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
☐ FOB/OTP device
☐ GIS Compli I-9 System
☐ Human Resource System (HRS)
☐ Integrated Appointment Data System (IADS/3270)
☐ Job Employment Management System
☐ NetID/WiscMail
☐ NetID Linking
☐ Query Library
☐ 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
   - Assistance - donna.seelye@wisc.edu
   - Training Available - check the HR CoP Training Bulletin

2. Cypress Reports
   - Requesting Access - https://kb.wisc.edu/hrs/page.php?id=45787
   - Access - https://cypress.doit.wisc.edu/
   - Assistance – DoIT – help@wisc.edu

3. FOB/OTP device (must have to access HRS)
   A FOB is required in order access HRS and Query Library. Once you have requested your FOB, you will need to pick up your FOB from the Service Center, 660 West Washington Ave, Suite 201.
   - Requesting Access - https://uwdigitalid.wisconsin.edu/
   - FAQ - https://kb.wisc.edu/hrs/page.php?id=47799
   - Assistance – DoIT – help@wisc.edu

4. GIS Compli I-9 System
   - Requesting Access – Email Jennifer Taylor in IFSS - jennifer.taylor@wisc.edu
   - Assistance - jennifer.taylor@wisc.edu
   - Training – Required before access granted - check the HR CoP Training Bulletin

5. 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.
   - Access - https://uwservice.wisconsin.edu/administration/
   - Assistance – Carla Raatz – Carla.raatz@wisc.edu
   - Training Available - check the HR CoP Training Bulletin

6. Integrated Appointment Data System (IADS/3270)
   - Requesting Access - https://kb.wisc.edu/page.php?id=3270
   - Assistance – DoIT – help@wisc.edu

7. Job Employment Management System (JEMS) - HIRE, CHRIS, CHRIS HR, PVL, RATE and TITLE ADJUSTMENT, JOB CHANGES
   - Requesting Access - https://uwservice.wisconsin.edu/hrs/jems/
   - Access - https://uwservice.wisconsin.edu/hrs/jems/
   - Assistance – JEMSAccess@ohr.wisc.edu
   - Training Available - check the HR CoP Training Bulletin
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](https://kb.wisc.edu/page.php?id=1140)
- Early Access - [https://kb.wisc.edu/ams/page.php?id=12371](https://kb.wisc.edu/ams/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](https://kb.wisc.edu/page.php?id=44831)
- Access - [https://www.mynetid.wisc.edu/link/](https://www.mynetid.wisc.edu/link/)
- DoIT – help@wisc.edu

10. **Query Library**

- Query Library: [https://bi2.fastar.wisconsin.edu/workspace/index.jsp](https://bi2.fastar.wisconsin.edu/workspace/index.jsp)
- Assistance – Carla Raatz – Carla.raatz@wisc.edu
- Training Available - check the [HR CoP Training Bulletin](https://kb.wisc.edu/helpdesk/page.php?id=19870)

11. **Student Information System (SIS)**

- Requesting Access - [https://sis.wisc.edu/access.htm](https://sis.wisc.edu/access.htm)
- Access - [https://sis.wisc.edu/index.htm](https://sis.wisc.edu/index.htm)
- Assistance – Office of SIS - sis@em.wisc.edu
- Training Available - check the HR CoP Training Bulletin

12. **Talent Recruitment Engagement Management System (TREMS)**

- Requesting Access - [http://tre.ohr.wisc.edu/](http://tre.ohr.wisc.edu/)
- Access – [www.trems.hr.wisc.edu](http://www.trems.hr.wisc.edu)
- Assistance – uwjobs@wisc.edu
- Training – Required before access granted - check the [HR CoP Training Bulletin](https://kb.wisc.edu/helpdesk/page.php?id=6676)

13. **WISDM**

- Access - [https://wisdm2.doit.wisc.edu](https://wisdm2.doit.wisc.edu)
- Assistance - [http://www.uwsa.edu/sfs/reporting/wisdm/](http://www.uwsa.edu/sfs/reporting/wisdm/)

*For specific information regarding training offerings please see the [HR Training](https://kb.wisc.edu/helpdesk/page.php?id=6676) link on the HR CoP webpage.