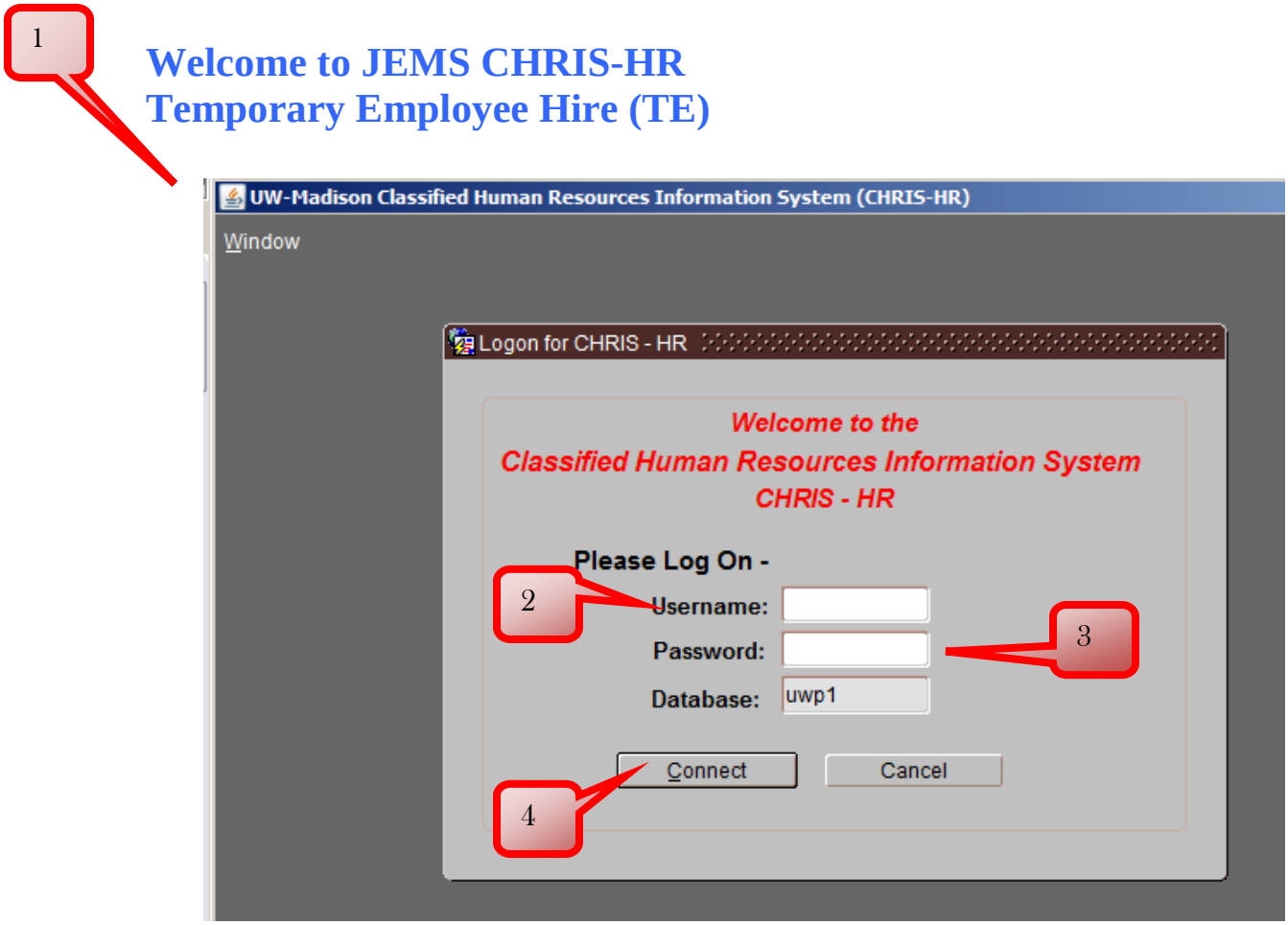
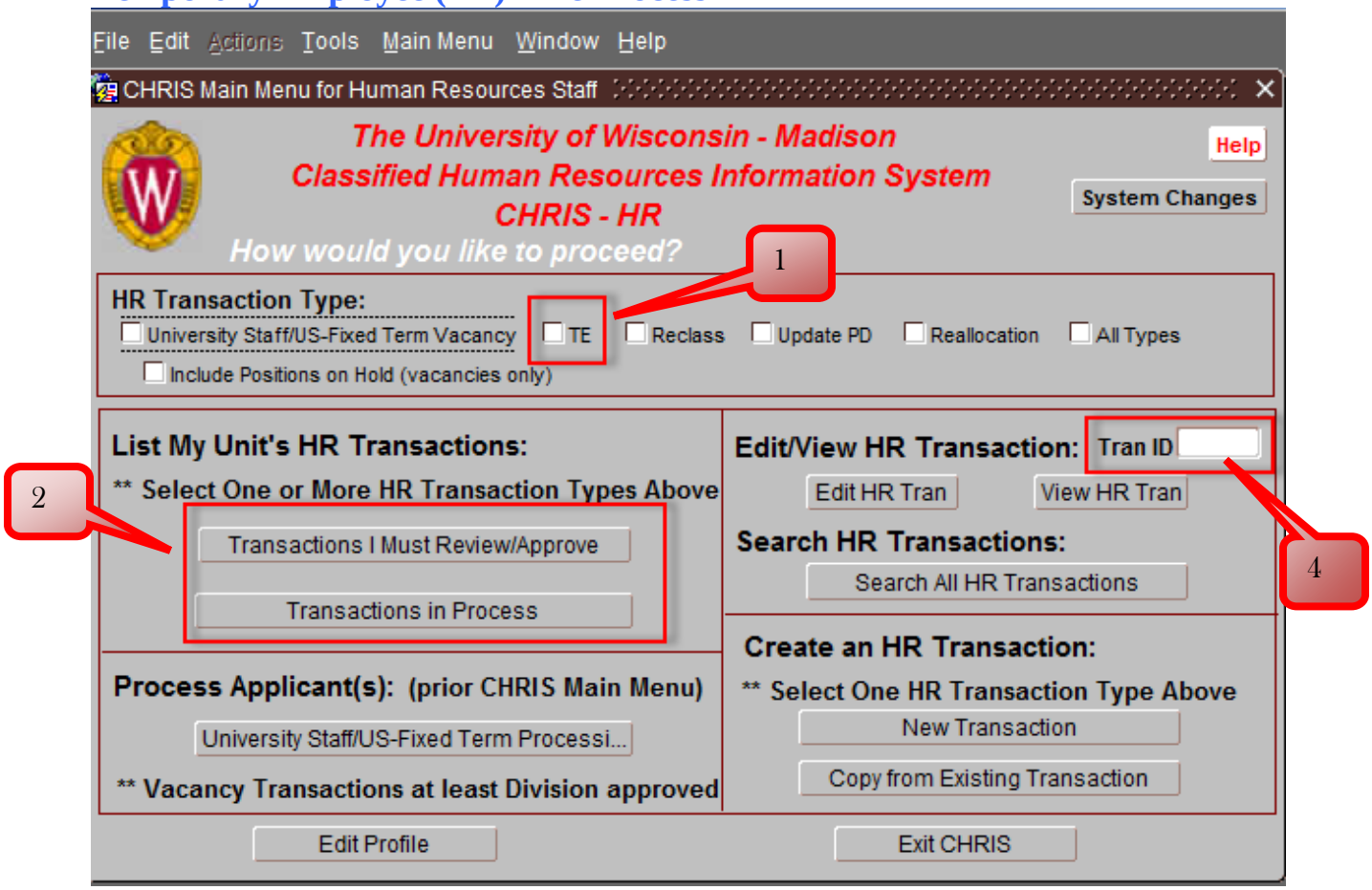
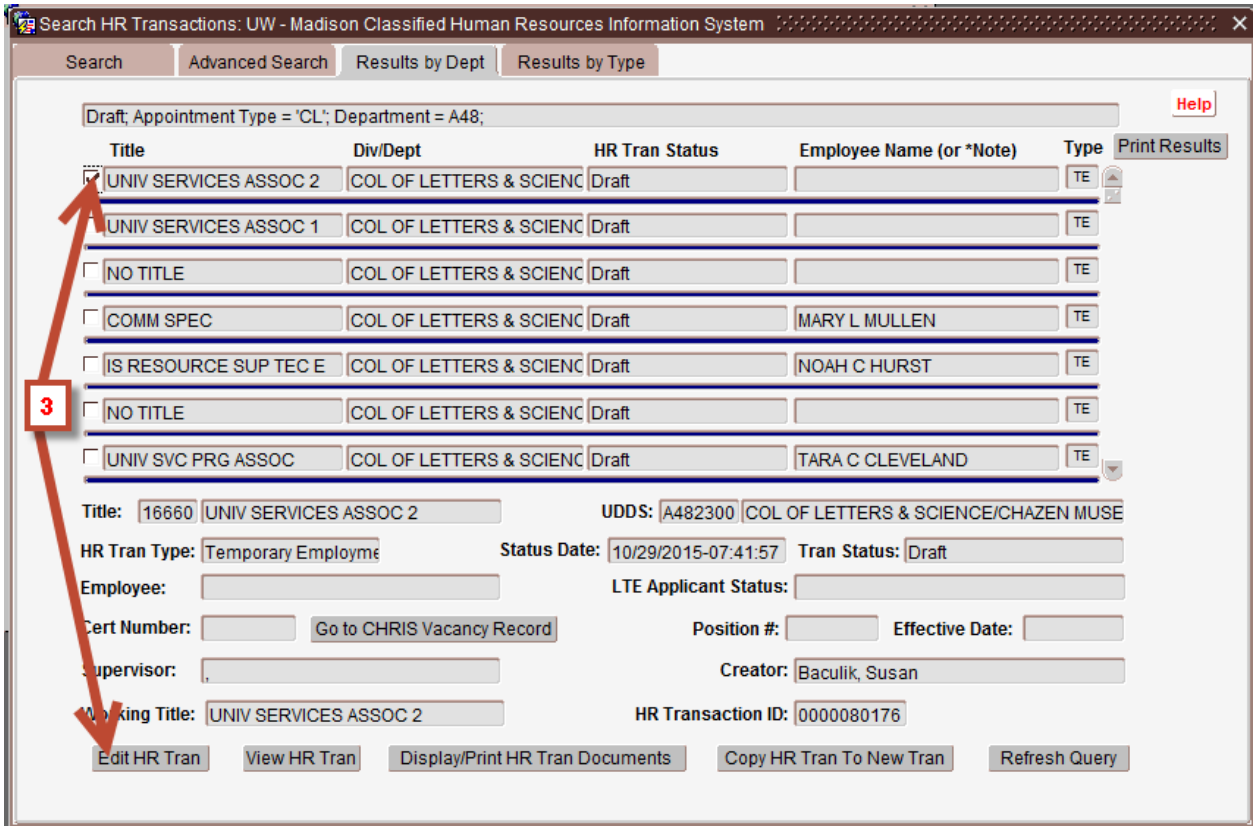
Welcome to JEMS CHRIS-HR
Temporary Employee Hire (TE)



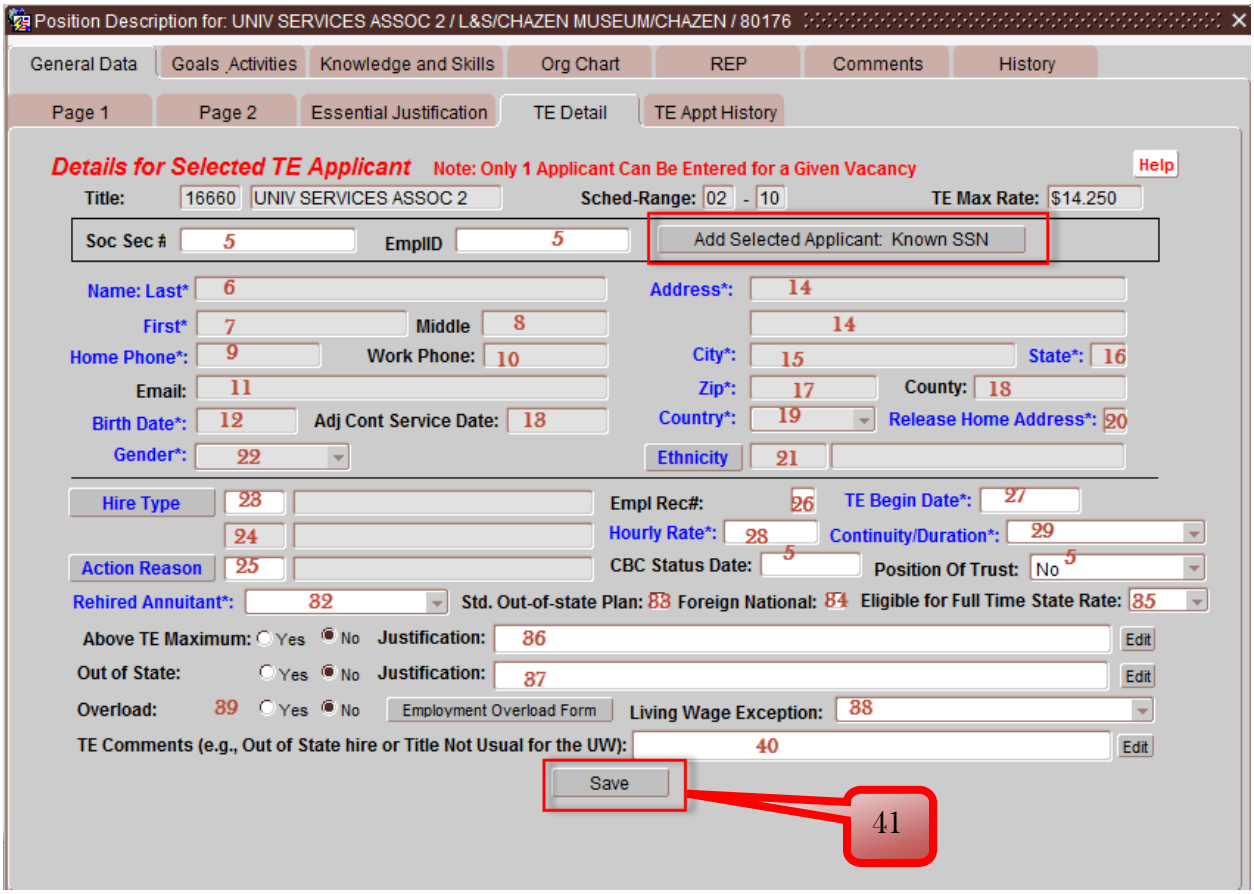
STEP	FIELD	ACTION
1	URL for JEMS CHRIS Testing System	**Enter https://ofr01.doit.wisc.edu/chris/chris.html**
2	Username	**Enter Username**
3	Password	**Enter Password**
4	Connect	**Press Connect**

Temporary Employee (TE) Hire Process



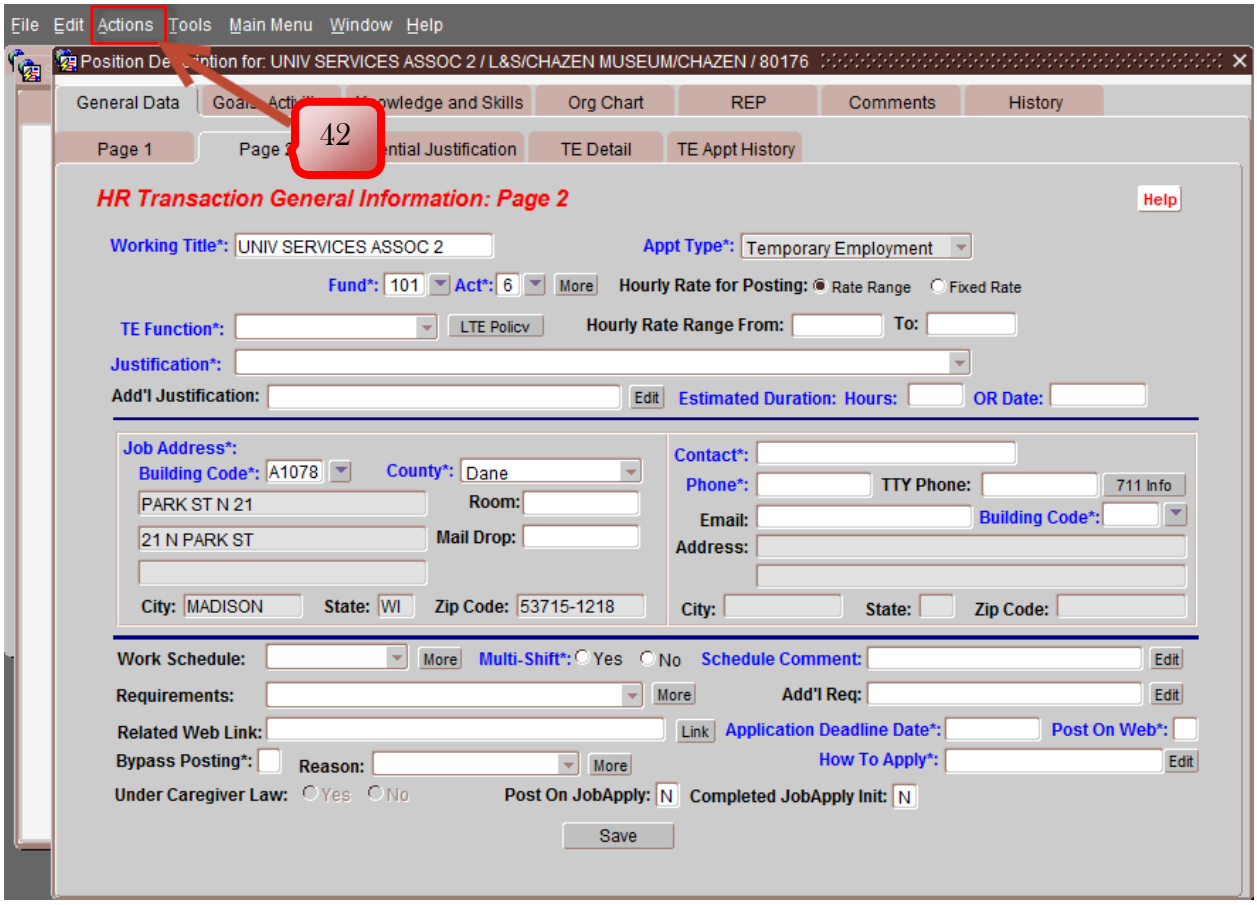


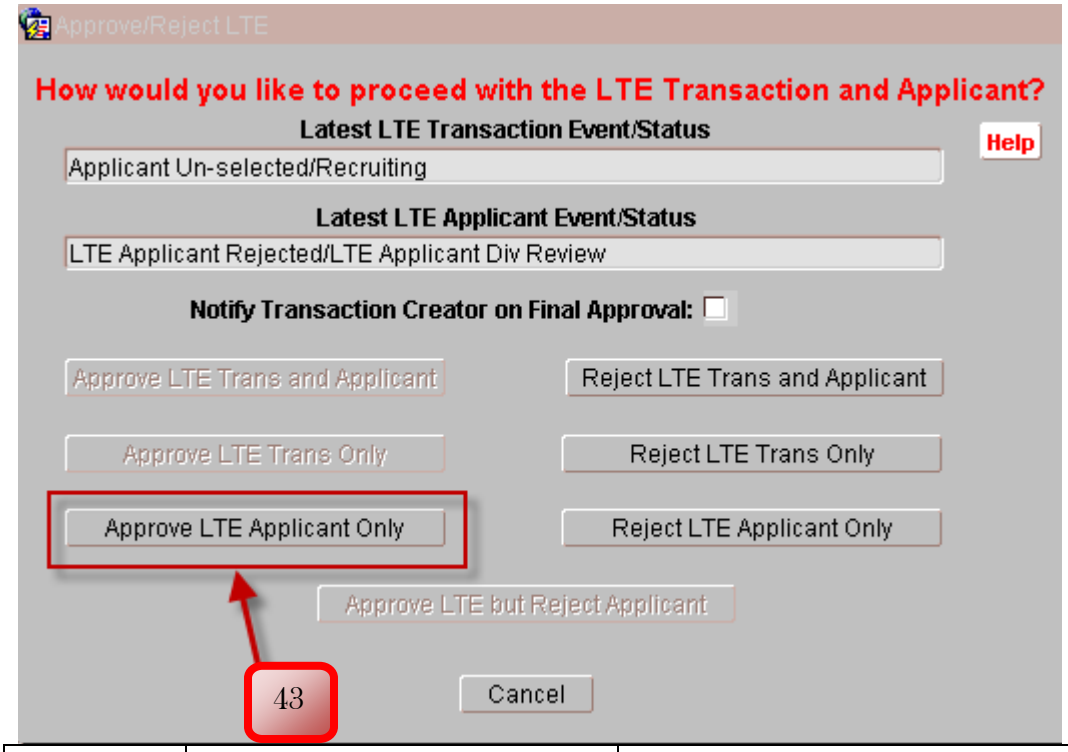
STEP	FIELD	ACTION
1	HR Transaction Type	**Open TE transactions that need approval by clicking on TE at the <HR Transaction Type>**
2	Transactions I Must Review/Approve	**Press <Transactions I Must Review/Approve>**
3	Results by Dept	**Select transaction and Press <Edit HR Trans>**
4	Edit/View HR Transactions	**To go directly to transaction: To enter hire for TE transaction already approved enter PD# and press <Edit HR Tran>**



STEP	FIELD	ACTION
5	Soc Sec # (Required)	**Enter Social Security# or Empl ID if unknown add 999-99-9999 in Social Security field**
6	Last Name (Required)	**Enter last name-If current or former employee person information will populate fields. Cannot edit Name fields**
7	First Name (Required)	
8	Middle Initial	
9	Home Phone (Required)	
10	Work Phone	**Enter Work Phone**
11	Email Address	**Enter e-mail address**
12	Date Of Birth (Required)	**Enter date of birth-if populated cannot edit <Date of Birth> field**
13	Adjusted Continuous Service Date	**Not required with TE appointment. Do not populate or edit if populated.**
14	Address (Required)	**Enter address - If current or former employee person information will populate fields. Edit address fields with updates as necessary.**
15	City (Required)	
16	State (Required)	
17	Zip Code (Required)	
18	County	**Defaults no entry needed**
19	Country (Required)	**Defaults to United States- Select from dropdown list if not United States**
20	Release Home Address (Required)	**Select "Y" or "N"-If left blank defaults to "N" in HRS**
21	Ethnicity (Required)	**Select from Dropdown List. Will automatically**

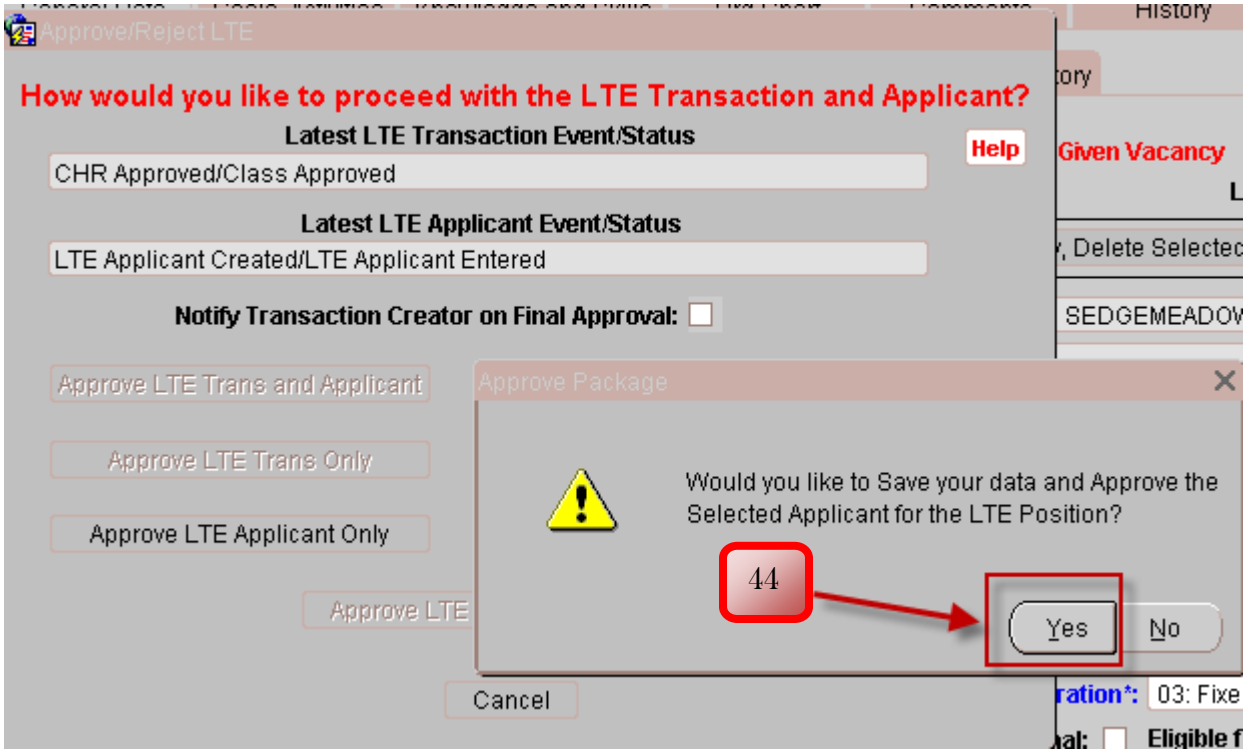
		populate if current or former employee.
22	Gender (Required)	**Select from dropdown list**
23	HireType (Required)	**Select from Dropdown List**
24	Action	**Defaults no entry needed**
25	Action reason (Required)	**Select from dropdown list**
26	Employee Record #	**Select if current or former employee in HRS (Use with Hire Type "Transfer" or "Rehire"**
27	TE Begin Date (Required)	**Enter date**
28	Hourly Rate (Required)	**Enter Rate**
29	Continuity/Duration (Required)	**Select from dropdown list. If 02A, 02B, 02C, end date is required.**
30	CBC Status Date	**Enter date (If CBC is required)**
31	Position of Trust	**Defaults to "No" - Select from dropdown list**
32	Rehired Annuitant (Required)	**Select from dropdown field**
33	Std. Out-of-state plan	**Select if employee will be working out of state**
34	Foreign National	Departments should check the foreign national box as follows: **- If the employee is a foreign national;** **-If the employee is a permanent US resident (green card holder) and they are a new employee** Do not check the box if the employee is: **-A permanent US resident (green card holder) and they are a continuing employee** **-A naturalized US citizen (whether new or continuing employee)**
35	Eligible for full time state rate	**Select from dropdown list. Defaults to blank**
36	Above TE maximum	**Defaults to "No"**
37	Out of state	**Defaults to "No"**
38	Living Wage Exception	**Select from dropdown list. Defaults to blank**
39	Overload	**Defaults to "No". Press <Employment Overload Form> if transaction generates an overload.**
40	TE Comments	**Free text field**
41	Save	**Press <Save>**

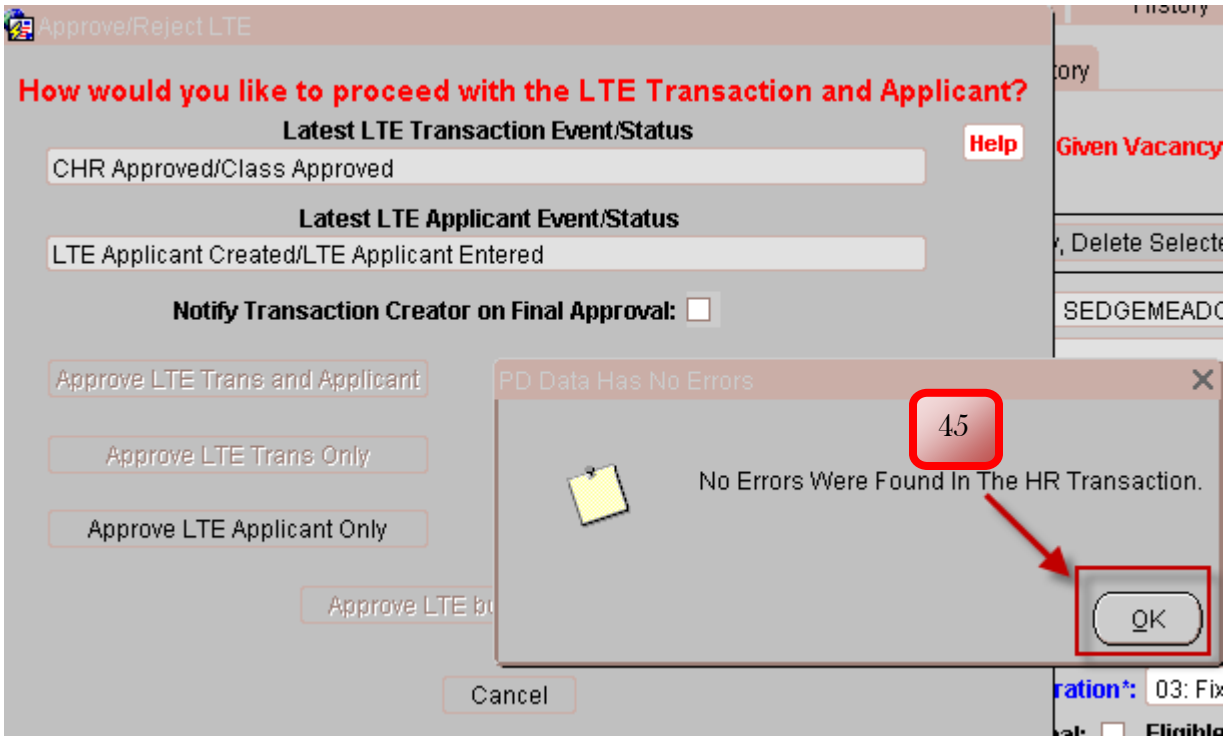


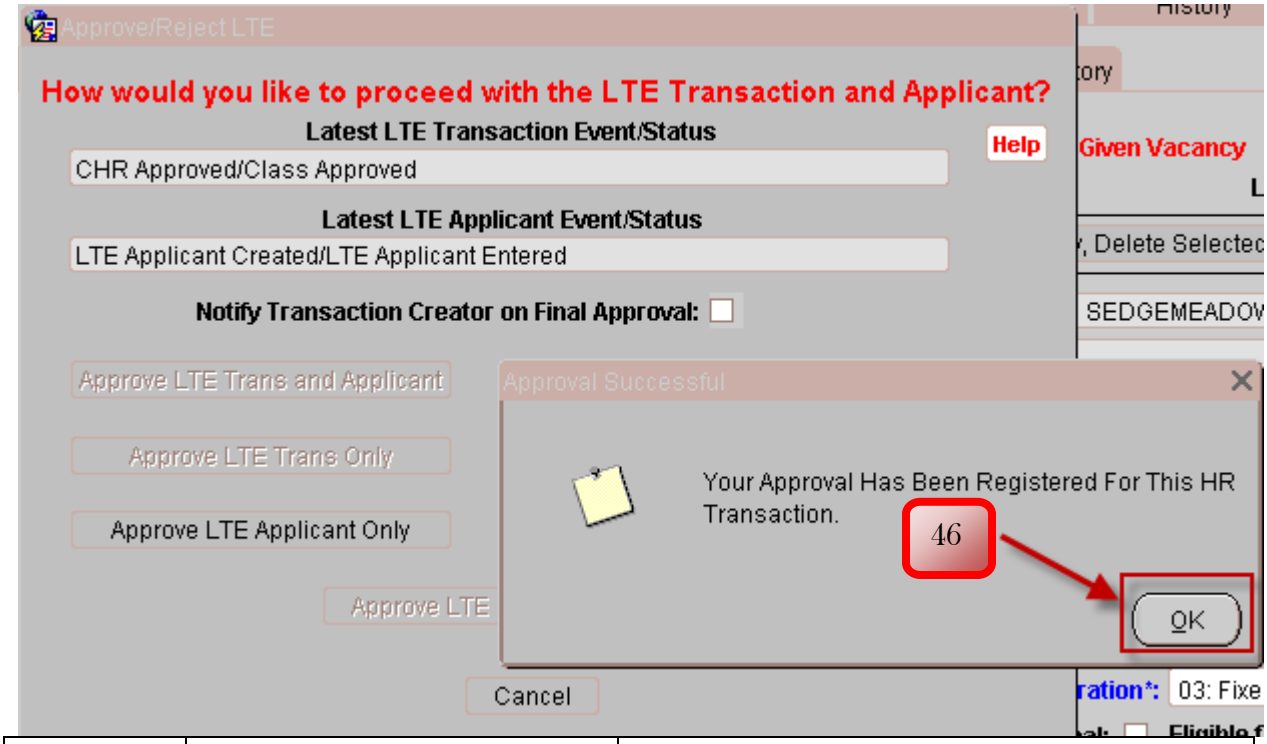


STEP	FIELD	ACTION
42	Actions	Click on <Actions and TE Action>
43	Approve TE Applicant Only	Click on <Approve TE Applicant Only>**(Note:**

		Language has not been changed from LTE to TE)







STEP	FIELD	ACTION
44	Approve Package	Click on <Yes>(Note: **Language has not been changed from LTE to TE)**
45	PD Data has no errors	**Click on <OK> (Note: Approval will not process until all the required fields are entered for a selected applicant. If errors are indicated fix errors, save and go back to step 41).**
46	Approval Successful	**Click on <OK> Validates data, saves changes and pushes complete "Selected TE Applicant" to HRS for processing. The process cycle to push into HRS will run every 30 minutes. In urgent situations divisions have the option to override the 30 minute process cycle and us the "On Demand" button to push hire data into HRS immediately.**

Position Description for: UNIV SERVICES ASSOC 2 / COL OF LETTERS & SCIENCE/CHAZEN MUSEUM/CHAZEN / 80176

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: KATIE JEMS-PERRY 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*: A482300 COL OF LETTERS & SCIENCE/CHAZE 47 Status: HRS Processing Tran Comments

Code Classification

Title(s)*: 16660 UNIV SERVICES ASSOC 2 Applicant Status: LTE Applicant Approved

Rate Range*: Minimum: $14.250 Maximum: $21.803 Post Max Rate on Web: ☐

Supervisor: Last Name* Smith First Name Samual Title* Director

Supervisor's Email Address*: ssmith@abc.org

Employees With Similar Duties

Last Name First Name Title More

Required Exclusion Forms: Confidential N Management N Supervisory N

PD Discussion Date: Position #: HR Transaction ID: 000080176

Date Duties Began: PD/LTE Eff Date: 11/02/2015 Cert Number: 00080176

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

Save

Position Description for: UNIV SERVICES ASSOC 2 / COL OF LETTERS & SCIENCE/CHAZEN MUSEUM/CHAZEN / 80176

General Data | Goals Activities | Knowledge and Skills | Org Chart | REP | Comments | History 48

Status History 49

HR Transaction Status History

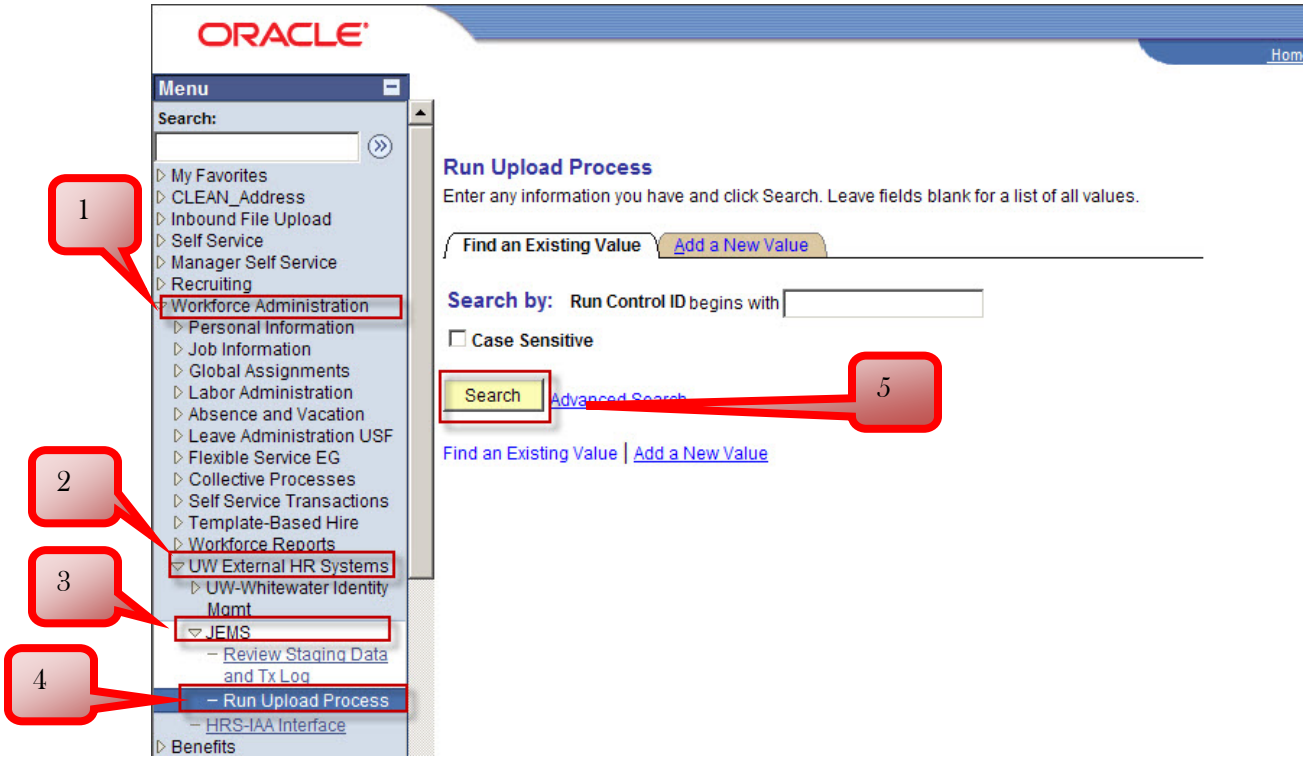
Certification Number: 00080176 Help

Event	HR Transaction/ Vacancy Status	Status Date/Time	Status Set By (Name Or Logon ID)	
Applicant Sent To HRS	HRS Processing	10/30/2015-12:41:23	OHR01	Status Note
CHR Approved	Class Approved	10/30/2015-12:41:23	OHR01	Status Note
Applicant Selected	Selected	10/30/2015-12:41:23	OHR01	Status Note
LTE Applicant CHR Approved	LTE Applicant Approved	10/30/2015-12:41:23	OHR01	Status Note
Submitted	CHR Review	10/30/2015-12:41:21	OHR01	Status Note
LTE Applicant Submitted	LTE Applicant CHR Review	10/30/2015-12:41:21	OHR01	Status Note
LTE Applicant Created	LTE Applicant Entered	10/30/2015-12:39:11	OHR01	Status Note
Created	Draft	10/29/2015-07:41:57	OHR01	Status Note

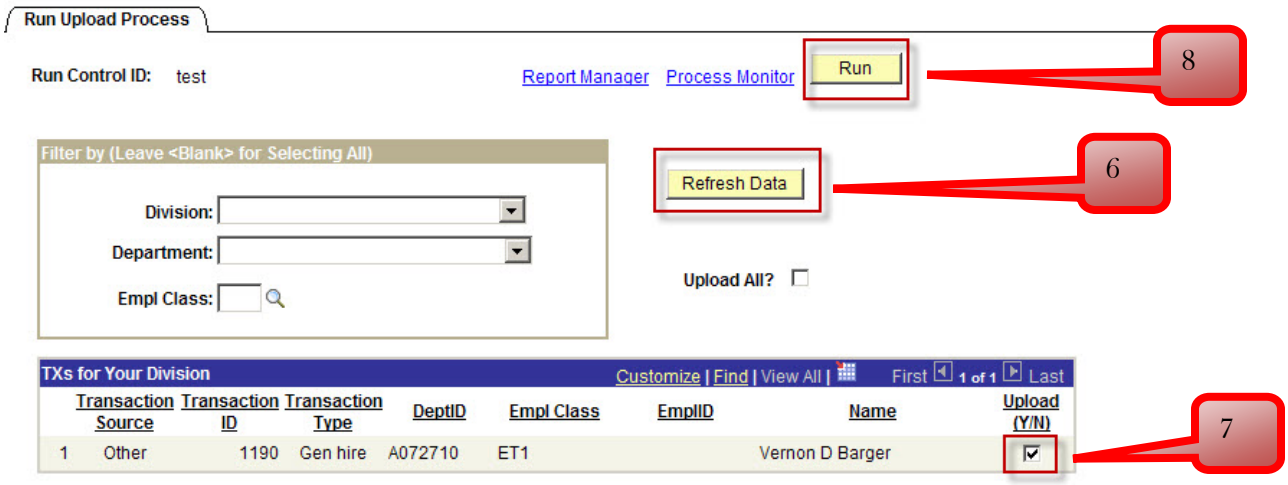
50

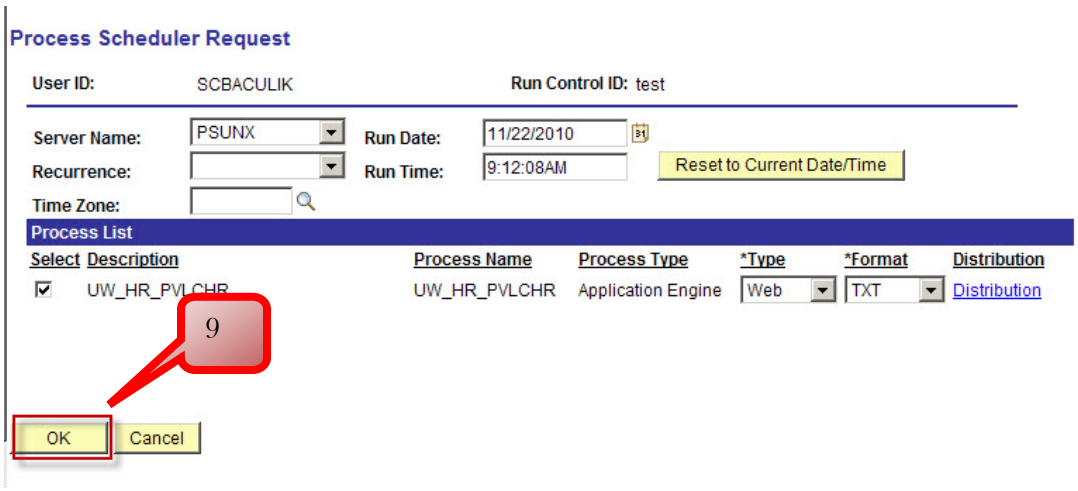
STEP	FIELD	ACTION
47	**FIELD**	**ACTION**
48	Status	**Page 1 of the Position Description window displays general information for the selected employee. The Status field displays HRS Processing which means the transaction has been sent to HRS for processing. If successful the status will be set to "payrolled". If the push to HRS fails the field displays "HRS Errors"** **Note: If the Status field displayed *HRS Errors*, you would need to correct the error(s) and re-do the Push Hire to HRS.**
49	Status History Tab	**To view the HR transaction history, click the History tab.** History
50	Status History Tab	**The History/Status History tab shows HR events in descending date order. In our example, the "Applicant Sent to HRS" event is displayed in the top row.**
50	Status Notes	**To view transaction status history notes for the event, click the Status Note button, located in the far right-hand column.** Status Note

On Demand Process in HRS



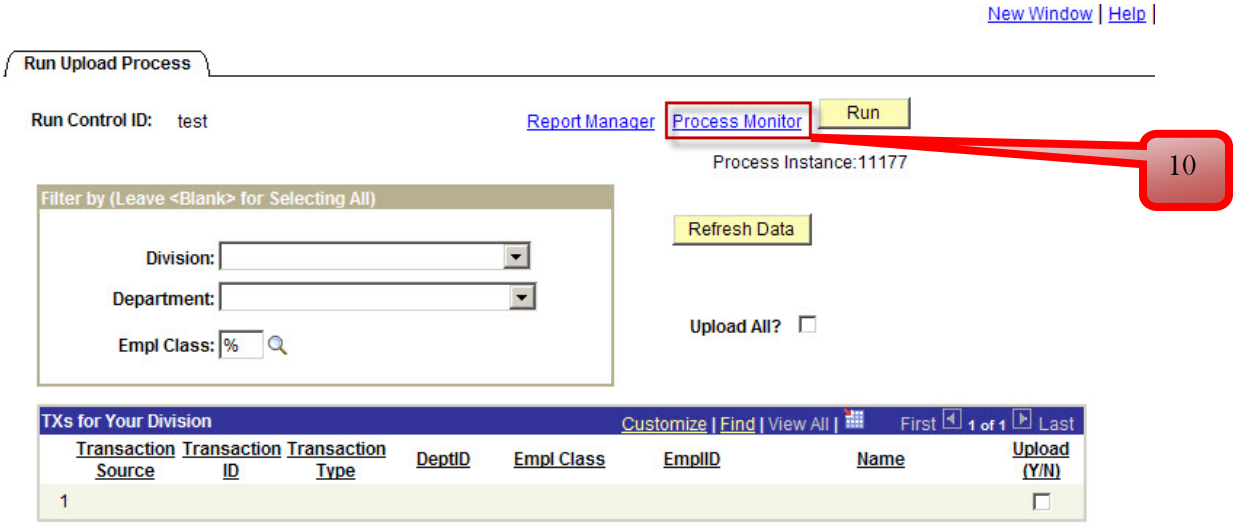
STEP	FIELD	ACTION
1	Go to Workforce Administration	**Press arrow for dropdown list**
2	Go to UW External HR Systems	**Press arrow for dropdown list**
3	Go to JEMS	**Press arrow for dropdown list**
4	Go to Run Upload Process	**Press <Run Upload Process>**
5	Search	**Press <Search> button**

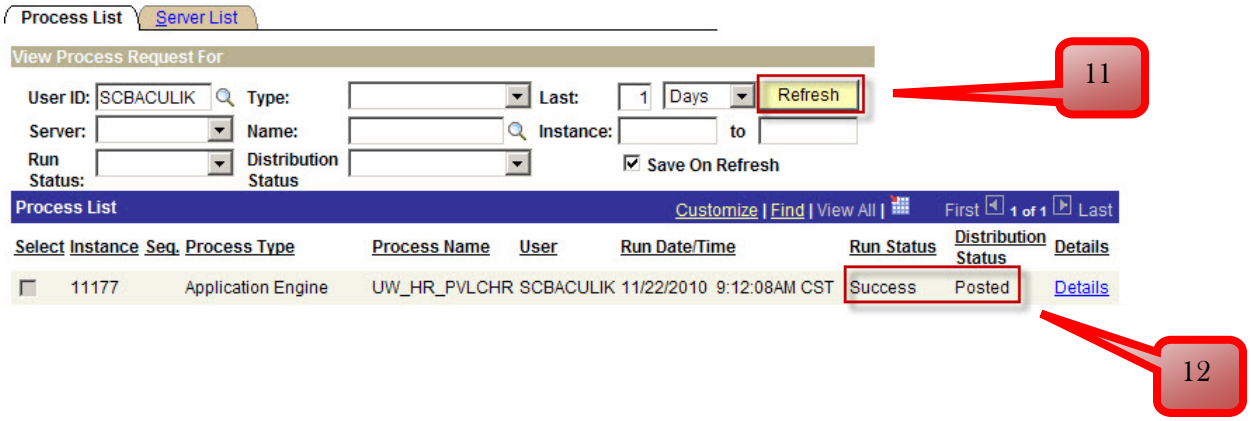




STEP	FIELD	ACTION
6	Refresh Data	**Press <Refresh Data> button**
7	Upload (Y/N)	**Select the transactions you want to upload**
8	Run	**Press <Run> button**
9	OK	**Press <OK> button**

The following steps are not required





Go back to Run Upload Process

Save | Notify

STEP	FIELD	ACTION
10	Process Monitor	**Press <Process Monitor> button to track when "On Demand" process is complete**
11	Refresh	**Press <Refresh> button until (12) run status indicates "Success" and distribution status is "Posted". Hire is now in HRS.**