

Obtain System Access Appropriate to Your Role

As HR and Payroll Professionals, you may need to obtain access to a variety of business applications based on your role and responsibilities. Work with your manager to identify which of the systems on this list you should have access to. To ensure your access is processed in a timely manner, your divisional contact should be involved prior to submitting any access requests. The first bullet provides information about how to obtain access to the application; some of the links will open a webpage or knowledgebase document that provides detailed information on how to obtain access. The second bullet is a direct link to the application (you may want to bookmark this on your 'favorites' in your internet browser). The last bullet provides an email or a link to information if you need assistance with the application.

- Criminal Background Check
- Cypress Reports
- ETF One
- Identity Proofing Process for HRS, HRS Security, OBIEE
- HireRight I-9 System
- Human Resource System (HRS)
- Job Employment Management System
- NetID/WiscMail
- NetID Linking
- Oracle Business Intelligence Enterprise Edition (OBIEE)
- Student Information System (SIS)
- Talent Recruitment Engagement Management System (TREMS)
- WISDM

1. Criminal Background Check (CBC)

- Requesting Access – email Donna Seelye in OHR – donna.seelye@wisc.edu
- Access - [HireRight - Login](#)
- Assistance - donna.seelye@wisc.edu
- Training Available - check the [HR Training Catalog](#)

2. Cypress Reports

- Requesting Access - <https://kb.uwss.wisconsin.edu/hrs/page.php?id=45787>
- Access - <https://cypress.doit.wisc.edu/>
- Assistance – DoIT – help@wisc.edu

3. ETF ONE

This system is ETF's Online Network for Employers (ONE). Divisional Employees can request access to view WRS Service information.

- Requesting Access – email Deanna DeSlover in OHR – deanna.deslover@wisc.edu

4. Identity Proofing Process

Before getting access to some systems (HRS, HRS Security, OBIEE) you must first complete the identity proofing process.

- Process: <https://kb.wisc.edu/page.php?id=90022>
- Assistance – DoIT – help@wisc.edu

5. HireRight I-9 System

- Requesting Access – Complete the attached I-9 New User Request Form
- Access – <https://www.hireright.com>
- Assistance – <mailto:ischolars@ohr.wisc.edu>
- Training – Required before access granted – <mailto:ischolars@ohr.wisc.edu>

6. Human Resource System (HRS)

As a best practice, employees who need access to HRS based on their role and responsibilities should have their supervisor work with your Division HR office.

- Requesting access – HRS Security: <https://hr.wisc.edu/hr-professionals/systems/hrs-security/>
- Assistance – Carla Raatz – Carla.raatz@wisc.edu
- HRS Access - <https://hr.wisc.edu/hr-professionals/systems/hrs/>
- Training Available - check the [HR Training Catalog](#)

7. Job Employment Management System (JEMS) - HIRE, CHRIS, CHRIS HR, PVL, RATE and TITLE ADJUSTMENT, JOB CHANGES

- Requesting Access - <https://hr.wisc.edu/hr-professionals/systems/jems/>
- Access - <https://hr.wisc.edu/hr-professionals/systems/jems/>
- Assistance – JEMSAccess@ohr.wisc.edu
- Training Available - check the [HR Training Catalog](#)

8. Net ID/WiscMail

*For HR Professionals to get access to the “New Hire Net ID Activation Module” in MyUW, they need to do the following, which is not in either of these KBs:

Email the new HR/Payroll employee’s NetID to netid@ohr.wisc.edu, indicate that the New Hire NetID Activation module is being requested. Once notified access has been granted, in the search field at MyUW “+ Add more to home,” enter “New Hire NetID Activation”. Click "Launch"

- Requesting Access - <https://kb.wisc.edu/page.php?id=1140>
- Early Access - <https://kb.wisc.edu/page.php?id=12371>
- Assistance – DoIT – help@wisc.edu

9. Net ID Linking

Requesting Access: Email HR/Payroll employee’s NetID that needs access to netid@ohr.wisc.edu, indicate that the Net ID/Account Self Linking module is being requested. Once notified access has been granted, in the search field at MyUW “+ Add more to home,” enter “Account Administrator Tools” for the self-linking module. Click "Launch" (in green).

- Requesting Access - <https://kb.wisc.edu/page.php?id=44831>
- Access - <https://www.mynetid.wisc.edu/link/>
- DoIT – help@wisc.edu

10. OBIEE

- Requesting Access - <https://hr.wisc.edu/hr-professionals/systems/uwbi/>
- Resources available: <https://www.wisconsin.edu/bi/resources/>
- Assistance – HRIS@ohr.wisc.edu
- Training Available - check the [HR Training Catalog](#)

11. Student Information System (SIS)

- Requesting Access - <https://registrar.wisc.edu/sis>
- Access - <https://registrar.wisc.edu/sis>
- Assistance – Office of SIS - sis@em.wisc.edu
- Training Available - <https://learn.sis.wisc.edu/Learning/Course/UpcomingCoursesDetail>

12. Talent Recruitment Engagement Management System (TREMS)

- Requesting Access – Contact your Division HR. They will request training. Access is granted after completion of training.
- Access – www.trems.hr.wisc.edu
- Assistance – uwjobs@wisc.edu
- Training – Required before access granted – must be requested by Division HR

13. WISDM

- Requesting Access - <https://kb.wisc.edu/helpdesk/page.php?id=6676>
- Access - <https://wisdm2.doit.wisc.edu>
- Assistance - <http://www.uwsa.edu/sfs/reporting/wisdm/>

***For specific information regarding training offerings please see the [HR Training Catalog](https://hr.wisc.edu/hr-professionals/) link on the HR Professionals webpage (<https://hr.wisc.edu/hr-professionals/>).**