

Monthly Time Admin Processing

- Time Admin runs for monthly employees every day at 6:15am
- Time Admin runs for monthly employees during calc week at 11:00am
- It does not run on the day of final calc and confirm of the monthly payroll
- For furlough TRC changes made after 11am the day before final calc and confirm of the monthly payroll, submit a ticket to ensure the changes are run through Time Admin for processing.

CBC / SHRC Implementation 7/27

- Two technical changes related to automated reference checks will happen on Monday, July 27:
- The processing of Criminal Background Checks (CBCs) will migrate from GIS to HireRight.
- We will implement automated workflow within HRS for both CBCs and Sexual Harassment Reference Checks (SHRCs) for institutions currently using TAM.
- Campuses using PageUp or PeopleAdmin will transition to automated workflow for CBCs/SHRCs on October 15, 2020.

CBC / SHRC Implementation 7/27

Manage Application

Disposition 100 Hold

Reason

Date 12/27/2019

Mark Reviewed | Route | Interview | Reject | Other Actions

Application and Resume | Questionnaire | Notes | Other

Supplemental Applicant Information

Type	Summary	Request ID	Status	Adjudication Status	Date Added	Added By
Pre-Employment Check	HireRight, Inc (PS 8.9-9.1)	No Response	Request Initiated		07/13/2020	RACHEL RECRUITER
Applicant Checklist	Pre-Onboarding Checklist		In Progress		07/13/2020	RACHEL RECRUITER

CBC / SHRC Resources

- TAM - Triggering Criminal Background Check and Sexual Harassment Reference Check in TAM
 - Added to the learning path for all Recruiters
- CBC/SHRC Resource Landing page
 - <https://uwservice.wisconsin.edu/administration/background-checks>
- CBC/SHRC offering page
 - <https://uwss.wisconsin.edu/what-we-offer/criminal-background-and-sexual-harassment-reference-checks/>
- For support, create a ticket with UW-Shared Services