

Completing Hires in JEMS Hire via TREMS



Click on <My New Hire Basket>

JEM System Search Close

Quick Search **Advanced Search** Advanced Search Results

Advanced Search

Department: contains [A]

Empl Class: contains

Job Code: contains

Hire Type: =

Pay Basis: =

Continuity Code: =

PVL Number From: **To:**

Job Date Range: To:

Status Date Range: 03/08/2016 To: 09/08/2016

JobApply Ind (Y/N):

Multiple Selection Criteria

You may make more than one selection for this Criteria. Use Shift-Click for contiguous selection. Control-click for selecting non-contiguous elements.

Current Status

- Apo Approved-Sent To Hrs
- Apo Hold
- Cancelled
- Department Approved
- Division Approved
- Division Approved-Sent To Hrs
- Division Hold
- Draft

Click on <Advanced Search>

Enter the PVL Number and click on <Search>

JEMS Search Screen

JEM System Search Close

Quick Search | **Advanced Search** | Advanced Search Results

Advanced Search Results

Sort By: Ascending Descending

Name	Emplid / Empl Rcd	Position Nbr	Empl Class	Dept	Jobcode	Job Effective	PVL#	Current Status
KORS, MICHAEL			AS	A348800	T16DN	10/03/2016	72783	DRAFT

Record Count:

Detail for Highlighted Line

Hire Type:
 Status Effective:
 Pay Basis:
 Continuity Code:

Review Selected Candidate's name and click on <Modify>

DRAFT

Person Data

Biographical Details	
Empl ID	<input type="text"/> <input type="button" value="Waived Person"/>
Effective Date*	<input type="text" value="10/03/2016"/>
First Name*	<input type="text" value="MICHAEL"/> Middle Name <input type="text"/>
Last Name*	<input type="text" value="KORS"/> Suffix <input type="text"/>
Date of Birth*	<input type="text" value="03/01/1957"/>
Gender*	<input type="text" value="Male"/>
Ethnic Group	<input type="text" value="White"/>
(ONLY for Male Student Assistant Appointment) - Selective Service	
Registered	<input type="text"/> Reason <input type="text"/> Signature Date <input type="text"/>
National ID	Foreign National
National ID <input type="text" value="555-66-2311"/>	Foreign National <input type="checkbox"/>
	Foreign National Working Outside US <input type="checkbox"/>

Review information that populated from TREMS in Person Tab

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

Click on <Find/Add Hire> tab to review PVL number

Add a Position and Job for: KORS, MICHAEL

Save
Close
Print

DRAFT

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

Find Person

Social Security Nbr: = [dropdown] [input]
EmplID: = [dropdown] [input]
First Name: = [dropdown] [input]
Last Name: = [dropdown] [input]

Search Clear

Search Results Sort By [Emplid dropdown]

Select	Emplid	Last Name	First Name	Birthdate
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Add Hire

Recruitment Type [Hire based on PVL/Waiver dropdown] PVL Number [72783] [magnifying glass icon] Add Hire

Review PVL Number mapped from TREMS

Add a Position and Job for: KORS, MICHAEL

DRAFT

Person Contact Information

Current Addresses

Release Home Information No Yes

	<u>Address Line 1*</u>	<u>Address Line 2</u>	<u>City/State*</u>
<u>Home Address</u>	708 N MIDVALE BLVD		MADISON/WI
<u>Office Address</u>	<u>Location</u>	<u>Description</u>	<u>Room #/Mail Drop</u>

Phone Information

	<u>Phone Number</u>	<u>Preferred</u>
<u>Home Phone</u>	608-555-3000	<input type="checkbox"/>
<u>Office Phone</u>		<input type="checkbox"/>

(Format: 608-262-0000)

Email Addresses

	<u>Email Address</u>
<u>Home Email</u>	susan.baculik@wisc.edu

Click on <Person Contact> tab

Review home address and add Office address and phone number

Add a Position and Job for: KORS, MICHAEL

Save
Close
Print

DRAFT

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

Position Data

TA / RA Quick Add Position Number

Position Effective Date*

Department* VCRGE/PRIMATE/PRIMATE

Empl Class* Academic Staff

Job Code* RESEARCH SPECIALIST

FTE*

HR Dept Location*

Back-up (Concurrent Position)

Continuity Status Information

Continuity* Job Security Guaranteed Length

Click on <Position> tab

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.

Add <HR Dept Location>

Add <Continuity>

Add a Position and Job for: KORS, MICHAEL

DRAFT

Job Data

Hire / Transfer

Hire Type*
 Empl Rcd#

Action Action Reason

Effective Date*

Working Title

Expected End Date

Criminal Background Check (CBC Date)
 Position of Trust

Probation Type
 Probation End Date


Seasonal Status

Additional Pay/Lump Sum

Compensation

Pay Basis*
 Comp Rate*

Review information on the <Job> tab - 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.

Click on  in Hire Type field and select appropriate Hire Type (This comes over as "Hire" from TREMS but it doesn't automatically populate the Action and Action Reason)

Review fields and complete as necessary

(Working Title will populate in Production Environment)


Add a Position and Job for: KORS, MICHAEL

DRAFT

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.

Review information on the <Benefits> tab and make changes as necessary

DRAFT

Save

Close

Print

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

HR Contact

Last Name

First Name

Contact Type

<input type="text"/>	<input type="text"/>	<input type="text"/>	▲
<input type="text"/>	<input type="text"/>	<input type="text"/>	▼

Add Contact

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

Enter Contact Information on the <HR Contact> tab

Add a Position and Job for: KORS, MICHAEL

DRAFT

Save
Close
Print

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

Comments

Created	ID	Comment	Logged Events

Detail for Hightlighted Line

Add Comment
Edit/View
Delete Comment

Comment Last Updated By:

Just a screen shot of the <Comments> tab

DRAFT

Save

Close

Print

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>
DRAFT	08/25/2016	PVCHRIS	25-AUG-2016 09:29:37 PM

Just a screen shot of the <Status History> tab

The screenshot shows a web application window with a menu bar (File, Edit, **Actions**, Tools, Main Menu, APO Actions, Window, Help, UAT) and a title bar. The main content area is titled 'Person Data' and contains a form for 'KORS, MICHAEL'. The form is currently in 'DRAFT' status. A red arrow points to the 'Actions' menu, which is open, showing options: Create Draft, **Submit**, Approve, Send to HRS, Reject, Cancel, Hold, Uncancel, and Unhold. The form fields include: Empl ID (empty), Effective Date* (10/03/2016), First Name* (MICHAEL), Last Name* (KORS), Date of Birth* (03/01/1957), Gender* (Male), Ethnic Group (White), Middle Name (empty), and Suffix (empty). There are buttons for 'Save', 'Close', and 'Print'. Below the main form, there is a section for '(ONLY for Male Student Assistant Appointment) - Selective Service' with fields for 'Registered', 'Reason', and 'Signature Date'. At the bottom, there are two sections: 'National ID' with a field containing '555-66-2311' and 'Foreign National' with checkboxes for 'Foreign National' and 'Foreign National Working Outside US'. A 'Waived Person' button is also visible.

Once complete click on <Actions> and select <Submit> from the dropdown list