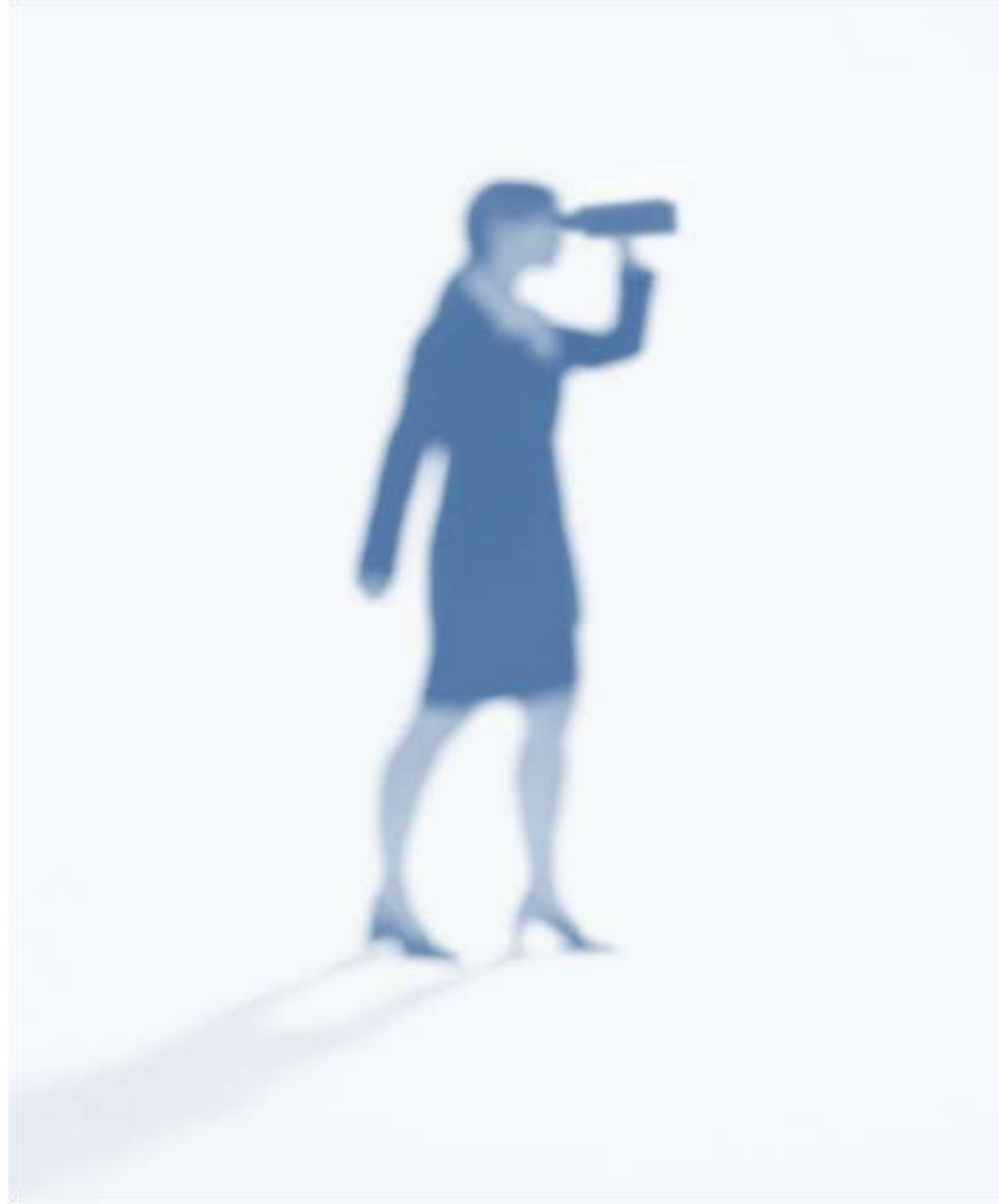


Job and Employment Management System

JEMS HIRE Workshop

Agenda

- Introductions
- Learning Objectives
- Overview of Systems
- Hiring Overview
- Practical Application
- Resources for Follow-up



Learning Objectives

- Define and identify stakeholder holes
- Define and describe common terms, vocabulary, and acronyms
- Identify and recognize where to locate resources and tools
- Describe and demonstrate understanding of JEMS Hire data
- Hire a person into a new position in JEMS HIRE

Roles - Employee

- Apply for the job.
- Agree to the terms that are negotiated for employment.
- Provide personal information to the employer.
- Complete onboarding tasks.

Roles - Departments

- Submit the JEMS transaction (e.g., JEMS PVL or JEMS HIRE).
- Approve or submit transaction to their Division JEMS transactions.
- Complete transactions in TREMS or HRS.
- Contact their Division HR offices if they have issues with JEMS transactions.

Roles - Divisions

- Training and developing Department(s) HR and Payroll professionals on division business process.
- Answering policy and procedure questions.
- Submitting and approving JEMS transactions.
- Complete transactions in TREMS or HRS.
- Should contact the appropriate person in OHR if there are questions about JEMS transactions.

Roles – Office of Human Resources

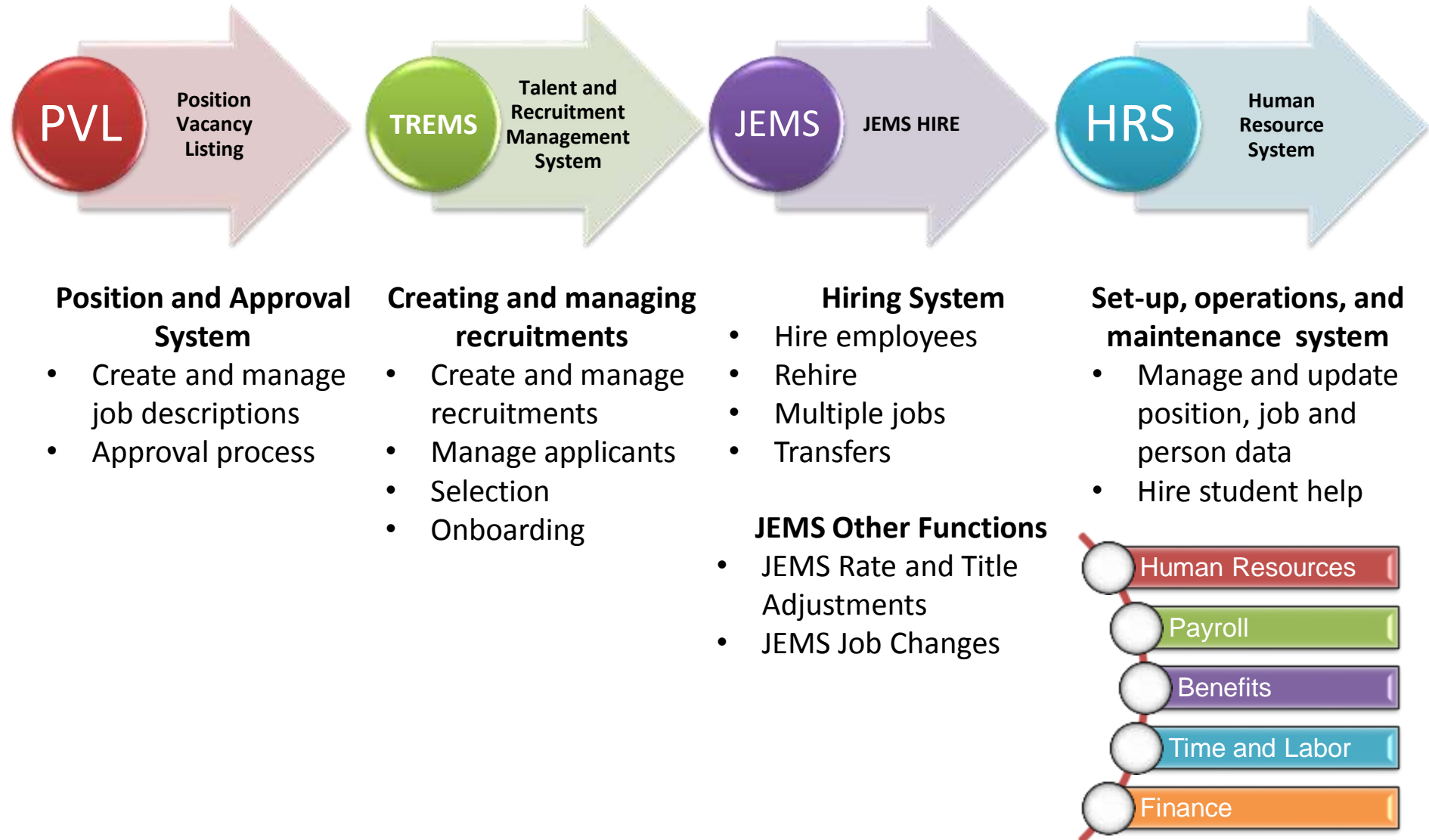
- Training and developing Division HR and Payroll offices to understand the business process.
- Helping to clarify policy questions that Divisions have.
- Approving requests for HRS changes that Divisions then enter into the HRS system.
- Determining whether questions should be escalated to AG1.

Roles – Issues

Issues regarding JEMS should be directed to jemsaccess@ohr.wisc.edu. Issues should:

- Not be directed to the Service Center AG1 ticketing system.
- Be directed to TRE if the data doesn't push to HRS.
- Be directed to OHR if there are questions regarding policies.
- Be directed to TRE if there are questions regarding recruitment processes.

Overview of Systems



Benefits of JEMS

- Saves time: facilitates data entry & processing of hires
- Built in workflows - Data automatically flows from department to division (emails keep people informed)
- Error checking - makes sure hires are set up based on UW-Madison HR policy and HRS programming
- References the JEMS PVL - Hires based on recruitment
- Ease of hiring graduate appointments & C-basis employees for Summer Session/Service

Employment Classifications

Empl Class

JEMS CHRIS-HR

JEMS HIRE

HRS

Univ. Staff
- Ongoing
(CP)

Univ. Staff
Fixed-Term
Finite
(CJ)

Temporary
Employee
(CL)

Faculty
(FA)

Academic
Staff (AS)

Limited
(LI)

Post
Degree
Training
(ET)

Student
Assistant
(SA)

Other
(OT)

Student
Help
(SH)

Note:

- This framework creates the “Empl Classes.” They are tied to Job Title codes.
- One hiring exception: Student Help (SH) uses **HRS** for hiring.
- [Empl Class KB - https://kb.wisc.edu/hrs/page.php?id=15813](https://kb.wisc.edu/hrs/page.php?id=15813)

Hiring Actions



Hiring Actions

Hire Date

First **UW System** Job

Other Employment

Time

January 1

July 1

December 31

*Note: Employees who worked in the UW System before 04/18/11 are processed with a **"Hire"** action.*

Hire Date: 11/4/13

Previous UW System Job

New **UW System** Job

Time Gap

Time

*Note: Employees who were in HRS, but also had a gap in their employment are processed as a **"rehire"**.*

04/18/11

June 30, 2012

Hire Date

Use "Add an Instance" for Job #2

Job Number 2

Job Number 1

Time

*Note: Employee's who have multiple appointments will be processed as **"adding an employment instance"**.*

January 1

July 1

December 31

Hire Date

Use Transfer Action for #2

UW Job Number 1

UW Job Number 2

Time

*Note: Employees who end one job and start another job are processed as **"transfer"**.*

January 1

July 1

December 31

UW Multiple Jobs Summary

Main Menu ▾ > Workforce Administration ▾ > Job Information ▾ > Review Job Information ▾ > UW Multiple Jobs Summary

- Look for other active jobs in HRS to determine if the new job should be processed as a Hire or Transfer in JEMS Hire
 - Hire in JEMS Hire will create a Rehire or Add an Employment Instance when applicable
- May need to contact other units to determine if employee is resigning from other position

There are impacts of not doing this:

- WRS eligibility
- Benefits eligibility
- Duplicate records
- Tax Reporting
- Payroll



Conversion Note

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

Create Employment



Position Data: Organizational Development → Position Management → Maintain Position → Add/Update Position Info

Person Data: Workforce Administration → Personal Information → Add a Person

Job Data: Workforce Administration → Job Information → Job Data

Effective Dates

1. Person-must be effective before or equal to the hire date of the first job the person holds in HRS

2. Position-must be effective before or equal to the hire date of the Job

3. Job-the hire date of the appointment

Before Starting

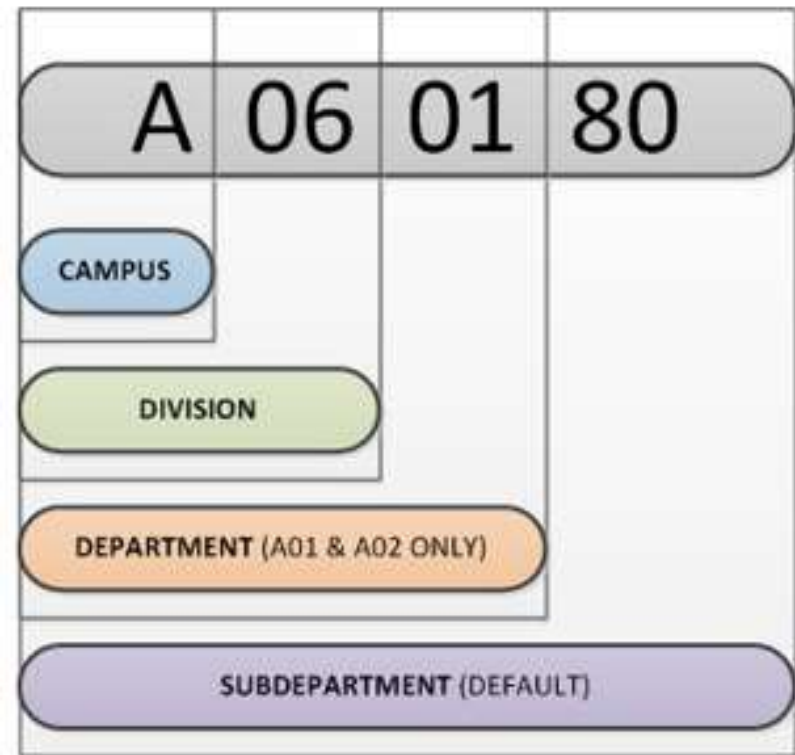
- Person Data - Name
- Person Data - Date of Birth (DOB)
- Person Data - Social Security Number
- Person Data - Gender
- Person Data - Ethnic Background (if employee has self-reported)
- Person Data - Address (home and campus)
- Person Data - Phone
- Position Data - Business Unit, Department, Location
- Job Data - Compensation Rate (lump sum rate if applicable)
- Position Data - Division/Department Funding Information
- Position Data - Empl Class, job code, FTE, Continuity
- Job Data - Working title (if applicable)
- HR Contact information

*Some of this information can be found on a PVL, W4, or I-9 paperwork. By gathering this information in advance it makes the process of hiring in JEMS quicker.

Department ID/UDDS

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

- UDDS = 7 digits
- Security may allow you to see more access
- Used to fill out many forms that are submitted
- UW Madison is A



Employee ID & Employee Record Numbers

- 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 and are reusable
- Use lowest available Empl Rec

Only 1 Empl ID (one per person)



Job 1

Empl Rec = 0

Job 2

Empl Rec = 1

Job 3

Empl Rec = 2

Example

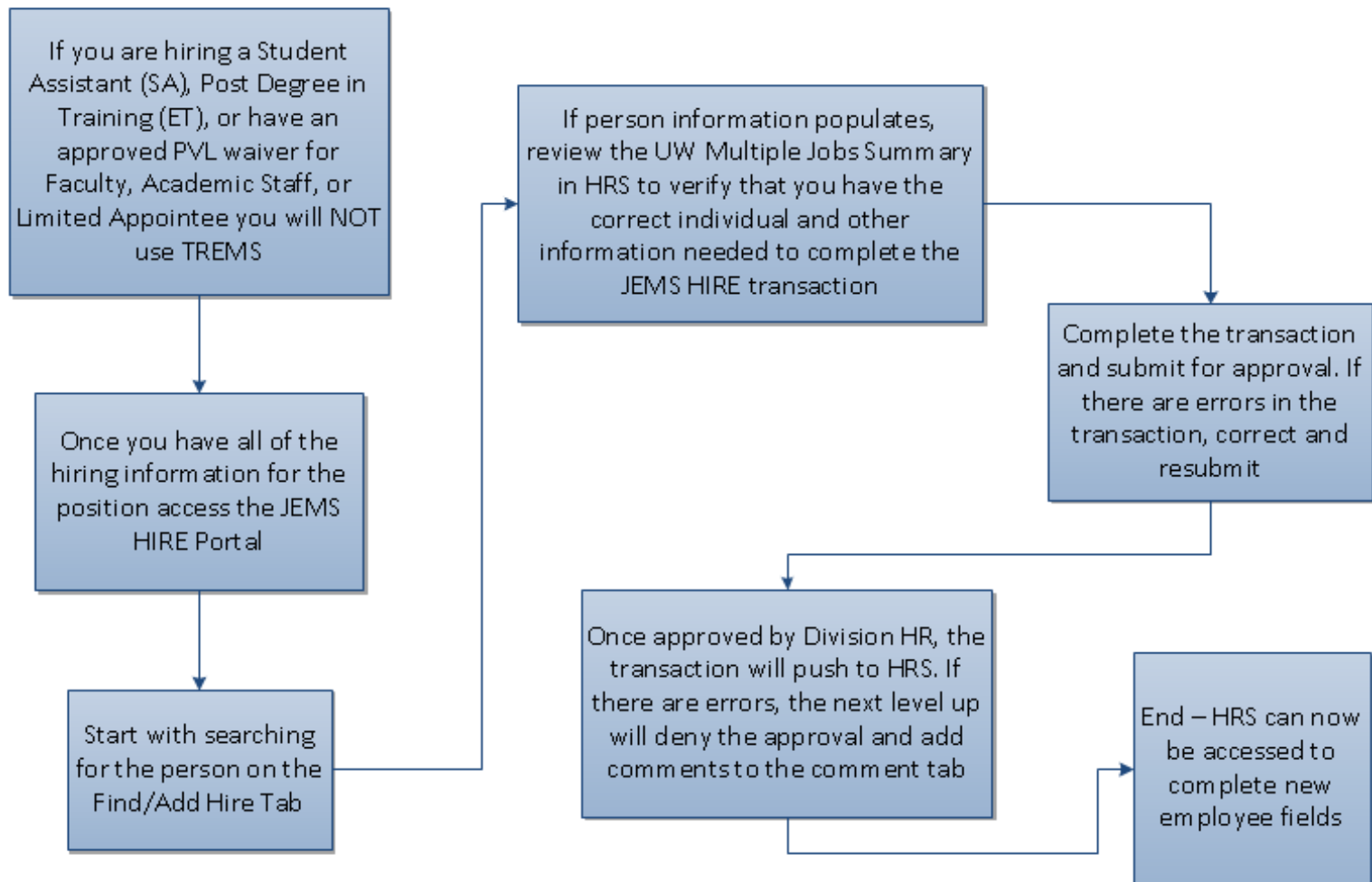
Name: Sally Janssen, Lecturer

Empl ID: 00067651

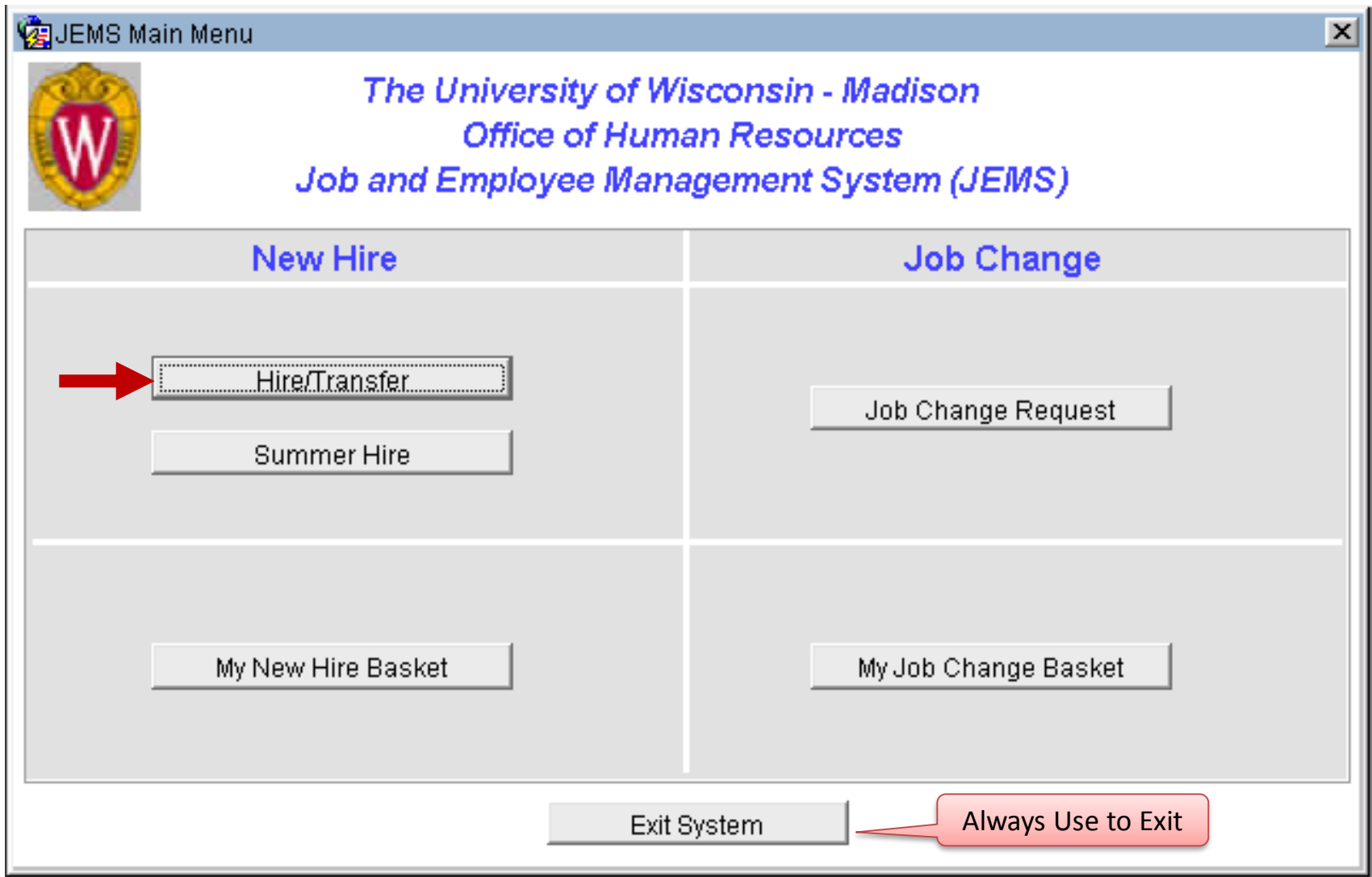
Lecturer-History	.80 FTE	Empl Rcd 0
Lecturer-Pol. Science	.20 FTE	Empl Rcd 1

Step by Step

RECRUITMENTS THAT ARE NOT DONE VIA TREMS Student Assistants (SA), Post Degree in Training (ET), and waivers.



JEMS HIRE Portal



Find/Add Hire Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

1 ↓

No PVL-(SA, ET, OT)
No PVL-Lump sum pay basis appts.

Save
Close
Print

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

Find Person

Social Security Nbr: =
EmplID: =
First Name: =
Last Name: =

2 ←

Searching function in JEMS searches HRS, EPM, and IADS

3 →

Search Results Sort By

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

4 ↓ **5** ↓ **6** ↓

Add Hire

Recruitment Type PVL Number

PVL System-Salary/Title Tab

**Click the x button
to close**

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help UAT

PVL# 59260 - HIRE PENDING - Assistant/Associate Professor (CHS) - Plastic and Reconstructive Surgery

Current Status: HIRE PENDING (Validated for this Status)
Major Department: A539730 - Smph/Surgery/Dentl-Plastc Srqy
Job Code(s): D02NN D03NN

PVL Num **5** 59260

RECRUITMENT

Core Salary/Title Contact Quals Duties Programs/Docs REP Incumbent Comment Status History

Title/Salary

Salary

Pay Basis ANNUAL A Salary Qualifier Plus UW Medical Foundation M

Minimum 47,100.000 Maximum 256,398.000 Authorized Max 256,398.000

Advertise Salary Max No Pre Approved Higher Market Range No Select Request to Exceed Salary Max No

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]

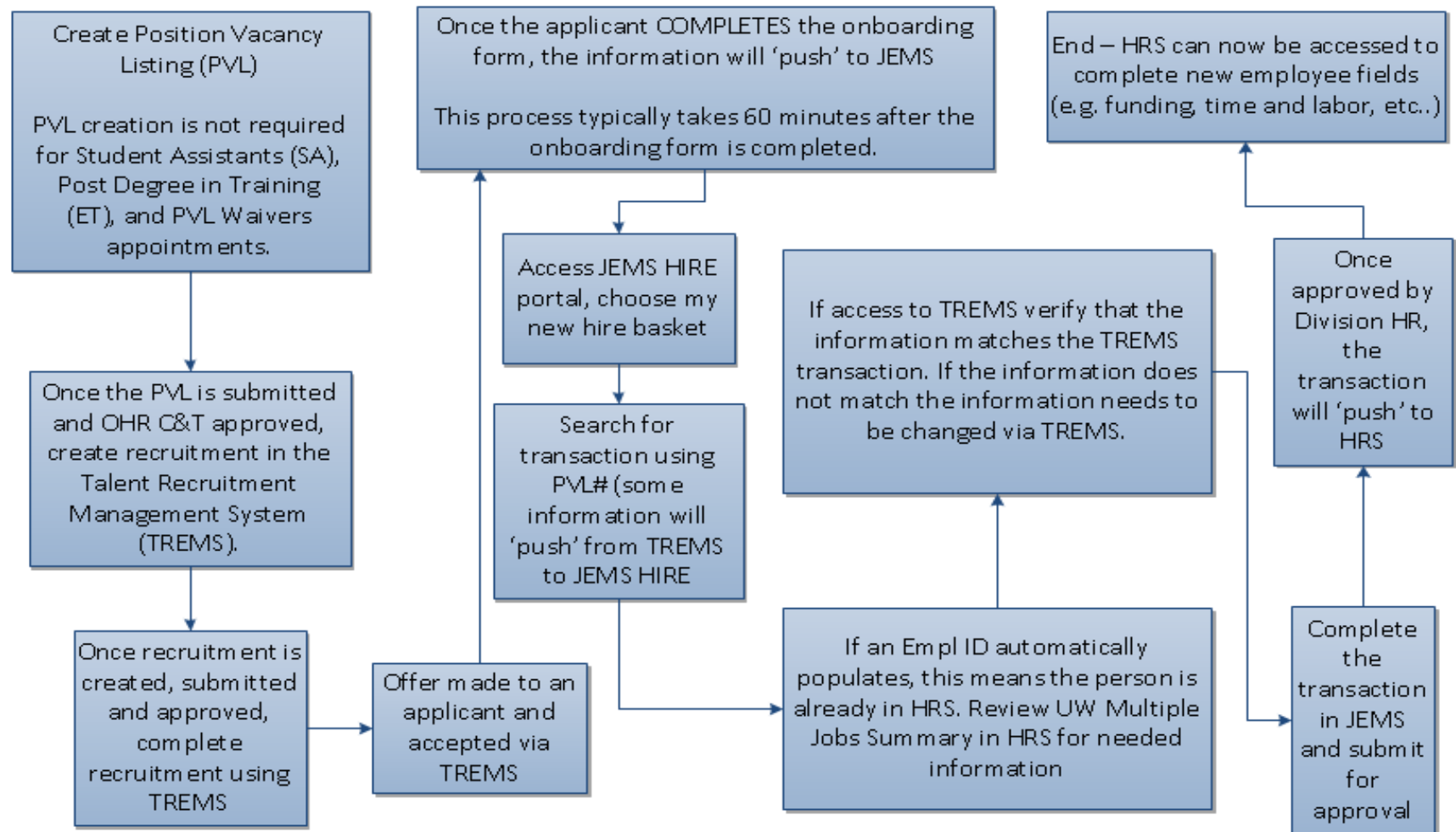
Under Utilized								
Job Code	Job Name	Grade	Women	Minorities	Min	Max	Basis	
D02NN	ASSOC PROFESSOR (CHS)		N	Y	58,100.000	9,999,999.000	A	
D03NN	ASST PROFESSOR (CHS)		N	Y	46,200.000	9,999,999.000	A	

Add Title Delete

Step by Step


RECRUITMENTS THAT ARE DONE USING TREMS

Faculty, Academic Staff, Limited Appointees




TREMS Integration

JEMS Main Menu



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

PVL recruitment (FA/AS/LI)

New Hire	Job Change
<input type="text" value="Hire/Transfer"/>	<input type="text" value="Job Change Request"/>
<input type="text" value="Summer Hire"/>	
 <input type="text" value="My New Hire Basket"/>	<input type="text" value="My Job Change Basket"/>


TREMS Integration


JEMS Search Screen


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: 04/14/2016 To: 10/14/2016

JobApply Ind (Y/N): ☐

2 Search Clear

3

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

Clear

TREMS Integration

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

 **View**  **Modifv** **Print List** Record Count:

Detail for Highlighted Line

Hire Type Status Effective Pay Basis Continuity Code

JobApply

TREMS Integration

Add a Position and Job for: KORS, MICHAEL

(Validated for this Status)

DRAFT

Save
Close
Print

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

Find Person

Social Security Nbr:
EmplID:
First Name:
Last Name:

Note: If hiring via TREMS and information is incorrect, corrections will need to be made in TREMS on the Offer Card which could result in an amended appointment letter

Search Results Sort By

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

Add Hire

Recruitment Type PVL Number

Person Data Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Tabs: Start left & work to the right

New

Save

Close

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

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

Person Effective date is before or equal to hire date of the first job

Person Data

Waived Person

Empl ID

Effective Date*

03/29/2011

Fields with asterisk are required

First Name*

Middle Name

Last Name*

Suffix

Date of Birth*

Gender*

Ethnic Group

Arrow indicates multiple choices

Selective Service

Registered

Reason

Signature Date

National ID

National ID

Foreign National

Foreign National

Foreign National Working Outside US

Person Contact Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

Save

Close

New

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

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

Person Contact Information

Current Addresses

Release Home Information ☒ No ☐ Yes

1

Edit/View Address Detail

	Address Line 1*	Address Line 2	City/State*
Home Address	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Location	Description	Room #/Mail Drop
Office Address	<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone Information

	Phone Number	Preferred
Home Phone	<input type="text"/>	<input type="checkbox"/>
Office Phone	<input type="text"/>	<input checked="" type="checkbox"/>

(Format: 608-262-0000)

Email Addresses

	Email Address
Home Email	<input type="text"/>

Add/Modify Address

1

Cancel
Save/Close

Home Office

Home Address

Address Line 1*

Address Line 2

Address Line 3

City*

State*

County

The County field is required

Person Contact Information

Click Save/Closed when done

2

Cancel
Save/Close

Home Office

Office Address

Location Code

Description

Room #

Mail Drop ID

Search for Location Using

☒ Building Name ☐ Location Code

Position Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

Save

Close

New

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

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

TA Quick Add

Position Effective Date*

08/12/2008

Position Effective Date must be before or equal to hire date of job

Department*

A539730



SMPH/SURGERY/DENTL-PLASTC SRGY

Empl Class*

AS



Academic Staff

Job Code*



PVL may prepopulate a value

FTE*

1.000

PVL may prepopulate a value

HR Dept Location*



Back-up

(Concurrent Position)

No



Continuity Status Information

Continuity*



Job Security

Guaranteed Length

Job Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee

Save

Close

New

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

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

Job Data

Hire / Transfer

Hire Type*

Hire

Empl Rcd#

Action

Hire

Action Reason

Original/New Hire / 010

Effective Date*

10/15/2008

Working Title

Expected End Date

Criminal Background
Check (CBC Date)

Probation Type

Probation End Date

Seasonal Status

Additional Pay/Lump Sum

Job Effective Date is
the start date of the
appointment

Compensation

Pay Basis*

Annual

Comp Rate*

Benefits Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire/Transfer Employee


New

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

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.

This field is important for WRS benefits

Record: 1/1 ... <OSC>

Human Resource/Fiscal Contacts

The screenshot displays the 'HR Contact' tab of a web application. The interface includes a top navigation bar with tabs: Find/Add Hire, Person, Person Contact, Position, Job, Benefits, HR Contact, Comments, and Status History. The main form area is divided into two sections. The top section, titled 'HR Contact', contains three input fields: Last Name, First Name, and Contact Type. Below these fields are buttons for 'Add Contact', 'Delete Contact', and 'Copy data to another Contact', along with radio buttons for 'Primary', 'Funding', and 'Additional'. A red arrow labeled '1' points to the 'Add Contact' button. The bottom section, titled 'Detail for Selected Contact', contains a 'Contact Type' dropdown menu, and input fields for Last Name, First Name, Phone, and Email Address. A red arrow labeled '2' points to the 'Contact Type' dropdown. A red arrow labeled '3' points to the 'Last Name' input field. A red arrow labeled '4' points to the 'Done' button. A callout box on the right side of the top section states: 'Once the contact is added, a designation of primary, funding and additional can be added'. Another callout box at the bottom right states: 'Click Get My Contact Data to input your profile information in fields.' Below this callout are buttons for 'Search Address Listings' and 'Get My Contact Data'.

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

HR Contact

Last Name | First Name | Contact Type

Add Contact | Delete Contact | Copy data to another Contact | Primary | Funding | Additional

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

HR Contact

Last Name | First Name | Contact Type

Done | 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

Click Get My Contact Data to input **your** profile information in fields.

Comments Tab

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Add a Position and Job for: JOHN, DOE

(Not Validated for this Status)

Save

Close

DRAFT

Find/Add Hire

Prior
comments are
shown in this
table.

Contact

Position

Job

Benefits

HR Contact

Comments

Status History

Comments

Logon			
Created	ID	Comment	Logged Events

Detail for Highlighted Line

Click on Add Comment
first and enter comments
here.

Add Comment

Edit/View

Delete Comment

Comment Last Updated By:

Status History Screen

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Add a Position and Job for: JEMS-GARNER, JANE

(Validated for this Status)
FINISHED - ENTERED IN HRS

Save
Close
Print

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

Status History

Status	Status Effective Date	User Logon ID/Name	Date/Time Status Changed
FINISHED - ENTERED IN HRS	01/09/2014	PVHRS	09-JAN-2014 11:31:55 AM
DIVISION APPROVED-SENT TO HRS	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:21:42 AM
DEPARTMENT APPROVED	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:20:15 AM
ENTERED	01/09/2014	OHR08 (Ohr08 Ohr08)	09-JAN-2014 11:18:07 AM
DRAFT			14 11:17:34 AM

Multiple Statuses Describe Work Flow

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

Record: 1/5 ... <OSC>

Finish the Hire-Menu Actions

Actions

Tools

(1) Use Action menu at upper left of screen

Create Draft

Submit

(2) Click the **Submit Link** (5 edits)

Approve

Send to HRS

Reject

Cancel

Hold

Uncancel

Unhold

Grey Menu Item - not available at this time

(3) Click the **Approve Link** to send an email to Division for their approval (250 edits)

This may create errors that need to be corrected before being approved.

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)

JEMS HIRE Error Message Screen/List

Action: Click to go to data field and correct error with data

Describes the error and data field, and what action to take

UW-Madison Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Main Menu APO Actions Window Help Refresh Error List QA

Add a Position: JEMS-HAMMES, BENNIE

Check for Person: JEMS-HAMMES

Close

Find/Add Hire

Created: 04/25/2012

Detail for

Add C

Edit

Delete

System Error List 8 Errors Found

The 'Go To Error' button will take you to the problem data. To review the next error, select 'Refresh Error List' on the menu bar.

Error Message	Error Action
Comprate on the Hire must be within the Minimum and Maximum salary on the approved PVL.	Please adjust the Comprate accordingly.
The Job Security field should be populated only for an Empl Class of Academic Staff or OT2 with jobcode of Z99NN (backup position).	Please select blank from the drop down list.
Probation Type must be blank for Faculty positions.	Please select the blank line from the list (it is the last entry in the list).
If the Pay Basis is 'Academic' (C-Basis), then the Job Expected End Date must be no later than the end date of the Academic Year Calendar.	Please adjust the Job Expected End Date accordingly.
If not a Visiting Title, then the 'Visiting from Another Institution' field must be blank.	Please select Blank (the last line on the drop down list).
If Job Security is populated, then Continuity must be '03' (note that Job Security is only used for Academic Staff titles or OT2 when the jobcode is ...)	Please adjust the data accordingly.

Record: 1/8 <OSC>

- Read message, analyze message & take action
- 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 action)

Critical messages will stop processing
Note Message will not stop processing

JEMS Error Correction

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help Refresh Error List QA

(Validated for this)

ERED

Position Job Benefits HR Contact Comments Status History

Job Data

Hire / Transfer

Hire Type* Hire Empl Rcd#

Action Hire Action Reason Original/New Hire / 010

Effective Date* 04/30/2012

Working Title Ag Associate Professor

Expected End Date 03/31/2016

Criminal Background Check (CBC Date)

Probation Type Not Required Probation End Date

Seasonal Status 09 Month

Additional Pay/Lump Sum

Compensation

Pay Basis* Academic Comp Rate* 75,000.000

Record: 1/1 <OSC>

(3) After correction, use **Refresh Error List** menu (only appears when the message list appears) & go back to list of errors

(2) After entering data, click on Save button.

(1) Data field is highlighted in blue. Enter data here.

Close Button

File Edit Actions Tools Main Menu APO Actions Window Help UAT

 Hire/Transfer Employee

After submitted & approved, click on close

Save

Close

New

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

Find/Add Hire

Person

Person Contact

Position

Job

Benefits

HR Contact

Comments

Status History

- Status History


[illegible]

**Ultimate Status Goal:
"Finished – Entered in
HRS**


My New Hire Basket

File Edit Actions Tools Main Menu APO Actions Window Help UAT

JEMS Main Menu



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

New Hire	Job Change
<div>Hire/Transfer</div> <div>Summer Hire</div>	<div>Job Change Request</div>
<div> My New Hire Basket</div>	<div>My Job Change Basket</div>

Exit System

Set Up Profile

File Edit Actions Tools Main Menu APO Actions Window Help UAT

JEMS Search Screen

JEM System Search Close

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

Enter any information you have and press Search. Leave fields blank for a list of all values.

Current Status: =

Department: contains

Job Code: contains

Last Name: contains

First Name: contains

Status Date Range: 12/08/2015 To: 06/08/2016

Search Clear Change My Profile

Search Results

Sort By ☒ Ascending ☐ Descending

Name <input type="button" value="Search"/>	Emplid <input type="button" value="Search"/>	PVL #	Dept	Jobcode	Job Effective	Pay Basis	Status Effective


View Modify

Detail for Highlighted Line

Current Status

Record Count:

Change My Profile

 JEM Quick Search Profile

User Profile

Welcome Joshua Schwab!



Save

Close

Quick Search Profile | Contact Information

Set your default search terms for the Quick Search function below. The defaults are used when you first enter the screen. You may always change the criteria on the Search Screen, when needed. Changes take effect the next time you enter the screen.

The following Criteria cannot be left blank. The system has set defaults for you. You may change these defaults to any of the available selections.

UDDS   Sort by Employee Name ▼

Set this to the status which requires your immediate attention. For example, if you are Division level set to Department Approved to see records waiting Division Approval for the above Department code.

Current Status ▼

Last Modified 27-APR-2016 11:01:34 AM

Other Features

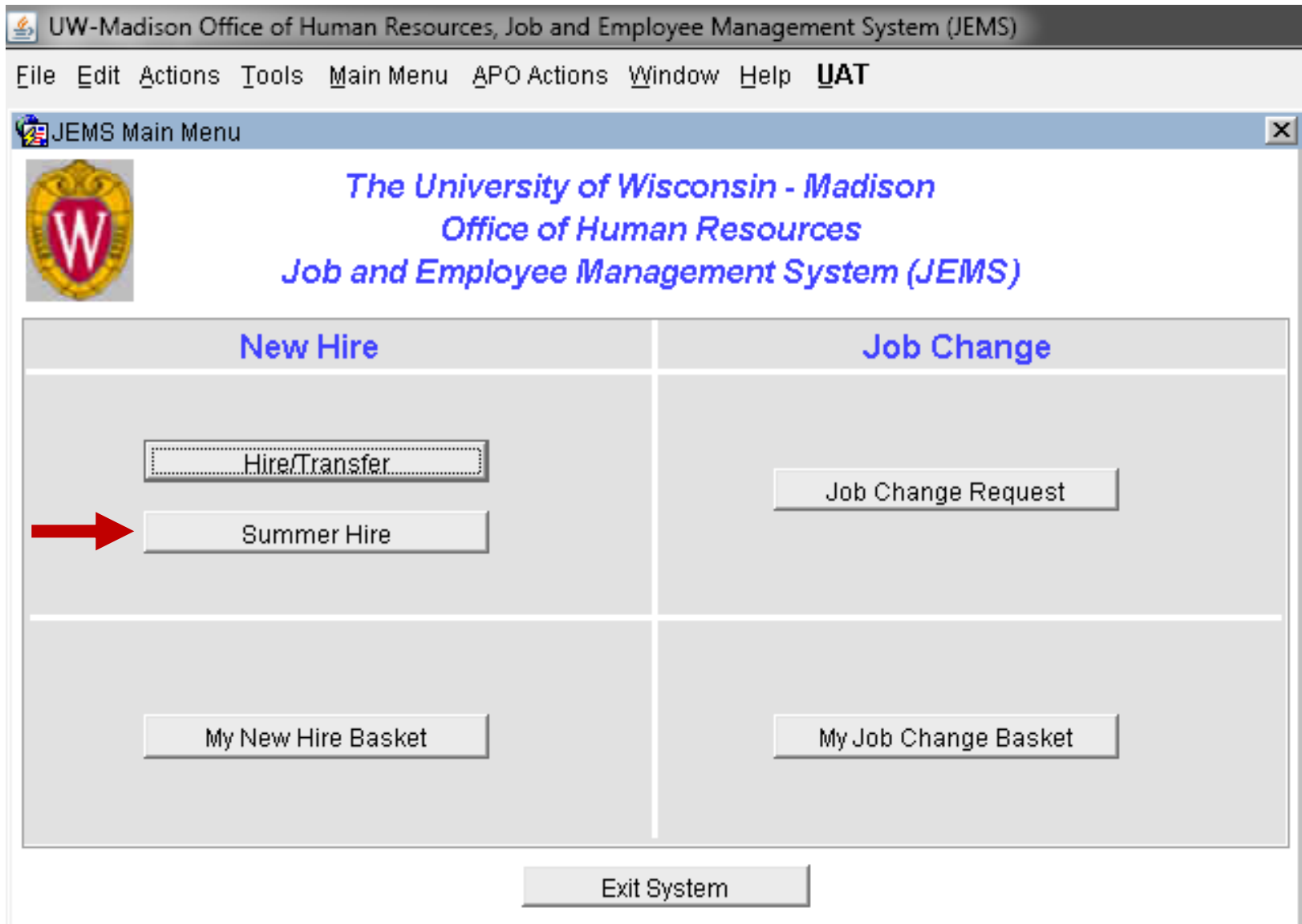
- **Summer Hire**
 - Used to hire ongoing 9-month employees into Summer Session and Summer Service jobs
- **TA/RA Wizard**
 - Used to add graduate assistant TA/RA positions faster and using the fixed stipend rate
- **JEMS Change**
 - Used by some decentralized units as a workflow for approval of job changes
 - Does not flow into HRS

Summer Hire-C Basis (9 month)

Set up a Summer Hire without a waiver when...

- ☐ In an active status with a **C-Basis** appointment
 - Could be on a “Leave of Absence” within HRS
- ☐ Continuity is renewable (01, 03, 04) or terminal (02 or 05); and the Expected Job End Date is after the end of the current academic year
- ☐ **C-Basis** job has **no** changes to:
 - Job title
 - Rate of pay
 - Department

Summer Hire



JEMS Summer Hire- Find/Add Hire Tab

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Hire Summer Employee

Save
Close
Print

New

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

Find Person/Job Record

Do not use this screen if the individual is a Rehired Annuitant.

EmplID: = 00346171 Person Search

SCHWAB, LESLIE

Search Job Clear

Search Results

Select	Empl Rcd	Position Nbr	Jobcode	Deptid	Pay Basis
<input checked="" type="checkbox"/>	0	01420521	D42NN	A484400	Academic
<input type="checkbox"/>					
<input type="checkbox"/>					
<input type="checkbox"/>					

Note that on C-basis Empl Rcd's for the selected Emplid are pulled from HRS.

Add Hire

Now hiring for Summer 2016 Pay Basis Summer Service Add Hire

4 5

JEMS Summer Hire-Position Tab

Add a Position and Job for: JEMS-MAY, JON

(Validated for this Status)

DRAFT

Save
Close
Print

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

Position Data

Position Number

Department SOHE/GENERAL ADMINISTRATION

Empl Class Faculty

Job Code ASSISTANT PROFESSOR

FTE* **1**

Continuity Status Information

Continuity

The continuity is grayed out, cannot update

JEMS Summer Hire Job Tab

Add a Position and Job for: JEMS-MAY, JON

(Validated for this Status)

DRAFT

Save
Close
Print

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

Job Data

Hire / Transfer

Hire Type Empl Rcd#

Action Action Reason

Effective Date* ← 1

Expected End Date* ← 2

Compensation

Pay Basis Comp Rate

TA/RA Wizard

Hire/Transfer Employee

New

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

Save
Close
Print

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*

Empl Class*

Job Code*

FTE*

HR Dept Location*

Back-up
(Concurrent Position)

Continuity Status Information

Continuity*

TA / RA Wizard

Please Select

☐ TA ☐ RA ☒ No Selection


Apply/Close
Cancel

Hire TA Hire RA

Teaching Assistant

Job Code

Select Session

Year 

Session Code

Begin Date

End Date

Comprate will be

TA/RA Wizard

Hire/Transfer Employee

New

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

Save
Close
Print

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*
Empl Class*
Job Code*
FTE*
HR Dept Location*
Back-up (Concurrent Position) No

Continuity Status Information

Continuity*

TA / RA Wizard

Please Select
☐ TA ☒ RA ☐ No Selection

Apply/Close
Cancel

Hire TA Hire RA

If A-basis is selected, then you must specify a 'Begin Date' in order to get the Comprate.

Research Assistant

Job Code Y41NN
Pay Basis Annual

Enter Begin Date for Annual ('A') Basis, Select Session For All Others

Year
Session Code

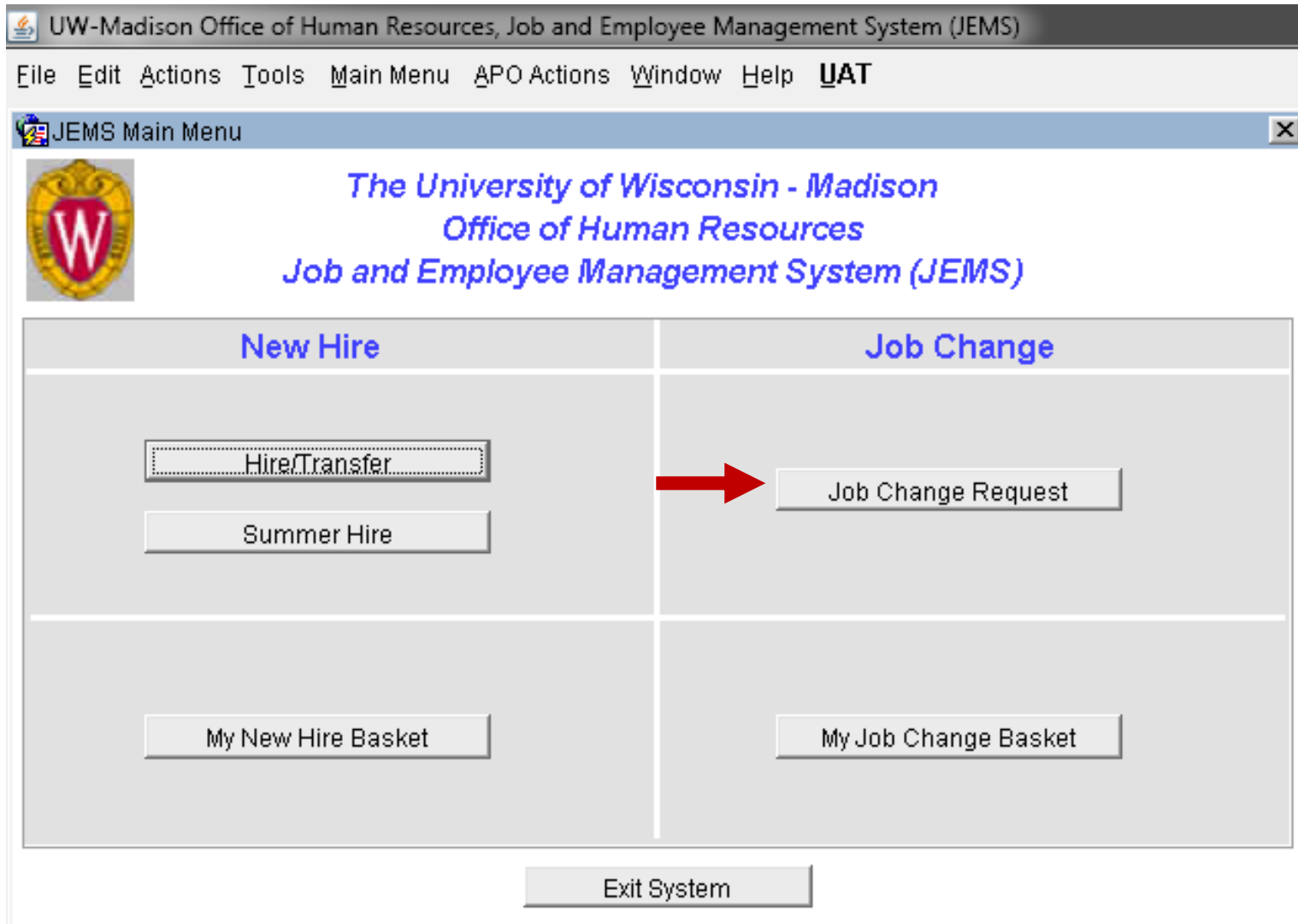
Begin Date 09/01/2012
End Date

Get Comprate 40,800.000

Step 2: enter a Begin Date

Step 3: press <Get Comprate> button

JEMS Change Workflow



JEMS Job Change

Overview

- Used by decentralized Divisions for workflow approval
- Does not flow directly into HRS
- Authority for final approval is either Division HR or OHR based on change type
- WiscIT Chart:

<https://uwservice.wisconsin.edu/docs/publications/jems-ohr-wiscit-chart.pdf>

- Divisions contact AG1 and/or OHR
 - Departments contact division with change requests

JEMS Data Changes

Job Data Example	Position Data Example
Comp Rate	Continuity
Job - Expected Job End Date	Department
Job Security	Empl Class
Probation End Date	Job Code
Probation Type	Pay Basis
Effective Date on Hire Row (HRS)	Standard Hours/FTE
Time Approver	



JEMS Data Changes – Find Person/Job

Job Change(s) for: Stoeckel, Matthew J - Emplid: 00449064

Person Summary

Name Stoeckel, Matthew J

Emplid 00449064

Posn Nbr 02072647

Empl Recd# 0

Jobcode R82FN/ASSOC DATA BASE ADMIN

Deptid A538500

Current Status
DRAFT
(Validated for this Status)

Save
Close
Print

Find Person/Job

Add/Modify Change(s)

Position

Job

Contact

Comments

Status History

Find Person/Job

☒ Active Jobs Only ☐ All Jobs

EmplID: contains 00449064

First Name: contains

Last Name: contains

Search

Search Results

Sort By Emplid

Select	Emplid	Name	Empl Class	Jobcode	Department	Empl Rcd	Job Effective Date	Recruitment System/Number
<input checked="" type="checkbox"/>	00449064	Stoeckel, Matthew J	AS	R82FN	A538500	0	08/30/2013	PVL / 77318
<input type="checkbox"/>	00449064	Stoeckel, Matthew J	SA5	Y43NN	A348800	0	07/01/2009	
<input type="checkbox"/>	00449064	Stoeckel, Matthew J	SA3	Y33NN	A488300	0	01/11/2013	
<input type="checkbox"/>								
<input type="checkbox"/>								

Modify Job

Record Count 3

JEMS Job Changes

UW-Madison Office of Human Resources, Job and Employee Management System (JEMS)

File Edit Actions Tools Main Menu APO Actions Window Help UAT

Job Change(s) for: Moehr,Matthew J - Emplid: 00449064

Person Summary

Name	Moehr,Matthew J	Emplid	00449064
Posn Nbr	01354332	Empl Recd#	0
Jobcode	Y43NN/PROJECT ASST-REG	Deptid	A348800

Process

- 1) Click "Add Contact" button
- 2) Select contact type
- 3) Enter data
- 4) Click "Done" button

Find Person/Job Add/Modify Change(s) Position Job Contact Comments Status History

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

Done

Delete Contact

Copy data to another Contact ☐ Primary ☐ Additional

Detail for Selected Contact

Contact Type Code

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

Resources

- JEMS and HRS Program Links
<https://uwservice.wisconsin.edu/hrs/jems/>
- Knowledge Base (KB) & HRS Glossary
<http://kb.wisc.edu/hrs/>



Questions?