

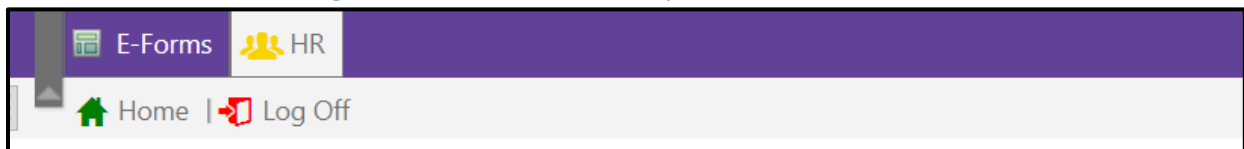
# HR E-Forms Quick Guide

In this guide, you will find information for Helpful System Views and the following forms/processes:

1. [the Position Request](#)
2. [the Search and Screen Committee](#)
3. [the Recruitment Plan](#)
4. [the PAF Number Request Form](#)
5. [the Resignation Form](#)

## Helpful System Views

When you log into the BP Logix system, you will see a purple bar just under your browser bar. The default tab is “HR”. Below you will see the Position Request Administration showing the HR All Position Requests.



Human Resources > Forms

*The default view you will see when entering the system; Forms that you can support*



My HR Tasks

*Any tasks that you must complete*



## Position Request

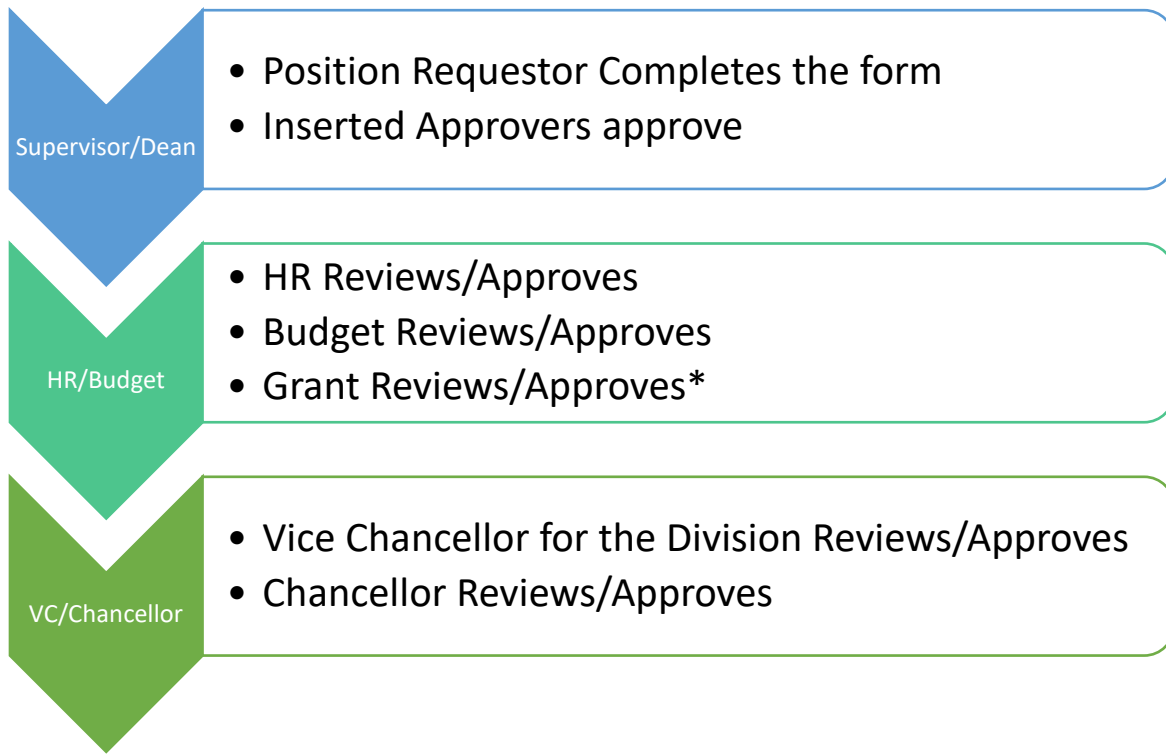
A position requestor will submit information via the New Position Request form and attach the appropriate documents. A sample form is shown below.

1. The link to access the HR E-Form is available on the HR Recruiting/Hiring E-Forms Page
2. The requestor must attach specific documents as required by the form and to establish the appropriate approval route
  - a. Intermediate Approver: If the position requestor requires an additional approver between themselves and the Dean/Director/equivalent level.
  - b. Exempt/Non-Exempt: If the position requestor is at a Dean/Director/equivalent level and the next signature in the chain is a Vice Chancellor, the position is “exempt”. If the position requestor is not at a Dean/Director/equivalent level, then the position is “non-exempt”.
3. A sample of the form is shown below.

Requested Position	
Employee Class	<input checked="" type="button" value="University Staff"/> <input type="button" value="Academic Staff"/> <input type="button" value="Faculty"/> <input type="button" value="Limited"/>
New or Replacement Position	<input checked="" type="button" value="New"/> <input type="button" value="Replacement"/>
Where did these duties/responsibilities come from? Was this work performed before? Are there similar positions on campus?	<input type="text"/>
Working Title	<input type="text"/>
Division	Select... <input type="button" value="v"/>
Department	Select One <input type="button" value="v"/>
Proposed FTE	<input type="text"/>
Proposed Annualized Salary	<input type="text"/>
Proposed Funding Source	<input type="text" value="6-Digit Dept."/> <input type="text" value="7-Digit Project ID"/> <input type="text"/> <input type="button" value="Add Account"/> <input checked="" type="button" value="v"/>
Title Code	<input type="text"/>
Requested Start Date	<input type="text" value="📅"/> <input type="button" value="v"/>
Justification	Specifically address <ul style="list-style-type: none"> <li>How this position is mission critical to your division and the campus as a whole.</li> <li>How does this position impact recruitment and retention of students?</li> </ul> <input type="text"/>
Risk to University	What is the risk to the university if this position is not filled? <input type="text"/>
Attach Position Description	<input type="button" value="Upload Document"/>
Attach Organization Chart	<input type="button" value="Upload Document"/>

Sample

## Position Request Process

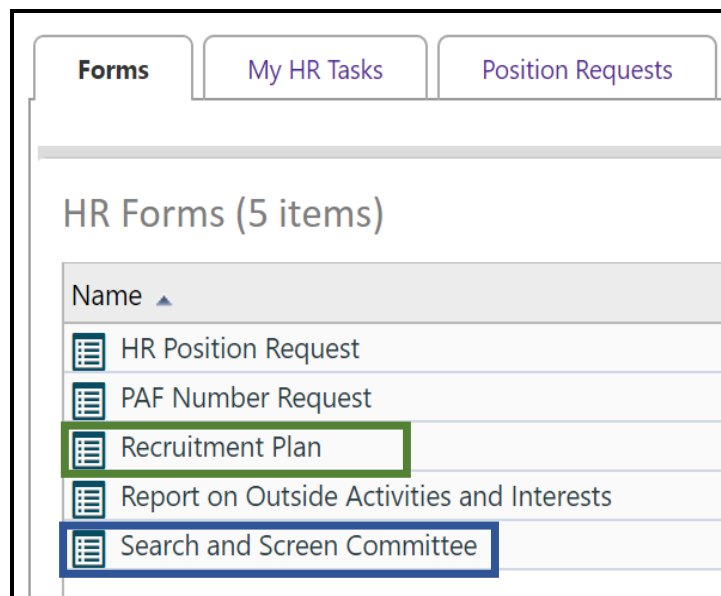


\*Grant-funded positions (either solely or partially)

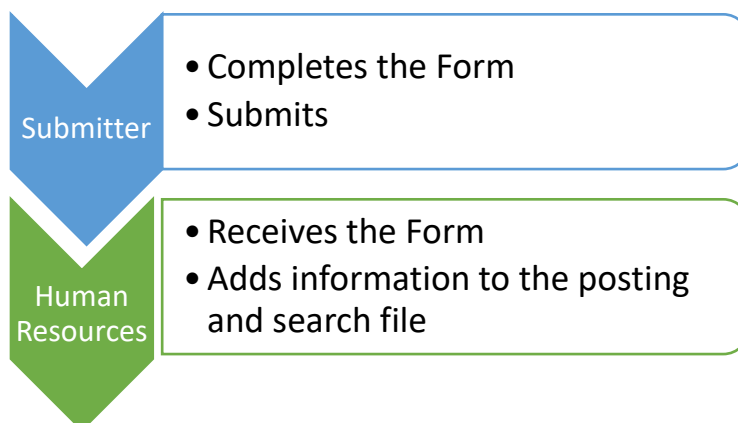
## Search and Screen Committee and Recruitment Plan Forms

Any person can complete these forms when a recruitment is beginning. These forms are required to begin a recruitment for Faculty, Academic Staff, and Limited recruitments.

1. The link to access the HR E-Form is available on the HR Recruiting/Hiring E-Forms Page
2. Under the Forms tab, click on which form you need to submit.
3. Complete the Search and Screen Committee Form with the position information and those persons who will review applicant materials. The form **requires** at least one committee member under committee.
  - a. If you are a university staff hiring authority and will review applications, please list your information as the only committee member.
4. Complete the Recruitment Plan Form with the position information, the scope of the recruitment, and any additional posting locations not posted by HR.



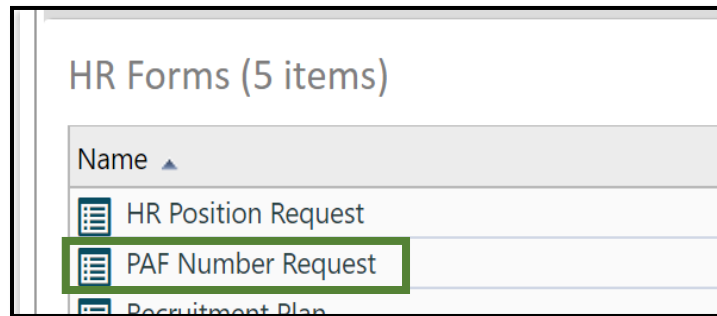
### Search and Screen / Recruitment Plan Process



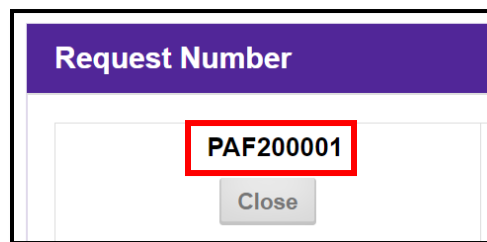
## PAF Number Request Form

Used in partnership with a fillable PDF, this form is necessary to generate a unique, trackable number for each PAF request.

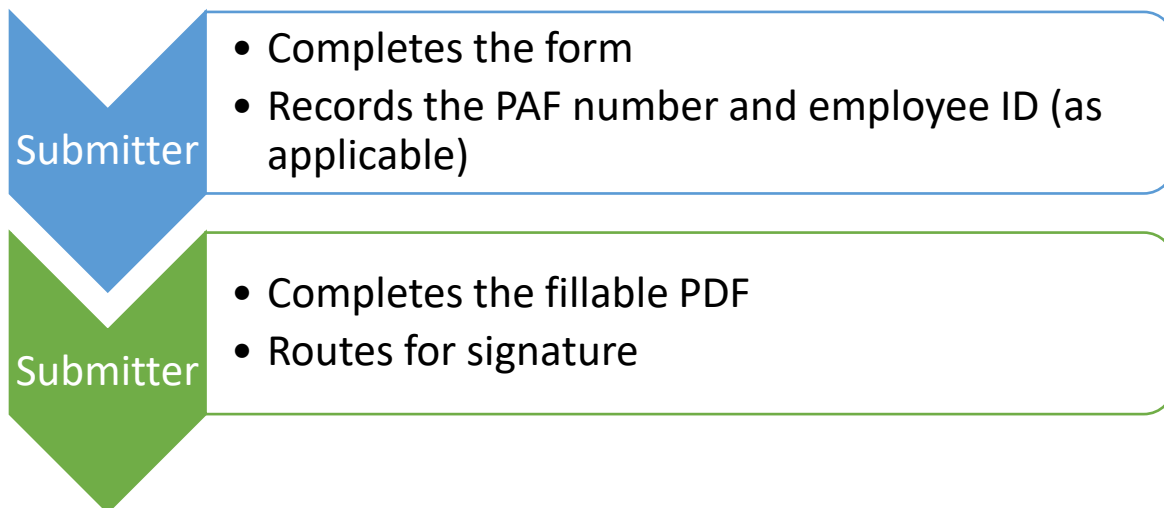
1. Complete the HR E-Form with the required information. Any information included on the e-form should match what is input to the fillable PDF.



2. If the request is for a current employee, the employee ID will appear after selecting their name in the dropdown picker.
3. Once you submit the form, then take the number generated and include on the fillable PDF.



### PAF Request Form Process



## Resignation Form

Used to resign from a position at UW-Stevens Point.

1. Complete the HR E-Form with the required information. Any information included on the e-form should match what is input to the fillable PDF.
2. If the requestor is the person resigning, select "Myself" in response to the prompt "I'm filling this form out for:" and the employee's name and employee ID will appear.
3. If the requestor completes on behalf of someone else, select the name from the dropdown or add into the open field if the name does not appear in the dropdown. Use this option if an employee does not want to complete their own letter.
4. If leaving multiple positions, you will need to complete a form per each position.
5. The supervisor selected will review and pass the information along.

Example of Completing the Form for Self

Submitter	
Name:	<input type="text"/> UWSPID: <input type="text"/> Email: <input type="text"/>
Request Date:	6/30/2021
I'm filling this form out for	<input checked="" type="radio"/> Myself <input type="radio"/> Someone Else
Employee	
Name	<input type="text"/>
EmpID	<input type="text"/>
Resignation Information	
Leaving multiple positions	<input checked="" type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Supervisor	<input type="text" value="Search for user"/>
UW System Title Resigning From (as shown on your earnings statement in myUW)	<input type="text"/>
Department	<input type="text" value="Choose..."/>
Division	<input type="text" value="Select..."/>
Department chair/dean/director	<input type="text" value="Search for user"/>
Expected last day worked	<input type="text" value="📅"/>
Have you spoken with payroll about your leave balance	<input checked="" type="radio"/> Yes <input type="radio"/> No
Using leave balance to extend last day on payroll	<input checked="" type="radio"/> Yes <input type="radio"/> No
Reason for resignation	<input type="text" value="Choose..."/>
Resignation Documents	If you wish to add a resignation letter, etc. you may attach it here
<input type="button" value="Add Document"/>	

## Example of Completing the Form for Someone Else

Submitter	
Name:	<input type="text"/> UWSPID: <input type="text"/> Email: <input type="text"/>
Request Date:	6/30/2021
I'm filling this form out for	<input type="radio"/> Myself <input checked="" type="radio"/> Someone Else
Employee	
Name	<input type="text"/> Search for user <input type="text"/> If not listed in dropdown, fill in employee name here
EmplID	<input type="text"/>
Resignation Information	
Leaving multiple positions	<input type="radio"/> Yes <input type="radio"/> No <input type="radio"/> Unsure
Supervisor	<input type="text"/> Search for user
UW System Title Resigning From (as shown on your earnings statement in myUW)	<input type="text"/>
Department	<input type="text"/> Choose... ▼
Division	<input type="text"/> Select... ▼
Department chair/dean/director	<input type="text"/> Search for user
Expected last day worked	<input type="text"/> ▼
Have you spoken with payroll about your leave balance	<input type="radio"/> Yes <input type="radio"/> No
Using leave balance to extend last day on payroll	<input type="radio"/> Yes <input type="radio"/> No
Reason for resignation	<input type="text"/> Choose... ▼
Resignation Documents	<input type="button" value="Add Document"/> If you wish to add a resignation letter, etc. you may attach it here

## Resignation Form Process

