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
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

- **Vacancy Management**
  - Job Descriptions
  - Management Approval
  - Recruitment
  - Selection

- **Hire**
  - HIRE
  - CHRIS-HR

- **Set Up, Operations & Maintenance**

**PVL**

**JEMS**

**HRS**

- Human Resource System

- Human Resources-Student Hourly
- Time & Labor
- Absence Manage.
- Benefits
- Funding Employees
Hire = 3 Computer Systems

1. Enter Data Position
   - PVL

2. Enter Data for Search
   - HRS & EPM
   - Search Results

3. Enter Person, Position, Job Data for Hire
   - JEMS & HRS
   - Submit, Approve, Send to HRS
   - Accept Data or Correct Error(s)
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*

<table>
<thead>
<tr>
<th>FA, AS, SA, LI, EE, OT</th>
<th>University Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Search EPM &amp; HRS</td>
<td>1. Search EPM &amp; HRS</td>
</tr>
<tr>
<td><strong>2. JEMS – HIRE</strong></td>
<td><strong>2. JEMS CHRIS-HR</strong></td>
</tr>
<tr>
<td>(Search Functions)</td>
<td></td>
</tr>
<tr>
<td><strong>HRS</strong></td>
<td><strong>HRS</strong></td>
</tr>
<tr>
<td>5. Set Up Funding Source(s)</td>
<td>5. Set Up Funding Source(s)</td>
</tr>
</tbody>
</table>

**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**.
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

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

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

JEMS → HRS
Employment Classifications

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.

- 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 1\textsuperscript{st} hire
  – Only one \textit{Empl ID number} per employee, even if multiple positions

• Employee Record Number(s) (\textit{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

<table>
<thead>
<tr>
<th>Lecturer-History</th>
<th>.80 FTE</th>
<th>Empl Rcd 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer-Pol. Science</td>
<td>.20 FTE</td>
<td>Empl Rcd 1</td>
</tr>
</tbody>
</table>

Note: \textit{Empl Recs} are important on Rehires and Transfers!
HRS rows are pages of data that show all the applicable information for one Effective Date. All JEMS data goes into HRS rows.

<table>
<thead>
<tr>
<th>Row #</th>
<th>Data Relationship</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Future</td>
</tr>
<tr>
<td>2</td>
<td>Current</td>
</tr>
<tr>
<td>3</td>
<td>Historical</td>
</tr>
</tbody>
</table>
UDDS Codes

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

**SD** = Start Date, **ED** = End Date

**SD** = Effective Date
1. Person
2. Position
3. Job
Actions to Hire

- Hire
- Rehire
- Add An Employment Instance
- Transfer
Note: Employees who worked in the UW System before 04/18/11 would be processed with a “Hire” action.
Rehire Action

Hire Date: 11/4/13

New UW System Job

Time Gap

Previous UW System Job

Time

04/18/11

June 30, 2012
Add An Employment Instance  Action

- Job Number 1
- Job Number 2

- Time

- Hire Date

- Add an Instance for #2

- January 1
- July 1
- December 31
Use Transfer Action for #2

UW Job Number 1

UW Job Number 2

Time

January 1  July 1  December 31
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)
Enter Data From Forms/Letters to JEMS-Hire Tabs (Views of Data Sets)

- Find/Add Person
- Person Contact
- Position
- Job
- Benefits
- HR Contact
- Comment
- Status History
JEMS 7-Day Processing Window

Enter Data To JEMS

Employee Hired

June 1
Day 1
Friday

June 2
Day 2
Saturday

June 3
Day 3
Sunday

June 4
Day 4
Monday

June 5
Day 5
Tuesday

June 6
Day 6
Wednesday

June 7
Day 7
Thursday

June 11
Day 11
Monday

7 Days Before Hire Date
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
Think about it…

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

1. Search EPM
2. Search HRS
3. JEMS-HIRE
4. Find/Add
5. Person & Contact
6. Job
7. Check PVL data
8. Correct Data
9. Send to HRS
10. Approve (250 edits)
11. Submit (5 edits)
12. HR Contact
13. Benefits
14. Position
15. Comments
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
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!!!
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

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

Click Search for Matching Persons
### Search Criteria

**Search by Order Number**

<table>
<thead>
<tr>
<th>Search Order</th>
<th>Description</th>
<th>Selective Search</th>
</tr>
</thead>
<tbody>
<tr>
<td>10</td>
<td>Name, Add, City, Eda, Gender, NID</td>
<td></td>
</tr>
<tr>
<td>20</td>
<td>NID Only</td>
<td></td>
</tr>
<tr>
<td>30</td>
<td>Name, Eda, Gender</td>
<td></td>
</tr>
<tr>
<td>50</td>
<td>Name Only</td>
<td></td>
</tr>
</tbody>
</table>

**Enter name & tab to next field**

**Click Selective Search Button**
Assess Search Results

Review data and copy Empl ID
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

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

New Hire
- Hire/Transfer
- Summer Hire

Job Change
- Job Change Request

My New Hire Basket
My Job Change Basket

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

Skip Steps #1 & 2 if this is a new (to UW) hire.
**PVL System-Salary/Title Tab**

Click the x button to close.

1. **OPEN RECRUITMENT**

### Title/Salary

**Salary**
- **Pay Basis**: ANNUAL
- **Salary Qualifier**: Plus UW Medical Foundation
- **Minimum**: 47,100.000
- **Maximum**: 256,398.000
- **Authorized Max**: 256,398.000

**Appointment FTE**
- **Minimum**: 1.0000
- **Maximum**: 1.0000

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

<table>
<thead>
<tr>
<th>Job Code</th>
<th>Job Name</th>
<th>Grade</th>
<th>Women/Minorities</th>
<th>Min</th>
<th>Max</th>
<th>Basis</th>
</tr>
</thead>
<tbody>
<tr>
<td>D02NN</td>
<td>ASSOC PROFESSOR (CHS)</td>
<td>N</td>
<td>Y</td>
<td>58,100.000</td>
<td>9,999,999</td>
<td>A</td>
</tr>
<tr>
<td>D03NN</td>
<td>ASST PROFESSOR (CHS)</td>
<td>N</td>
<td>Y</td>
<td>46,200.000</td>
<td>9,999,999</td>
<td>A</td>
</tr>
</tbody>
</table>
This is the a New Hire

Tabs: Start left & work to the right

Arrow indicates multiple choices
This field is also important for foreign national employees.
Add/Modify Address

The County field is required

Search for the location code

Click Save/Close when done

The County field is required
Position Tab

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

Position Data

- **Position Effective Date**: 08/12/2008 (Prepopulated)
- **Department**: A539730
- **Empl Class**: AS
- **Job Code**: 
- **FTE**: 1.000
- **HR Dept Location**: 
- **Back-up (Concurrent Position)**: No

Continuity Status Information

- **Continuity**: 
- **Job Security**: 
- **Guaranteed Length**: 

PVL may prepopulate a value
Person, Position, and Job Effective Dates must match.
Benefits Tab

This field is important for WRS benefits.
Click button to put your profile information in fields.
### HR Contact

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Contact Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Jane</td>
<td>Primary</td>
</tr>
<tr>
<td>Smith</td>
<td>Jane</td>
<td>Funding</td>
</tr>
</tbody>
</table>

**Copy data to another Contact**

- [ ] Primary
- [x] Funding
- [ ] Additional

**Detail for Selected Contact**

- **Contact Type**: Funding
- **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.*
Comments Tab

Prior comments are shown in this table.

Enter comments here.

Add Comment
Edit/View
Delete Comment

Comment Last Updated By:
Status History Screen

Multiple Statuses Describe Work Flow

Statuses

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

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
• 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)
Describes the error and data field

Describes what action to take

Action: Click to go to data field and correct error with data
After correction, use Refresh Error List menu (only appears when the message list appears) & go back to list of errors.

After entering data, click on Save button.

Data field is highlighted in blue. Enter data here.
After submitted & approved, click on close

Ultimate Status Goal: “Finished – Entered in HRS
Training Resources

Desire2Learn Courses

Web Address: https://www.wisconsin.edu/d2l/
Support

• Knowledge Base  [https://kb.wisc.edu/hrs/](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
Your Toolbox

• JEMS and HRS Program Links
  http://www.ohr.wisc.edu/ohr/Informationsystems/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

- Right Person
- Right Empl ID
- Right Empl Rec
Questions??