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

**PVL** Position Vacancy Listing

**TREMS** Talent and Recruitment Management System

**JEMS** JEMS Hire

**HRS** Human Resource System

**Position and Approval System**
- Create and manage job descriptions
- Approval process

**Creating and managing recruitments**
- Create and manage recruitments
- Manage applicants
- Selection
- Onboarding

**Hiring System**
- Hire employees
- Rehire
- Multiple jobs
- Transfers

**JEMS Other Functions**
- JEMS Rate and Title Adjustments
- JEMS Job Changes

**Set-up, operations, and maintenance system**
- Manage and update position, job and person data
- Hire student help

**Human Resources**
- Payroll
- Benefits
- Time and Labor
- Finance
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

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
Hiring Actions

- Hire
- Rehire
- Add An Employment Instance
- Transfer
**Hiring Actions**

**First UW System Job**

- Hire Date: First week of the month
- 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.

**Previous UW System Job**

- Hire Date: 11/4/13
- Time Gap
- New UW System Job

**Other Employment**

- Time: January 1, July 1

**June 30, 2012**

- Hire Date
- Use “Add an Instance” for Job #2

**04/18/11**

- Job Number 2

**January 1**

- Hire Date
- Use Transfer Action for #2

**July 1**

- Time

**December 31**

- Time

Note: Employees who end one job and start another job are processed as “transfer”.

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

Note: Employee’s who have multiple appointments will be processed as “adding an employment instance”.

Note: Employees who worked in the UW System before 04/18/11 are processed with a “Hire” action.
• 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
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.
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
• 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)

Example

Name: Sally Janssen, Lecturer
Empl ID: 00067651

<table>
<thead>
<tr>
<th>Lecturer-History</th>
<th>.80 FTE</th>
<th>Empl Recd 0</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lecturer-Pol. Science</td>
<td>.20 FTE</td>
<td>Empl Recd 1</td>
</tr>
</tbody>
</table>
RECRUITMENTS THAT ARE **NOT** DONE VIA TREMS
Student Assistants (SA), Post Degree in Training (ET), and waivers.

If you are hiring a Student Assistant (SA), Post Degree in Training (ET), or have an approved PVL waiver for Faculty, Academic Staff, or Limited Appointee you will **NOT** use TREMS.

Once you have all of the hiring information for the position access the JEMS HIRE Portal.

Start with searching for the person on the Find/Add Hire Tab.

If person information populates, review the UW Multiple Jobs Summary in HRS to verify that you have the correct individual and other information needed to complete the JEMS HIRE transaction.

Once approved by Division HR, the transaction will push to HRS. If there are errors, the next level up will deny the approval and add comments to the comment tab.

Complete the transaction and submit for approval. If there are errors in the transaction, correct and resubmit.

End – HRS can now be accessed to complete new employee fields.
JEMS HIRE Portal

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

New Hire
- Hire/Transfer
- Summer Hire

Job Change
- Job Change Request

My New Hire Basket
My Job Change Basket

Exit System

Always Use to Exit

https://uwservice.wisconsin.edu/hr/jems/
No PVL-(SA, ET, OT)
No PVL-Lump sum pay basis appts.

Searching function in JEMS searches HRS, EPM, and IADS
Click the x button to close

PVL System-Salary/Title Tab
RECRUITMENTS THAT ARE DONE USING TREMS

Faculty, Academic Staff, Limited Appointees

Create Position Vacancy Listing (PVL)

PVL creation is not required for Student Assistants (SA), Post Degree in Training (ET), and PVL Waivers appointments.

Once the PVL is submitted and OHR C&T approved, create recruitment in the Talent Recruitment Management System (TREMS).

Once the applicant COMPLETES the onboarding form, the information will ‘push’ to JEMS

This process typically takes 60 minutes after the onboarding form is completed.

Access JEMS HIRE portal, choose my new hire basket

Search for transaction using PVL# (some information will ‘push’ from TREMS to JEMS HIRE

If access to TREMS verify that the information matches the TREMS transaction. If the information does not match the information needs to be changed via TREMS.

If an Empl ID automatically populates, this means the person is already in HRS. Review UW Multiple Jobs Summary in HRS for needed information

End – HRS can now be accessed to complete new employee fields (e.g., funding, time and labor, etc.)

Once approved by Division HR, the transaction will ‘push’ to HRS

Complete the transaction in JEMS and submit for approval

Offer made to an applicant and accepted via TREMS

Once recruitment is created, submitted and approved, complete recruitment using TREMS
TREMS Integration

PVL recruitment (FA/AS/LI)
TREMS Integration

Advanced Search

- Department: contains A
- Empl Class: contains
- Job Code: contains
- Hire Type: =
- Pay Basis: =
- Continuity Code: =
- PVL Number From: To:
- Job Date Range: 04/14/2016 To: 10/14/2016
- Status Date Range:
- JobApply Ind (Y/N):

Search

Clear

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

JEM System Search

Advanced Search Results

Sort By: Employee's Last Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Emplid / Empl Rcd</th>
<th>Position</th>
<th>Empl Nbr</th>
<th>Empl Class</th>
<th>Dept</th>
<th>Jobcode</th>
<th>Job Effective</th>
<th>PVL#</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>KORS, MICHAEL</td>
<td></td>
<td></td>
<td>AS</td>
<td>A348800</td>
<td>T16DN</td>
<td>10/03/2016</td>
<td></td>
<td>72783</td>
<td>DRAFT</td>
</tr>
</tbody>
</table>

Record Count: 1

View   Modify   Print List
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.
Tabs: Start left & work to the right

- Person Effective date is before or equal to hire date of the first job
- Fields with asterisk are required
- Arrow indicates multiple choices

Person Data Tab

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

Biography

Empl ID
Effective Date* 03/29/2011
First Name*
Last Name*
Date of Birth*
Gender*
 Ethnic Group

Selective Service
Registered
Reason
Signature Date

National ID
Foreign National
Foreign National
Foreign National Working Outside US
Person Contact Tab

This is a screenshot of a software interface for managing employee contact information. The interface includes tabs for Find/Add Hire, Person, Person Contact, Position, Job, Benefits, HR Contact, Comments, and Status History.

### Person Contact Information

#### Current Addresses

- **Release Home Information**: No
- **Address Line 1**: 
- **Address Line 2**: 
- **City/State**: 
- **Home Address**: 
- **Location**: 
- **Description**: 
- **Room #/Mail Drop**: 

#### Phone Information

- **Phone Number**
- **Preferred**: 
- **Home Phone**: 
- **Office Phone**: 

(Format: 608-262-0000)

#### Email Addresses

- **Email Address**
- **Home Email**: 

New Person Name and the Hiring Dept. (Position Tab) will be Required to save this record.
Add/Modify Address

1. The County field is required.
2. Search for the location code.

Click Save/Closed when done.
Position Tab

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

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

Position Effective Date: 08/12/2008

Department: A539730

Empl Class: AS

Job Code: AS

FTE: 1.000

HR Dept Location:

Back-up (Concurrent Position): No

PVL may prepopulate a value

PVL may prepopulate a value

Continuity Status Information

Continuity:  
Job Security:  
Guaranteed Length:  

Job Effective Date is the start date of the appointment.
This field is important for WRS benefits.
Once the contact is added, a designation of primary, funding and additional can be added.

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

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.
Comments Tab

Click on Add Comment first and enter comments here.

Prior comments are shown in this table.
Multiple Statuses Describe Work Flow

1. Draft
2. Entered
3. Dept. Approved
4. Div. Approved - Sent to HRS
5. Finished - Entered in HRS
Finish the Hire-Menu Actions

(1) Use Action menu at upper left of screen

(2) Click the Submit Link (5 edits)

(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.

Grey Menu Item - not available at this time
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

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

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

(3) After correction, use Refresh Error List menu (only appears when the message list appears) & go back to list of errors.
After submitted & approved, click on close

Ultimate Status Goal: “Finished – Entered in HRS”
## My New Hire Basket

### New Hire

- Hire/Transfer
- Summer Hire

### Job Change

- Job Change Request

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*The University of Wisconsin - Madison*

*Office of Human Resources*

*Job and Employee Management System (JEMS)*

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**Exit System**
Set Up Profile

JEM System Search

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

Search Results

Sort By: Employee’s Last Name

<table>
<thead>
<tr>
<th>Name</th>
<th>Emplid</th>
<th>PVL #</th>
<th>Dept</th>
<th>Jobcode</th>
<th>Job Effective</th>
<th>Pay Basis</th>
<th>Status Effective</th>
</tr>
</thead>
</table>

Detail for Highlighted Line

Current Status

View Modify

Record Count: 0
Welcome Joshua Schwab!

User Profile

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 [A]  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
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

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

<table>
<thead>
<tr>
<th>New Hire</th>
<th>Job Change</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Summer Hire" /></td>
<td><img src="image" alt="Job Change Request" /></td>
</tr>
<tr>
<td>My New Hire Basket</td>
<td>My Job Change Basket</td>
</tr>
</tbody>
</table>

[Image of JEMS Main Menu interface showing options for New Hire and Job Change, with Summer Hire highlighted.]
The continuity is grayed out, cannot update.
TA/RA Wizard

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

Position Data

Position Number

TA / RA Quick Add

Position Effective Date*

Department*

Empl Class*

Job Code*

FTE*

TA / RA Wizard

Please Select

- TA
- RA
- No Selection

Apply/Close

Cancel

Hire TA | Hire RA

Teaching Assistant

Job Code

Select Session

Year

Begin Date

Session Code

End Date

Comp Rate will be
Step 2: enter a Begin Date

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

Year  
Session Code  
Begin Date 09/01/2012  
End Date  

Step 3: press <Get Comprate> button
The University of Wisconsin - Madison
Office of Human Resources
Job and Employee Management System (JEMS)

New Hire
- Hire/Transfer
- Summer Hire

Job Change
- Job Change Request

My New Hire Basket
My Job Change Basket

Exit System
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

<table>
<thead>
<tr>
<th>Job Data Example</th>
<th>Position Data Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comp Rate</td>
<td>Continuity</td>
</tr>
<tr>
<td>Job - Expected Job End Date</td>
<td>Department</td>
</tr>
<tr>
<td>Job Security</td>
<td>Empl Class</td>
</tr>
<tr>
<td>Probation End Date</td>
<td>Job Code</td>
</tr>
<tr>
<td>Probation Type</td>
<td>Pay Basis</td>
</tr>
<tr>
<td>Effective Date on Hire Row (HRS)</td>
<td>Standard Hours/FTE</td>
</tr>
<tr>
<td>Time Approver</td>
<td></td>
</tr>
</tbody>
</table>
JEMS Data Changes – Find Person/Job

### Person Summary

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Stoeckel, Matthew J</td>
</tr>
<tr>
<td>Emplid</td>
<td>00449064</td>
</tr>
<tr>
<td>Posn Nbr</td>
<td>02072647</td>
</tr>
<tr>
<td>Empl Recd#</td>
<td>0</td>
</tr>
<tr>
<td>Jobcode</td>
<td>R82FN/ASSOC DATA BASE ADMIN</td>
</tr>
<tr>
<td>Deptid</td>
<td>A538500</td>
</tr>
</tbody>
</table>

**Current Status:** DRAFT

(Validated for this Status)

### Find Person/Job

**1.** Enter EmplID: `00449064`

**2.** Click on **Search**

### Search Results

<table>
<thead>
<tr>
<th>EmplID</th>
<th>Name</th>
<th>Empl Class</th>
<th>Jobcode</th>
<th>Department</th>
<th>Empl Rcd</th>
<th>Job Effective Date</th>
<th>Recruitment System/Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>00449064</td>
<td>Stoeckel, Matthew J</td>
<td>AS</td>
<td>R82FN</td>
<td>A538500</td>
<td>0</td>
<td>08/30/2013</td>
<td>PVL/77318</td>
</tr>
<tr>
<td>00449064</td>
<td>Stoeckel, Matthew J</td>
<td>SA5</td>
<td>Y43NN</td>
<td>A348800</td>
<td>0</td>
<td>07/01/2009</td>
<td></td>
</tr>
<tr>
<td>00449064</td>
<td>Stoeckel, Matthew J</td>
<td>SA3</td>
<td>Y33NN</td>
<td>A488300</td>
<td>0</td>
<td>01/11/2013</td>
<td></td>
</tr>
</tbody>
</table>

**3.** Click on **Modify Job**
JEMS Job Changes

Process
1) Click “Add Contact” button
2) Select contact type
3) Enter data
4) Click “Done” button
Resources

• JEMS and HRS Program Links
  https://uwservice.wisconsin.edu/hrs/jems/

• Knowledge Base (KB) & HRS Glossary
  http://kb.wisc.edu/hrs/
Questions?