Review and Approve page (UW Security Reports > SOD Review and Approve). This page will display all outstanding SOD reports, including all report types, not just the EMPLID you clicked on from the WED report. *This purposely differs from all other WED reports, and is a security goal encouraging all SOD reports be worked expeditiously.*

Separation of Duties Reports - Review and Approve

OPRID: BusUnit: DeptID: (or) DeptID (like): Signature: Search Clear

Report Details View All | | First 1-34 of 34 Last

OPRID	Name	Report Date	Report ID	BusUnit	DeptID	Signature ID	Approval DateTime	Review Report
00816871	USER WHO MADE ENTRY	07/04/2015	HR01	UWCOL	R180516			Review / Sign
00364348	USER WHO MADE ENTRY	07/04/2015	HR01	UWCOL	R220516			Review / Sign
00316837	USER WHO MADE ENTRY	07/04/2015	HR01	UWCOL	R390516			Review / Sign
00301769	USER WHO MADE ENTRY	07/04/2015	HR01	UWMSN	A020500			Review / Sign
00771641	USER WHO MADE ENTRY	07/04/2015	HR01	UWMSN	A042500			Review / Sign
00553985	USER WHO MADE ENTRY	07/04/2015	HR01	UWMSN	A042560			Review / Sign
00587222	USER WHO MADE ENTRY	06/01/2015	PY02	UWMSN	A062045			Review / Sign
00590795	USER WHO MADE ENTRY	06/01/2015	PY02	UWMSN	A062045			Review / Sign
00793390	USER WHO MADE ENTRY	07/04/2015	HR01	UWMSN	A070302			Review / Sign

- You are able to filter this page by the User you want to review (OPRID), Business Unit (BusUnit), Department (DeptID), and if the report has been signed (Signature). These are unset by default but after you set the filter it will remain in effect until you change it, even if you navigate away from the page. Most users will find it beneficial to set Signature to 'Not Signed', to only show reports requiring your immediate attention.
- To review and/or sign a report, you must click the link for 'Review/Sign'. In this example, the administrator is reviewing a user's HR01 conflicts. *You cannot review or correct your own entries.*

SOD on the WED

8. After clicking 'Review/Sign', the detail for this report is displayed. The user who made entries (OPRID) information is displayed at the top of the page, and the employees the OPRID acted upon are listed in the grid below. Review the entries for appropriateness, then sign the report by clicking the corresponding button.

Separation of Duties - Report Details

OPRID: 00364348 USER WHO MADE ENTRY BusUnit: UWCOL DeptID: R220516 Report Date: 07/04/2015 Report ID: HR01 **Sign Report**

Employee Records Acted Upon View All | [Grid Icon] First 1-9 of 9 Last

Empl ID	Name	Empl Rcd	Transaction Date	BusUnit	DeptID	Audit Event	Audit Stamp
00825649	USER ACTED UPON	0	02/22/2015	UWCOL	R221246	Job	03/04/2015 3:02:40PM
00825649	USER ACTED UPON	0	04/01/2015	UWCOL	R221246	Timesheet	04/09/2015 8:25:37AM
00825649	USER ACTED UPON	0	04/03/2015	UWCOL	R221246	Timesheet	04/09/2015 8:25:37AM
00825650	USER ACTED UPON	0	01/25/2015	UWCOL	R220600	Job	03/04/2015 3:19:53PM
00825650	USER ACTED UPON	0	02/09/2015	UWCOL	R220600	Timesheet	03/18/2015 8:13:07AM
00825650	USER ACTED UPON	0	02/19/2015	UWCOL	R220600	Timesheet	03/18/2015 8:13:07AM
00825650	USER ACTED UPON	0	02/24/2015	UWCOL	R220600	Timesheet	03/18/2015 8:13:07AM
00825650	USER ACTED UPON	0	02/26/2015	UWCOL	R220600	Timesheet	03/18/2015 8:13:07AM
00825650	USER ACTED UPON	0	03/11/2015	UWCOL	R220600	Timesheet	03/26/2015 10:11:37AM

Return

9. This brings up a dialog box confirming your signature, and explaining what this signature means.

Message

By signing this report you attest that you either approve listed transactions, or will take corrective action on any unapproved transactions. Sign report? (0,0)

Yes No

10. Both 'Yes' and 'No' will return you to the main screen. If you have clicked 'Yes', your OPRID now appears as a signature for this report. After a report has been signed it can continue to be reviewed using the 'Review/Sign' link, but the signature button will no longer be visible.

SOD on the WED

Separation of Duties Reports - Review and Approve

OPRID: BusUnit: DeptID: (or) DeptID (like): Signature: Not Signed

Report Details View All | | First 1-34 of 34 Last

OPRID	Name	Report Date	Report ID	BusUnit	DeptID	Signature ID	Approval DateTime	Review Report
00816871		07/04/2015	HR01	UWCOL	R180516			Review / Sign
00364348	USER WHO MADE ENTRY	07/04/2015	HR01	UWCOL	R220516	YOUR OPRID	07/14/2015 8:50:10AM	Review / Sign
00316837		07/04/2015	HR01	UWCOL	R390516			Review / Sign
00301769		07/04/2015	HR01	UWMSN	A020500			Review / Sign
00771641		07/04/2015	HR01	UWMSN	A042500			Review / Sign

- Review and Sign any other outstanding reports.
- Return to UW HR SOD Query page.
- Click the 'Completed' check box for any EMPLID you reviewed. Your name will appear in the Completed by Section with the Date and Time noted.

Customize | Find | View All | | First 1-20 of 22 Last

Completed	Completed by	Completed Date/Time
<input checked="" type="checkbox"/>	Administrator, HR	06/04/13 9:42:38PM

- Click the Home link to return to the main WED page.

Home	Worklist	MultiChannel Console	Add to Favorites	Sign out
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Questions?





AG Meeting

Professional Development Site

7/28/15

The Service Center Mission is to provide “best in class” HRIS and customer service to support the effective management of the University of Wisconsin System’s Human Capital at the highest value.

Professional Development

Home

My UW System Help

Forms/Publications

HRS Administration



UNIVERSITY OF WISCONSIN
WHITEWATER

HRS & Related Applications

HRS PeopleSoft

Talent Acquisition Manager (TAM)

EPM Data Warehouse home

Cypress | Reporting home

WiscIT by Cherwell (remote access)

Professional Development

Training Resources for Administrators

Training calendar, information about training courses and more!

HRS Administration



Time Admin	EPM	Class Absence	Unclass Absence	Payroll Edit	Benefits	Glacier
✔ Last finished 5:03am	🔄 Last finished yesterday, 4:22pm	✔ Last finished yesterday, 8:11am	✔ Last finished yesterday, 9:10pm	✔ Last finished 4:58am	✔ Batch ended; Job Data changes OK	✔ NA

@HRSProcessing



Good morning, Sheryl!

Today

- 7A Pay Date
- 7M Final Calc
- 7M Confirmation Deadline (Eve)
- Final 2015UNC07 Monthly Calc and Confirm

BUDGET AND UPS/HR DESIGN

UW System: [Budget News](#) | [UPS](#) UW-Madison: [Budget News](#) | [HR Design](#)

What's Happening Right Now

[Operations Journal](#) | [UWSC Communications](#) | [Presentations Library](#)

Jul 23 7A Pay Date

Payroll



Biking in La Crosse

Functional Areas

[Favorites](#) ^{Beta}

[Benefits](#)

[Finance](#)

[Human Resources](#)

[Payroll](#)

[Project Management Office](#)

Professional Development Home Page



Professional Development Topics

[Admin Tools](#)

[About Professional Development](#)

[Email Professional Development](#)

[HRS Glossary](#)

[Onboarding for New Employees and Supervisors](#)

[UWSA Policies and Procedures](#)

For Supervisors: [Send Course Approval email](#)

Search the KB

[Visit the HRS KnowledgeBase](#)

Professional Development



News/Updates

Welcome to the New Professional Development Home Page

Take a minute to look around and [familiarize yourself with the changes](#).

The first change you will notice is your Personal Learning Path. On your Personal Learning Path you will find required courses based upon your HRS security. From here you will be able to view your course status, register for classes and see which other classes you still need to complete. [Continue reading](#) →

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Personal Learning Path

Register for courses and review your progress on your [Personal Learning Path](#).

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Current Enrollments

[Searching for a Person e-Learning](#)

Upcoming Offerings

Introduction to HRS

Wednesday, August 5, 1:00pm-3:00pm

UW Oshkosh - Sage 1208 Teaching Lab

[Professional Development Calendar >>](#)
[Course Catalog >>](#)

HRS Workshops

Workshops do not require

Professional Development Home Page



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Workshops do not require

About Professional Development



Related Topics

- [Professional Development home](#)
- [My Learning Path](#)
- [Email Professional Development](#)

About Professional Development



The Professional Development team provides high quality learning and performance support materials to meet our customers' needs. We design, develop and deliver learner-centered training to support the effective management of the University of Wisconsin System's Human Resource Information System.

Meet the Team

- Jesse Czech
- Sheryl Frank
- Lauren Meyer-Herr
- Christie Sleaford
- Don Stuckert

Contact Professional Development

Email uwsctraining@uwsa.edu with questions.

Professional Development Home Page



Professional Development Topics

- Admin Tools
- About Professional Development
- Email Professional Development
- HRS Glossary**
- Onboarding for New Employees and Supervisors
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HRS Workshops

Workshops do not require

Glossary

Glossary of Terms

A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Search:

A

- ABE (Annual Benefit
- Absence Adjustment
- Absence Calendars
- Absence Entitlement
- Absence Event
- Absence Management (AM)
- Absence Management
- Absence Take
- ACA (Affordable Care Act)
- Academic Personnel Office
- Academic Staff (AS)

Updated 11/11/2014



Professional Development Home Page



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HRS Workshops

Workshops do not require

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Professional Development Topics

- Admin Tools
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- Onboarding for New Employees and Supervisors
- UWSA Policies and Procedures
- For Supervisors:** Send Course Approval email

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HRS Workshops

Workshops do not require

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UNIVERSITY OF WISCONSIN
River Falls

**Professional Development
Topics**

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- [About Professional Development](#)
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- [HRS Glossary](#)
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>>
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Professional Development Calendar



Related Topics

- [Professional Development home](#)
- [My Learning Path](#)
- [Email Professional Development](#)

◀ ▶ today

July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1	2	3	4
5	6	7	8	9 9a Introduction to HRS	10	11
12	13	14	15 1p Introduction to HRS	16	17	18
19	20	21 10a Recruiting in TAM	22	23	24	25
26	27	28	29	30	31	1

Professional Development Home Page

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Onboarding for New Employees and Supervisors
UWSA Policies and Procedures
For Supervisors: Send Course Approval email

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Related Pages

- Absence Approval
- Absence Entry
- Deduction Prepays
- eBenefits
- Talent Acquisition Manager (TAM)
- Time Approval
- Time Entry
- Workflow Exception Dashboard (WED)

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Personal Learning Path

Register for courses and review your progress on your [Personal Learning Path](#).

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Skill-Building Opportunities

Introduction to Cherwell
Learn about Cherwell, the Service Center's ticket tracking system.

KB Admin Tool Training
An introduction to creating and editing KB documents.

3:00pm
UW Oshkosh - Sage 1208 Teaching Lab

[Professional Development Calendar >>](#)
[Course Catalog >>](#)

HRS Workshops

Workshops do not require registration; click the workshop title for access details.

Aug 6 Tax Entry Tips & Tricks, 1:00pm

Archived workshops available in the [Presentations Library](#).

Course Catalog

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Related Topics

[Professional Development home](#)

[My Learning Path](#)

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Course Catalog

Below are all of the courses included in the UW Service Center Course Catalog. Courses you are eligible to participate in will appear in your personalized [Learning Path](#). If you are interested in taking a course that isn't in your Learning Path, please contact your supervisor.

For Supervisors: [Send Course Approval email](#)

Human Resources

Searching for a Person

This eLearning course will explore the tasks of searching for a person prior to completing the hiring process. Creating duplicate Empl IDs can cause downstream impacts in the HRS system; therefore, completing a thorough search in EPM and HRS prior to hire is important. Information found when running a search will help direct the correct steps to taken when hiring a new employee.

Student Hire Non-Template

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

Student Template Hire

Student Multiple Jobs and Rehire

More of the Course Catalog

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Onboarding

Introduction to HRS

The Introduction to HRS class is the entry-level, classroom-based HRS learning opportunity. It is designed for HRS end-users to acclimate themselves with common HRS navigation paths and review the integrated nature of HRS and its individual modules.

Introduction to HRS e-Learnings

The Introduction to HRS class is the entry-level, classroom-based HRS learning opportunity. It is designed for HRS end-users to acclimate themselves with common HRS navigation paths and review the integrated nature of HRS and its individual modules.

TAM

Recruiting in TAM

Talent Acquisition Manager (TAM) is an integrated and complete recruitment tool that enables institutions to effectively manage their recruitment needs for all Employee Classes. This course engages HR Professionals in all aspects of TAM ranging from job openings, managing applicants, to preparing an applicant for hire.

My Personal Learning Path

The screenshot shows a web application interface for 'My Learning Path'. At the top, there is a navigation bar with links for 'Home', 'My UW System Help', 'Forms/Publications', and 'HRS Administration', along with a search box. The main content area is titled 'My Learning Path' and includes a sub-header 'WISCONSIN SYSTEM UW SERVICE CENTER'. Below this, a paragraph explains that each HRS Core User has a personal learning path. The interface is divided into three main sections: 'Current Enrollments', 'Courses You are Eligible For', and 'Completed Courses'. The 'Current Enrollments' section shows a search for 'Searching for a Person | e-Learning' with a green checkmark. The 'Courses You are Eligible For' section lists three courses: 'Introduction to Hiring | Instructor-Led Training', 'Updates: Person, Position, Job | Instructor-Led Training', and 'Rehires, Transfers & Multiple Jobs | Instructor-Led Training', each with a 'Prerequisites Required' button. The 'Completed Courses' section shows 'Introduction to HRS e-Learnings' with a 'Completed 07/21/2015' status and a green checkmark.

Home My UW System Help Forms/Publications HRS Administration Search

WISCONSIN SYSTEM UW SERVICE CENTER

My Learning Path

Each HRS Core User has a personal learning path that includes the courses he/she should complete. Below are the courses that have been identified for you, along with a record of what you've previously completed. If you have questions, please contact the Professional Development team.

Current Enrollments

Searching for a Person | e-Learning

- ✓ Searching for a Person

Courses You are Eligible For

Introduction to Hiring Instructor-Led Training	Prerequisites Required
Updates: Person, Position, Job Instructor-Led Training	Prerequisites Required
Rehires, Transfers & Multiple Jobs Instructor-Led Training	Prerequisites Required

Completed Courses

Introduction to HRS e-Learnings	Completed 07/21/2015
✓ Introduction to HRS	

Related Topics

- Professional Development home
- Email Professional Development

Course Screen

The screenshot shows a web interface for the University of Wisconsin System Service Center. At the top, there is a navigation bar with links for Home, My UW System Help, Forms/Publications, and HRS Administration, along with a search box. The main content area is titled 'Introduction to Hiring' and features the University of Wisconsin System Service Center logo. On the left, there is a 'Related Topics' section with links to 'Professional Development home', 'My Learning Path', and 'Email Professional Development'. The main content is divided into two columns. The left column is titled 'Prerequisites' and contains a table listing three prerequisite courses: 'Introduction to HRS e-Learnings' (Status: ✓), 'Introduction to HRS' (Status: ✓), and 'Searching for a Person' (Status: Registered). The right column is titled 'Prerequisites Needed' and contains a message stating that the user has not completed the prerequisites necessary for this course and should review and complete the prerequisites listed to the left. Below the table, there is a paragraph explaining that HRS facilitates the business of hiring and paying people, and that there can be significant downstream impacts to benefits and payroll processes if an employee is not properly set up and hired in the system. At the bottom, there is a paragraph stating that this introductory hiring course is designed to provide learners with the opportunity to practice Creating positions, setting up a new employee and

Home My UW System Help Forms/Publications HRS Administration Search

UNIVERSITY OF WISCONSIN SYSTEM
LW

Introduction to Hiring

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SERVICE CENTER

Related Topics

- Professional Development home
- My Learning Path
- Email Professional Development

Prerequisites

This course has the following prerequisites. You must complete the courses indicated below before participating in this course.

Course Name	Status
Introduction to HRS e-Learnings	✓
Introduction to HRS	✓
Searching for a Person	Registered

Prerequisites Needed

According to our records, you have not completed the prerequisites necessary for this course. Please review and complete the prerequisites listed to the left.

HRS facilitates the business of hiring and paying people. There can be significant downstream impacts to benefits and payroll processes if an employee is not properly set up and hired in the system.

This introductory hiring course is designed to provide learners with the opportunity to practice Creating positions, setting up a new employee and

My Learning Path

The screenshot displays the 'My Learning Path' web application. At the top, a dark red navigation bar contains links for 'Home', 'My UW System Help', 'Forms/Publications', and 'HRS Administration', along with a search box. The main content area is divided into two sections: 'Courses You are Eligible For' and 'Completed Courses'. The 'Eligible' section lists three courses: 'Introduction to Hiring', 'Updates: Person, Position, Job', and 'Rehires, Transfers & Multiple Jobs', each with an 'Instructor-Led Training' label and a 'Prerequisites Required' button. The 'Completed Courses' section shows two completed courses: 'Introduction to HRS e-Learnings' (completed 07/21/2015) and 'Introduction to HRS' (completed 04/24/2014). The first completed course includes sub-items 'Introduction to HRS', 'Login', and 'Basic Navigation'. The second completed course includes 'Intro to HRS - Job Aid' and 'Intro to HRS - Presentation'. A bottom navigation bar features links for 'News', 'My UW System', 'About the UW Service Center', and 'Website Help'. A footer section contains 'RELATED CONTENT' (Employee Benefits), 'HELP' (Employees should contact their institution payroll/benefits), and 'YOUR INSTITUTION' (UW System Administration Human Resources).

Home My UW System Help Forms/Publications HRS Administration Search

Courses You are Eligible For

Introduction to Hiring Instructor-Led Training	Prerequisites Required
Updates: Person, Position, Job Instructor-Led Training	Prerequisites Required
Rehires, Transfers & Multiple Jobs Instructor-Led Training	Prerequisites Required

Completed Courses

Introduction to HRS e-Learnings	Completed 07/21/2015
<ul style="list-style-type: none">Introduction to HRSLoginBasic Navigation	
Introduction to HRS	Completed 04/24/2014
<ul style="list-style-type: none">Intro to HRS - Job AidIntro to HRS - Presentation	

News My UW System About the UW Service Center Website Help

RELATED CONTENT
[Employee Benefits](#)

HELP
Employees should contact their institution payroll/benefits

YOUR INSTITUTION
UW System Administration Human Resources

Institutional Updates & Feedback

- UW-River Falls
- UW System Administration
- UW-Stout
- UW-Superior
- UW Colleges
- UW-Extension
- UW-Green Bay
- UW-Parkside

Calendar Review

July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	1 [6B] 4th Batch Prelim Calc [6B] FICA Deadline [7M] Pay Period Begin	2 [6B] Final Calc [6B] Confirmation Deadline (Eve)	3	4 Independence Day
5	6	7	8	9 [6B] Pay Date	10	11 [7A] Pay Period End
12 [7B] Pay Period Begin [7A] 1st Batch Prelim Calc	13 [7A] 2nd Batch Prelim Calc	14 [7A] 3rd Batch Prelim Calc [7A] Payroll and Benefit Retro and Payline Load	15 [7A] FICA Deadline [7A] 4th Batch Prelim Calc	16 [7A] Final Calc [7A] Confirmation Deadline (Eve)	17 [7M] 1st Batch Prelim Calc	18
19 [7M] 2nd Batch Prelim Calc	20 [7M] 3rd Batch Prelim Calc	21 [7M] Payroll and Benefit Retro and Payline Load [7M] 4th Batch Prelim Calc	22 [7M] FICA Deadline [7M] 5th Batch Prelim Calc	23 [7M] Final Calc [7A] Pay Date [7M] Confirmation Deadline (Eve)	24	25 [7B] Pay Period End
26 [7B] 1st Batch Prelim Calc [7A] Pay Period	27 [7B] 2nd Batch Prelim Calc	28 [7B] 3rd Batch Prelim Calc [7B] Payroll and	29 [7B] FICA Deadline [7B] 4th Batch	30 [7B] Confirmation Deadline (Eve) [7B] Final Calc	31 [7M] Pay Date [7M] Pay Period	1

Calendar Review

August 2015						
Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	31	1 [8M] Pay Period Begin
2	3	4	5	6 [7B] Pay Date	7	8 [8A] Pay Period End
9 [8B] Pay Period Begin [8A] 1st Batch Prelim Calc	10 [8A] 2nd Batch Prelim Calc	11 [8A] 3rd Batch Prelim Calc [8A] Payroll and Benefit Retro and Payline Load	12 [8A] 4th Batch Prelim Calc [8A] FICA Deadline	13 [8A] Final Calc [8A] Confirmation Deadline (Eve)	14 [8M] 1st Batch Prelim Calc	15
16 [8M] 2nd Batch Prelim Calc	17 [8M] 3rd Batch Prelim Calc	18 [8M] Payroll and Benefit Retro and Payline Load [8M] 4th Batch Prelim Calc	19 [8M] 5th Batch Prelim Calc [8M] FICA Deadline	20 [8M] Final Calc [8A] Pay Date [8M] Confirmation Deadline (Eve)	21	22 [8B] Pay Period End
23 [9A] Pay Period Begin [8B] 1st Batch Prelim Calc	24 [8B] 2nd Batch Prelim Calc	25 [8B] 3rd Batch Prelim Calc [8B] Payroll and Benefit Retro and Payline Load	26 [8B] 4th Batch Prelim Calc [8B] FICA Deadline	27 [8B] Confirmation Deadline (Eve) [8B] Final Calc	28	29
30	31 [8M] Pay Period End	1	2	3	4	5

Questions?

