HR CoP Training Bulletin

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Human Resource System Trainings

**Course Name:** HR – Introduction to HRS e-Learnings  
**Course Description:** The Introduction to HRS e-Learnings is a set of modules intended to introduce HRS end users to common navigation paths and the integrated nature of HRS.

**Pre-requisite(s):** none

**Audience:** This e-Learning is intended for core users of HRS. Core users is defined as anyone with security access to HRS.

**Trainer:** none

**Course Format:** On Demand e-Learning

**Contact Department:** UW Service Center Professional Development Team

**Contact Name:** uwsctraining@uwsa.edu

**Course Registration:** Self-registration through the UW Service Center Website.

**Security Role:** Must have an HRS security role to self-register for this course.

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**Course Name:** HR - Student Hire Non-template e-Learning  
**Course Description:** This e-Learning course will focus on the steps to hire a new student using job data (not Student Hire Template). The course will provide an overview to required fields and workflow. Learners will practice completing the steps to hire a student employee using job data.

**Pre-requisites:** HR – Introduction to HRS e-Learnings

**Audience:** Employees who hire students directly into HRS and do not use the Student hire template. Check with your division HR office to determine business practice you should follow.

**Trainer:** none

**Course Format:** On Demand e-Learning

**Contact Department:** UW Service Center Professional Development Team

**Contact Name:** uwsctraining@uwsa.edu

**Course Registration:** Self-registration through the UW Service Center Website.

**Security role:** HR Template Based Hires Update, HR TBH HR Admin Approval Update
Course Name: HR - Student Template Hire e-Learning
Course Description: This e-Learning course will focus on fields within the Student Hire Template and the potential downstream impacts of certain attributes in the template. The course will introduce you to student hiring which include a process overview of using the student hire template. Learners will then practice completing the steps to hire a student employee using the student hire template.

Pre-requisites: HR – Introduction to HRS e-Learnings

Audience: Employees who hire students directly into HRS using the Student hire template. Check with your division HR office to determine business practice you should follow.

Trainer: none
Course Format: On Demand e-Learning

Contact Department: UW Service Center Professional Development Team
Contact Name: uwsctraining@uwsa.edu
Course Registration: Self-registration through the UW Service Center Website.
Security role: HR Template Based Hires Update, HR TBH HR Admin Approval Update

Course Name: HR - Student Multiple Jobs and Rehire e-Learning
Course Description: This eLearning course will review the necessary information for Job Data fields, relative to student rehire or adding an employment instance, for student help. It will explain the additional information/steps needed for a rehire and adding an employment instance.

Pre-requisites: HR – Introduction to HRS e-Learnings

Audience: Employees who will retire students and add concurrent jobs directly into HRS.

Trainer: none
Course Format: On Demand e-Learning

Contact Department: UW Service Center Professional Development Team
Contact Name: uwsctraining@uwsa.edu
Course Registration: Self-registration through the UW Service Center Website.
Security role: Student Help Update role

Course Name: HR - Student Help
Course Description: This is an advanced level course that teaches concepts of TL security, Funding Streams, adjust pay rates, and terminate student help positions.

Pre-requisites: HR – Introduction to HRS e-Learnings, HR - Student Template Hire e-Learning, and HR - Student Multiple Jobs and Rehire e-Learning.

Audience: Employees who manage Student Help employees in the HRS system.

Trainer: Joshua Schwab
Course Format: Traditional classroom workshop

Contact Department: HR CoP
Contact Name: communities_of_practice@ohr.wisc.edu
Course Registration: Student Help Registration

Security role: HR Template Based Hires Update, HR TBH HR Admin Approval Update

Course Name: HR - HRS Security Awareness
Course Description: This is the HRS security awareness and acknowledgement that all users who receive access to HRS are required to complete.
Pre-requisites: This is required training for those who obtain access to HRS.
Audience: HRS users
Trainer: none
Course Format: Learn@UW
Contact Department: UW Service Center
Contact Name: ag1@uwsa.edu
Course Registration: Self-registration (Instructions to on self-registering)
Security role: Any core HRS security roles

Course Name: HR - Query Library Training – Payroll, Time and Labor, and Absence Management
Course Description: Most staff associated with our campus human resource and finance systems need summary information to process transactions and solve problems in a timely manner. Attend this course to learn how to obtain the information you need for your Department or Division.

The content will focus on the Query Library and the Interactive Reporting tool used to obtain data. Using this tool, you’ll have access to pre-written, web-accessible queries and reports that utilize Human Resource System (HRS) data from the EPM Data Warehouse. The course includes presentations about basic concepts and terms as well as “hands-on” activities in a computer lab setting.

A special feature is the focus on Payroll, Time and Labor and Absence Management data. You’ll learn how to run queries following step by step instructor-led scenarios and ask questions to get help along the way. The course also includes “free” time to get assistance finding and running queries of interest to you.

Pre-requisites: HR – Introduction to HRS e-Learnings, HRS Security Awareness
Audience: The target audience includes UW Madison human resource employees that work in HRS on payroll, time & labor, and absence management activities.
Trainer: Kathy Luker and Mary Kirk
Course Format: Traditional classroom workshop in a computer lab
Contact Department: HR CoP
Contact Name: communities_of_practice@ohr.wisc.edu
Course Registration: Query Library Training
Security role: (check on this)
Course Name: HR - Funding Employee Jobs in HRS

Course Description: The Funding Employee Jobs in HRS workshop provides an overview of the Salary Funding Lifecycle and explains how payroll funding is applied to an employee’s earnings, deductions, and taxes at the time of payroll processing. You will also learn how to use the Funding Data Entry page in HRS to add, change or view funding for an employee’s salary expense, and determine what funding effective date to enter.

This course also identifies funding queries and reports that can be accessed and how to run them. After the payroll confirmation deadline, you will learn how to view funding for an employee’s earnings, deductions, and taxes, and identify what action needs to be taken if the payroll funding is incorrect.

Special topics covered during the months of May, June, July include funding entry guidelines for Fiscal Year End. Note: At UW, the fiscal year end date is June 30 each year.

Pre-requisites: HR – Introduction to HRS e-Learnings

Audience: UW staff who add, change or view salary funding for employee jobs in HRS. It is recommended that you have been employed at UW Madison in your current job for at least one month.

Trainer: Cathy Cuccia

Course Format: Face to Face Workshop

Contact Department: HR CoP

Contact Name: communities_of_practice@ohr.wisc.edu

Course Registration: Funding Employees in HRS

Security role:

- FI Campus User Funding Reports
- FI Campus: Funding Error Rpt
- FI Campus Funding One BU ---OR-- FI Campus User Funding VW Only
- FI Campus: Act Distrib Funding
- HR Job Data View Only
- HR Position View Only
- PY Payroll View
Benefits

Course Name: BN - Basic Benefits for HR Professionals
Course Description: Meet with central OHR benefits office to receive an overview of administering benefits at the department or division level.
Pre-requisites: None
Audience: This course is intended for department or division benefits coordinators
Trainer:
Course Format: One-on-one training or can facilitate department/division level courses.
Contact Department: OHR Benefits
Contact Name: benefits@ohr.wisc.edu
Course Registration: Email the contact and request training
Security role: Must be responsible for benefits within your department or division

Course Name: BN - Summer Pre-Pay Training
Course Description: This course provides an understanding of how to manage pre-pays for benefits.
Pre-requisites: Benefits 101 or Basic Benefits for HR Professionals
Audience: This course is intended for HR professionals who manage summer pre-pays
Trainer: Jennifer Wissmiller
Course Format: Traditional Face to Face Workshop
Contact Department: OHR Benefits
Contact Name: benefits@ohr.wisc.edu
Course Registration:
Security role:

Course Name: BN - Fall Enrollment Benefits Session
Course Description: This workshop provides an overview about the upcoming years eligibility and benefits.
Pre-requisites: Benefits 101 or Basic Benefits for HR Professionals
Audience: This course is intended for HR and Benefits professionals who administer or are points of contact for their departments or divisions.
Trainer:
Course Format: Seminar Presentations
Contact Department: OHR Benefits
Contact Name: benefits@ohr.wisc.edu
Course Registration: Offered October of each calendar year
Security role:
Payroll

**Course Name: PY - Glacier**

**Course Description:** Understanding the Glacier computer system is fundamental for employees involved with hiring and coordinating employment for foreign national employees at UW Madison. This mini course will increase your understanding of the Glacier payroll process for foreign national employees and your capacity to answer general questions. You will learn how to identify and solve payroll issues for foreign national employees and how to verify your employees’ visa status and work eligibility. New hires and veteran employees welcome.

**Pre-requisites:** None

**Audience:** This course is intended for UW Madison employees who are involved in the hire process and/or coordination with foreign national employees.

**Trainer:** Allison Niles

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** OHR Payroll

**Contact Name:** Allison Niles ([Allison.Niles@wisc.edu](mailto:Allison.Niles@wisc.edu)) or Joshua Schwab ([joshua.schwab@wisc.edu](mailto:joshua.schwab@wisc.edu))

**Course Registration:** [Glacier Training](#)

**Security role:** none

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**Course Name: PY - Scholarship and Fellowship Lump Sum Payments to Nonresident Aliens**

**Course Description:** As of January, of 2015, Scholarship and Fellowship payments to Nonresident Aliens must be paid through the payroll system and can no longer be made via PIR. This course will provide instruction in the new process, clarification and timeline guides. The purpose of the course is to assist you in making sure students receive their payments in a timely manner with the correct taxation and tax treaty if applicable. New hires and experienced employees welcome.

**Pre-requisites:**

**Audience:** This course is intended for any UW Madison employees who are involved in the payment of lump sum scholarship and fellowship payments to international students.

**Trainer:** Allison Niles

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** OHR Payroll

**Contact Name:** Allison Niles ([Allison.Niles@wisc.edu](mailto:Allison.Niles@wisc.edu)) or Joshua Schwab ([joshua.schwab@wisc.edu](mailto:joshua.schwab@wisc.edu))

**Course Registration:** [Scholarship and Fellowship Lump Sum Training](#)

**Security role:** None

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**Course Name: PY - W4 and Direct Deposit Workshop**

**Course Description:** The W4 and Direct Deposit workshop is a 90-minute workshop that discusses how to decipher what these forms are and best practice for filling them out.

**Pre-requisites:** None
**Audience:** This course is intended for any UW Madison employees who are involved in receiving and assisting employees in completing the W4 or Direct Deposit forms.

**Trainer:** Allison Niles and Mathew Schliem

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** OHR Payroll

**Contact Name:** payroll@ohr.wisc.edu

**Course Registration:** W4 and Direct Deposit Workshop

**Security role:** None
International Faculty and Staff Services

**Course Name: IFSS - I-9s for Foreign Nationals**

**Course Description:** This training will provide an in-depth discussion of complexities of verifying and re-verifying I-9 for non-US citizens and permanent residents. We will demonstrate how to complete the I-9, where to find the information on the immigration documents and how to monitor those employees' whose work authorization expires.

**Pre-requisites:** I-9 Workshop

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues.

**Trainer:** Jennifer Taylor

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Name:** ischolars@ohr.wisc.edu

**Course Registration:** I-9s Training

**Security role:** None

**Course Name: IFSS - I-9 Workshop**

**Course Description:** I-9 verification is used to verify the identity and employment authorization of all individuals hired for employment in the United States. This course will provide a basic understand of the employment eligibility verification process and system that is used for I-9 verification. This course is required to receive access to the electronic I-9 system.

**Pre-requisites:** None

**Audience:** Departmental staff who complete the I-9 paperwork

**Trainer:** Jennifer Taylor

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Name:** ischolars@ohr.wisc.edu

**Course Registration:** I-9 Workshop

**Security role:** None

**Course Name: IFSS - H-1 B for Department**

**Course Description:** H-1 B statuses are for non-immigrant employees. It is designed to allow U.S employers to recruit and employ foreign professionals in specialty occupations with the United States for a specified period. This workshop is intended to provide an overview of what an H-1B status is and the university process to administering and managing them.

**Pre-requisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues. **This is not appropriate for** the H-1B employee (if these employees have questions, they can call or email the IFSS office).

**Trainer:** Jennifer Taylor
Course Format: Traditional Face to Face Workshop
Contact Department: International Faculty and Staff Services
Contact Name: ischolars@ohr.wisc.edu
Course Registration: H1-B for Department Training
Security role: None

Course Name: IFSS - Overview of Immigration Status
Course Description: Many employees will have applied or petitioned for an immigration benefit. This training will explain the do's and don'ts regarding the commonly seen and used immigration statuses at the University.
Pre-requisites: None
Audience: This workshop is for HR, Payroll, and Benefit professionals who would like to learn more about immigration statuses, issues, and processes on campus.
Trainer: Jennifer Taylor
Course Format: Traditional Face to Face Workshop
Contact Department: International Faculty and Staff Services
Contact Name: ischolars@ohr.wisc.edu
Course Registration: Overview of Immigration Status Training
Security role: None

Course Name: IFSS - J-1 Status Workshop
Course Description: A J-1 status is a non-immigrant status issued by the United States to research scholars, professors and exchange visitors participating in certain programs. The J-1 workshop will provide an overview of the J-1 Visa regulations and the workflow though DS-2019 application process.
Pre-requisites: None
Audience: Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues. Good for beginners as well as a refresher for more seasoned departments.
Trainer: Jennifer Taylor
Course Format: Traditional Face to Face Workshop
Contact Department: International Faculty and Staff Services
Contact Name: ischolars@ohr.wisc.edu
Course Registration: J1's for Department Training
Security role: None
**Course Name:** IFSS - Permanent Residence Training for Departments  
**Course Description:** A Permanent Resident is an individual who is admitted to the United States as a lawful permanent resident and can lawfully work and remain permanently in the United States. This training discusses who are considered permanent residents and the process for the University to sponsor permanent residency for our faculty and staff. Information regarding the timing, the timelines and the options available to the University will be provided.

**Pre-requisites:** None

**Audience:** An individual who is admitted to the United States and can lawfully work and remain in the US permanently. Good for beginners as well as a refresher for more seasoned departments.

**Trainer:** Jennifer Taylor

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Name:** ischolars@ohr.wisc.edu

**Course Registration:** PR for Departments Training

**Security role:** None

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**Course Name:** IFSS F1/OPT Workshop  
**Course Description:** The International Student Services office will provide an overview of the F1 Optional Practical Training eligibility requirements, timelines, deadlines and the benefits of the status. The International Faculty and Staff Services office will give a brief overview of how to change from an F1/OPT to other sponsored statuses.

**Pre-requisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues.

**Trainer:** Jennifer Taylor

**Course Format:** Traditional Face to Face Workshop

**Contact Department:** International Faculty and Staff Services

**Contact Name:** ischolars@ohr.wisc.edu

**Course Registration:** F1/OPT Workshop

**Security role:** None

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**Course Name:** IFSS J1 Insurance Requirements  
**Course Description:** This training will discuss the health insurance requirements for the J1 and J2 dependents. SHIP (Student Health Insurance Program) and IFSS representatives will present information about health insurance options for scholars. IFSS will discuss the requirements and the implications for non-compliance.

**Pre-requisites:** None

**Audience:** Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues.

**Trainer:** Jennifer Taylor

**Course Format:** Traditional Face to Face Workshop
Course Name: IFSS Maintaining your Status
Course Description: The training will cover the responsibilities of the department and the responsibilities of the international visitor/employees for maintaining their immigration status in the US.
Pre-requisites: None
Audience: Departmental staff who advise international staff, complete the immigration paperwork and/or consult with IFSS regarding immigration issues.
Trainer: Jennifer Taylor
Course Format: Traditional Face to Face Workshop
Contact Department: International Faculty and Staff Services
Contact Name: ischolars@ohr.wisc.edu
Course Registration: PR for Departments Training
Security role: None
Job Employment Management System (JEMS)

Course Name: HR - JEMS HIRE
Course Description: This course is designed to provide an overview of JEMS HIRE and how to submit hires, rehires, transfers, and adding concurrent appointments for Faculty, Academic Staff, Limited appointees, Student Assistants, Post Degree in Training, and Other employment classifications.

Pre-requisites: HR – Introduction to HRS e-Learnings

Audience: HR, Payroll, and other professionals who hire FA, AS, LI, SA, ET, and OT employment classifications.

Trainer: Joshua Schwab

Course Format: Traditional Face to Face Workshop

Contact Department: HR CoP

Contact Name: communities_of_practice@ohr.wisc.edu

Course Registration: JEMS HIRE

Security role: JEMS HIRE authorization

Course Name: HR - JEMS CHRIS HR
Course Description: This course is designed to provide an overview of JEMS CHRIS and how to submit hires, rehires, transfers, and adding concurrent appointments for University Staff employment classifications.

Pre-requisites: HR – Introduction to HRS e-Learnings

Audience: This course is intended for HR, Payroll, and other professionals who hire University Staff in the JEMS CHRIS HR system. This course is only intended for division level representatives.

Trainer: Joshua Schwab

Course Format: Traditional Face to Face Workshop

Contact Department: HR CoP

Contact Name: communities_of_practice@ohr.wisc.edu

Course Registration: JEMS CHRIS

Security role: JEMS CHRIS HR authorization
Misc.

**Course Name:** HR - Criminal Background Checks GIS System  
**Course Description:** This training focuses on how to navigate the CBC GIS system.  
**Pre-requisites:** None  
**Audience:** This course is intended for individuals who are responsible for managing criminal background checks.  
**Trainer:** Ryan Wilson  
**Course Format:** One on one training at the request of the employing unit  
**Contact Department:** GenInfo  
**Contact Name:** Ryan Wilson (rwilson@geninfo.com)  
**Course Registration:** Email the contact to request training  
**Security role:** Access to the GIS system

**Course Name:** HR - Student Information System  
**Course Description:** The student information system is a Oracle – PeopleSoft product which serves as the enterprise-wise transactional software that houses student data. It is the infrastructure of the UW Madison’s student administrative services (e.g. admissions, financial aid, student financials, course, and student data).  
**Pre-requisites:** See SIS webpages  
**Audience:** Employees who need access to student admissions and enrollment information.  
**Trainer:** Office of Student Information System  
**Course Format:** See SIS webpages  
**Contact Department:** Office of Student Information System  
**Contact Name:** sis@em.wisc.edu  
**Course Registration:** https://it.wisc.edu/wp-content/uploads/SIS_RoleCatalog.pdf  
**Security role:** See SIS webpages