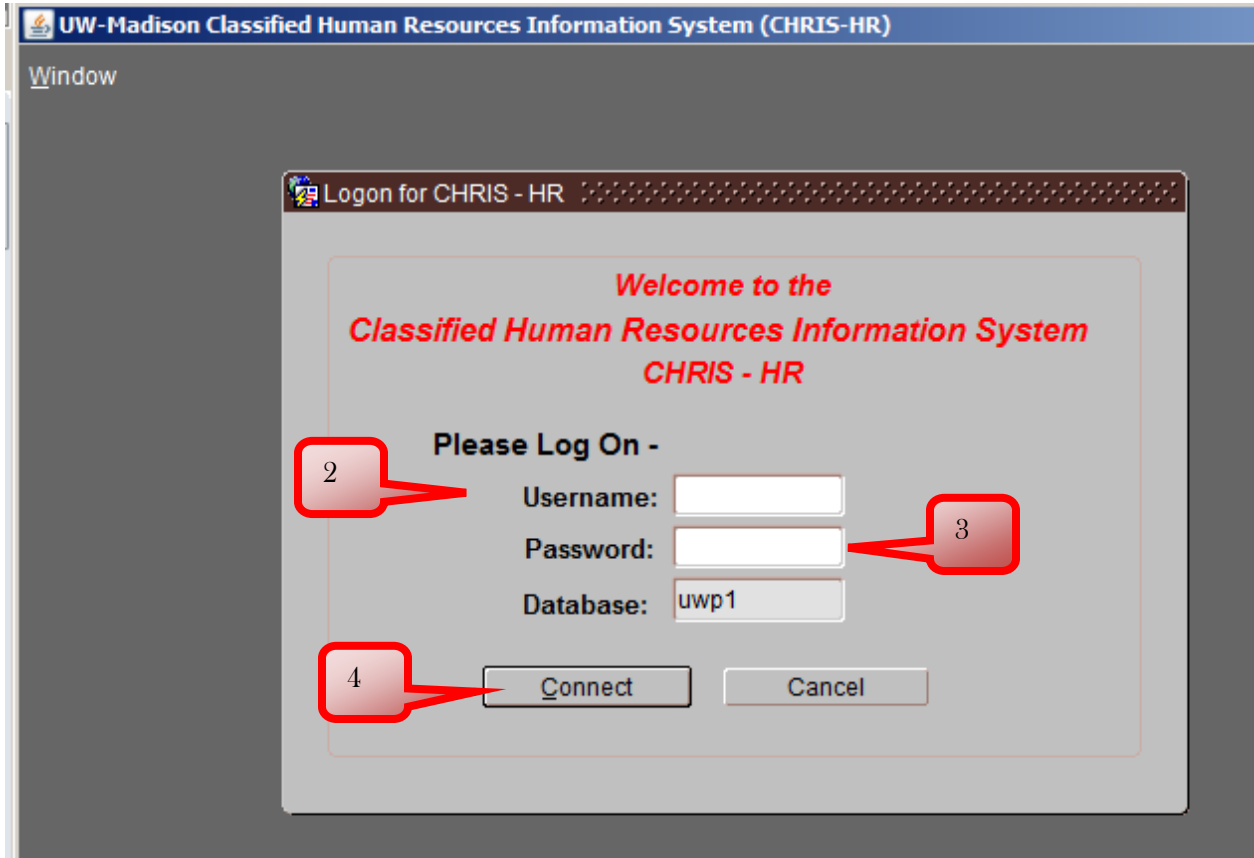


1


# Welcome to JEMS CHRIS-HR University Staff and US-Fixed Term Finite Hire



<b>STEP</b>	<b>FIELD</b>	<b>ACTION</b>
1	URL for JEMS CHRIS HR	Enter <a href="https://ofr01.doit.wisc.edu/chris/chris.html">https://ofr01.doit.wisc.edu/chris/chris.html</a>
2	Username	Enter Username
3	Password	Enter Password
4	Connect	Press Connect

# Add Original/New Hire Applicant

CHRIS Main Menu for Human Resources Staff

 **The University of Wisconsin - Madison**  
**Classified Human Resources Information System**  
**CHRIS - HR**  
*How would you like to proceed?*

Help System Changes

**HR Transaction Type:**

University Staff/US-Fixed Term Vacancy  TE  Reclass  Update PD  Reallocation  All Types  
 Include Positions on Hold (vacancies only)

**List My Unit's HR Transactions:**  
\*\* Select One or More HR Transaction Types Above

Transactions I Must Review/Approve  
Transactions in Process

**Process Applicant(s): (prior CHRIS Main Menu)**  
University Staff/US-Fixed Term Processi...

\*\* Vacancy Transactions at least Division approved

Edit Profile Exit CHRIS

**Edit/View HR Transaction:** Tran ID:   
Edit HR Tran View HR Tran

**Search HR Transactions:**  
Search All HR Transactions

**Create an HR Transaction:**  
\*\* Select One HR Transaction Type Above  
New Transaction  
Copy from Existing Transaction

CHRIS Applicant Processing Menu

Vacancy ID:  Social Security #:  Empl ID:   
Applicant ID:

Position Vacancy Applicants

Update/View Position Vacancy Add Blue Collar Transfer Add Mandatory Right Applicant  
Position Vacancy Log Update/View Blue Collar Transfer Update Mandatory Right Applic...  
HR Transaction Add Permissive/Special Applicant Rank Mandatory Applicants  
Referred Applicants - Rank Update Permissive/Special Applic... List All Mandatory Rights  
Referred Applicants - Alpha Add Original/New Hire Applicant Add Personal Data  
Referred Applicants - Report Update Original/New Hire Appl Update Personal Data  
View All Applicants  
Refresh Referred Applicants

List Vacancies For UDDS A UDDS List List Vacancies For An Applicant  
List Vacancies For UDDS/Title Title List CHR Position Vacancy Reports  
List CHRIS Applicant(s)/IADS Person(...) CHRIS Main Menu Return

STEP	FIELD	ACTION
1	Add Original/New Hire Processing	Press <University Staff/US-Fixed Term Processing> button
2	Vacancy ID (Required)	Enter PD #
3	Social Security# or Empl ID (Required)	Enter Social Security# or Empl ID if unknown add 999-99-9999 in Social Security field
4	Add Original/New Hire Applicant	Press < Add Original/New Hire Applicant > button

CHRIS: Original/New Hire Applicant

Position Vacancy Id 00081543 Empl Class CP Fte 1.000 Status Recruiting

Job Code 16660 UNIV SERVICES ASSOC 2 UDDS A011010 G E A/UNIVERSITY ADMIN/CHAN OFC

Announced Job Code 16660 UNIV SERVICES ASSOC 2 More Schedule/Range 02 - 10 HAM N

Soc Sec # 999-99-9999 Empl ID Applicant Id Change SS# Or Empl ID

Name: Last 5 First 6 Address 17

Middle 7 Name Suffix 8

Home Phone 9 Work Phone 10 City 18 State 19

Email 11 Zip Code 20 County 21

Birth Date 12 Adj Cont Service Date 13 Country United States 22

Gender 14 Release Home Addr. 23

Veteran N Handicapped N 16 Ethnicity 24

Applicant Type Original/New Hire 25 Except'l Emp Appointed Payrolled N

ROA SE 09/09/2015

Next Vacancy Appt Letter Vacancy Vacancy Log Delete Save Appointment Data

Next Applicant View Vac Apps Return Menu Push Hire to HRS

STEP	FIELD	ACTION
5	Last Name (Required)	Enter last name-If current or former employee person information will populate fields. Cannot edit Name fields
6	First Name (Required)	↓
7	Middle Initial	
8	Suffix	
9	Home Phone (Required)	
10	Work Phone	
11	Email Address	
12	Date Of Birth (Required)	Enter date of birth-if populated cannot edit <Date of Birth> field
13	Adjusted Continuous Service Date	If new to UW-Madison or state service put in hire date, if current employee the date will populate, if former employee returning with a break in service of 5 or less years calculate new date and enter
14	Gender (Required)	Select from dropdown list
15	Veteran Indicator (Required)	Defaults to "N"

16	Handicapped Indicator (Required)	Defaults to "N"
17	Address (Required)	Enter address - If current or former employee person information will populate fields. Edit address fields with updates as necessary.
18	City (Required)	
19	State (Required)	
20	Zip Code (Required)	
21	County	Defaults no entry needed
22	Country (Required)	Defaults to United States- Select from dropdown list if not United States
23	Release Home Address (Required)	Select "Y" or "N"-If left blank defaults to "N" in HRS
24	Ethnicity (Required)	Select from Dropdown List. Will automatically populate if current or former employee.
25	Applicant Type (Required)	Automatically populates to Original/New Hire
26	Appointment Data	Press <Appointment Data> button

The screenshot shows the 'Data for the Selected Applicant' form in the CHRIS system. The form includes the following fields and callouts:

- Empl Rec# 50
- Anticipated Begin Date: 27
- End Date: 51
- Hire Type: 28
- Action: 29
- Action Reason: 30
- Appointed Job Code: 31
- ESR Used: 32
- Hired Above The Midpoint: 33
- At Risk Emp. Yes/No: 34
- Prior Employer: 35
- Continuity/Duration: 01: Ongoing
- CBC Status Date: 37
- Position Of Trust: 38
- Hourly Rate: 39
- Rate Over Max: 40
- Probation Type: 41
- Probation End Date: 42
- Rehired Annuitant: 43
- Std. Out-of-state Plan: 44
- Foreign National: 45
- Appointed: 46
- Position #: 47
- Payrolled: 48
- Selective Service: 49
- OK: 50
- Cancel

STEP	FIELD	ACTION
27	Anticipated begin date (Required)	Enter Date
28	Hire type (Required)	Select from dropdown list
29	Action	Defaults no entry needed
30	Action reason (Required)	Select from dropdown list
31	Appointed job code (Required)	Defaults no entry needed or if multiple job codes, select from dropdown list
32	ESR used (Required)	Select either "Y" or "N"
33	Hired Above the Midpoint (Required)	Select either "Y" or "N"
34	At Risk Emp. (Required)	Select either "Yes" or "No"
35	Prior Employer (Required)	Enter if applicant has prior employment. Defaults

		to “NONE”
36	Continuity/Duration	University Staff hire defaults to 01: On-going. For US Fixed Term Finite hire the Continuity/Duration will default based on end date.
37	CBC Status Date	Enter date
38	Position of Trust	Defaults to “No” – select from dropdown field
39	Hourly rate (Required)	Enter hourly rate
40	Rate Over Max	Select if over max
41	Probation type	Select from dropdown list
42	Probation end date	Defaults to 6 months Note: some titles have approved extended probationary periods that will need to be manually adjusted
43	Rehired Annuitant	Defaults to “No” – select from dropdown field
44	Std. Out-of-state plan	Select if employee will be working out of state
45	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)
46	Appointed	Populates after the hire is successfully pulled into HRS
47	Position #	Populates after the hire is successfully pushed into HRS
48	Payrolled	Populates after the hire is successfully pushed into HRS
49	Select Service	Press <Select Service> button if applicant is a male between the ages of 18 and 25
50	Employee Record #	Select if current or former employee in HRS (Use with Hire Type “Transfer” or “Rehire”
51	End date	Enter end date if US Fixed Term Finite hire
52	OK	Press <OK>

### If Selective Service Data is Required

CHRIS: 'Selected' Applicant Data

### Selective Service Information

Registered For Selective Service  Yes  No 53

If The Applicant has not registered for Selective Service, please inform the candidate to register at:

If the applicant has not registered for a reason, an exception must be entered below. If they have registered please supply the Date of Registration.

Reason  54

Date of Registration  55

56

<u>STEP</u>	<u>FIELD</u>	<u>ACTION</u>
53	Registered For Selective Service	Select "Yes" or "No". Defaults to "Yes"
54	Reason	Select from dropdown list
55	Date of Registration	Enter date
56	OK	Press <OK>

#### List of not Registered Reasons

CHRIS: 'Selected' Applicant Data

### Selective Service Information

Registered For Selective Service  Yes  No

If The candidate has not registered for a reason, an exception must be entered below. If they have registered please supply the Date of Registration.

Reason  ed

Date of Registration

Not 18-25 yrs of age

Non-immgrnt Alien Lawful Admit

Armed Force Member Active Duty

Ctz of Mcrnsia Mrshal I. Palau

Female

Registered

Not Indicated

CHRIS: Original/New Hire Applicant

Position Vacancy Id 00081543 Empl Class CP Fte 1.000 Status Recruiting

Job Code 16660 UNIV SERVICES ASSOC 2 UDDS A011010 G E A/UNIVERSITY ADMIN/CHAN OFC

Announced Job Code 16660 UNIV SERVICES ASSOC 2 More Schedule/Range 02 - 10 HAM N

Soc Sec # 999-99-9999 Empl ID Applicant Id Change SS# Or Empl ID

Name: Last First Address  
 Middle Name Suffix  
 Home Phone Work Phone City State  
 Email Zip Code County  
 Birth Date Adj Cont Service Date Country United States  
 Gender Release Home Addr.  
 Veteran N Handicapped N Ethnicity

Applicant Type Original/New Hire Except'l Emp Appointed  
 Payrolled N  
 ROA SE 09/09/2015

Next Vacancy Appt Letter Vacancy Vacancy Log Delete Save Appointment Data  
 Next Applicant View Vac Appls Return Menu **Push Hire to HRS**

57

STEP	FIELD	ACTION
57	Push Hire to HRS	Press <Push Hire to HRS> Button. Validates data, saves changes and pushes complete "Selected Applicant" to HRS for processing (Push to Hire will not process until all the required fields are entered for a selected applicant. The process cycle to pull into HRS will run every 30 minutes. In urgent situations divisions have the option to override the 30 minute process cycle and use the "On Demand" button to push hire data into HRS immediately.

Position Description for: UNIV SERVICES ASSOC 2 / SCHOOL OF EDUCATION/CTR ADVANCEMENT/WISCAPE / 80127

Auth to Hire | Goals, Activities | Knowledge and Skills | Org Chart | REP | Comments | Exclusions | History

Page 1 | Page 2 | Essential Justification

**HR Transaction General Information: Page 1** Employee: JAMES JEMS-CAGNEY 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\*: A179000 SCHOOL OF EDUCATION/CTR ADVA\* Status: HRS Processing Tran Comments

Code Classification Barg Unit Supervision Type\*  
 Titles\*: 16660 UNIV SERVICES ASSOC 2 02 General More Titles 58

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

Supervisor: Last Name\* First Name Title\*  
 Mather Kathy UW HR Mgr-Adv  
 Supervisor's Email Address\*: kmather@ohr.wisc.edu

Employees With Similar Duties  
 Last Name First Name Title More

Required Exclusion Forms: Confidential  Management  Supervisory

PD Discussion Date: Position #: HR Transaction ID: 00080127  
 Date Duties Began: PD/LTE Eff Date: 11/02/2015 Cert Number: 00080127  
 Last PD-of-Record Date: Empl ID / Empl Rcd: HR Transaction Type: Position Vacancy

Save

Position Description for: BLDGS/GROUNDS SUPV / SMPH/ADMINISTRATION/PHYS FACIL / 76618

Auth to Hire | Goals, Activities | Knowledge and Skills | Org Chart | Comments | Exclusions | History 59



History

**HR Transaction Status History** Certification Number: 00076618 Help

Event	HR Transaction/ Vacancy Status	Status Date/Time	Status Set By (Name Or Logon ID)	Status Note
Applicant Sent To HRS	HRS Processing	12/06/2010-10:54:24	OHR01	Status Note
Applicant Selected	Selected	12/06/2010-10:54:24	OHR01	Status Note
Initial Referral	Recruiting	08/02/2010-12:00:18	UWPRD\$MAESTRO	Status Note
CHR Approved	Class Approved	08/02/2010-08:22:40	SCB	Status Note
CHR Validated	Validated	07/30/2010-10:01:35	KZL	Status Note
Div Approved	CHR Review	07/30/2010-09:28:23	PDA	Status Nnte
Dept Approved	Div HR Review	07/27/2010-07:57:35	FJW	Status Nnte
Submitted	Dept HR Review	07/27/2010-07:57:34	FJW	Status Nnte
Created	Draft	06/09/2010-15:33:26	FJW	Status Nnte
				Status Note
				Status Note

STEP	FIELD	ACTION
58	Status	Page 1 of the Position Description window displays general information for the selected employee. The Status field displays <b>HRS Processing</b> 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"



		<b>Note: If the Status field displayed <i>HRS Errors</i>, you would need to correct the error(s) and re-do the Push Hire to HRS.</b>
59	Status History Tab	To view the HR transaction history, click the <b>History tab.</b> 
60	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.
61	Status Notes	To view transaction status history notes for the event, click the Status Note button, located in the far right-hand column. 
61	Status Notes	The Status History Notes window displays status notes if the hire errors out after being pushed to the HRS staging table.

## On Demand Process in HRS

The screenshot shows the Oracle HR System interface. On the left is a 'Menu' sidebar with a search field. The following items are highlighted with red boxes and numbered callouts:

- 1:** Workforce Administration
- 2:** UW External HR Systems
- 3:** JEMS
- 4:** Run Upload Process

On the right, the 'Run Upload Process' page is displayed. It includes a search section with the following elements:

- Buttons: 'Find an Existing Value' and 'Add a New Value'
- Search by: Run Control ID begins with [text input]
- Checkbox:  Case Sensitive
- Buttons: 'Search' (highlighted with callout 5) and 'Advanced Search'
- Links: 'Find an Existing Value' and 'Add a New Value'

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

**Run Upload Process**

Run Control ID: test      [Report Manager](#)   [Process Monitor](#)   **Run** 8

Filter by (Leave <Blank> for Selecting All)

Division:

Department:

Empl Class:

**Refresh Data** 6

Upload All?

TXs for Your Division							Customize   Find   View All   First 1 of 1 Last
Transaction Source	Transaction ID	Transaction Type	DeptID	Empl Class	EmplID	Name	Upload (Y/N)
1	Other	1190	Gen hire	A072710	ET1	Vernon D Barger	<input checked="" type="checkbox"/> <span style="border: 1px solid red; border-radius: 50%; padding: 2px;">7</span>

**Process Scheduler Request**

User ID: SCBACULIK      Run Control ID: test

---

Server Name:       Run Date:

Recurrence:       Run Time:      

Time Zone:

Process List						
Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	UW_HR_PVLCHR	UW_HR_PVLCHR	Application Engine	Web	TXT	<a href="#">Distribution</a>

**OK**  9

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

[New Window](#) | [Help](#) |

**Run Upload Process**

Run Control ID: test [Report Manager](#) **Process Monitor**

Process Instance: 11177 10

Filter by (Leave <Blank> for Selecting All)

Division:

Department:

Empl Class:

Upload All?

TXs for Your Division							
Transaction Source	Transaction ID	Transaction Type	DeptID	Empl Class	EmplID	Name	Upload (Y/N)
1							<input type="checkbox"/>

**Process List** [Server List](#)

View Process Request For

User ID:   Type:  Last:  Days  11

Server:  Name:   Instance:  to

Run Status:  Distribution Status:   Save On Refresh

Process List									
Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	11177		Application Engine	UW_HR_PVLCHR	SCBACULIK	11/22/2010 9:12:08AM CST	Success	Posted	<a href="#">Details</a>

12

[Go back to Run Upload Process](#)

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.