Update on P-File Sections and Uploading Discipline Documents

BMRS OFFICE HOURS AUGUST 28, 2024

P-File Section: Certification Request from which an Appointment is made

Document Type	A Certification Request from which an	CERT LastNameFirstNameMI mmddvv	Effective Date of Appt				
Work Schedules/Telework Requests	appointment is made						
Work Rule Acknowledgements	• Purnose of this section	'n					
Outside Work Requests	r orpose or this sectio						
Notice of Actions Affecting Employee's Probation	 Referenced in WHRH Ch. 104 Procedures for Staffing Permanent Positions 						
Certification Request from which an Appointment is made							
Evidence of Awards Received from the State	 Sec 104.060 – Preparing 	g for Recruitment					
Formal Apprenticeship Agreements	Request to Staff Position. A request t	o fill or staff a position must be submitted by th	e hiring manager along				
Leave of Absence With Pay Due to Injury Request/Authorization	with the position description to be rev necessary approvals (noted below) be	viewed by HR. HR will review the request to st	aff and obtain the				
Leave of Absence Without Pay Request/Authorization	permitted to use an internal request to staff form or may use the version used by Department of Administration (DOA). If not already included in the agency's request to staff process, a Certific Request form must be completed and maintained. Agencies are responsible for maintaining all p						
Interchange Agreement Notice							
Letters of Appointment and Assignment	approvals and authorization dates for	BMRS review.					

P-File Section: Certification Request from which an Appointment is made (cont'd)

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- Meant for storage of <u>Certification</u> <u>Request/Report DOA-15313</u> records – documenting an appointment
 - Legacy form not used by many agencies anymore
 - Agency processes/forms/systems used for documenting position approvals and the resulting appointments
- RTS Request To Staff system/process is the replacement

P-File Section: Certification Request from which an Appointment is made

- What NOT to store in this section
 - License and Certification documentation
- Where in the P-File to upload License or Certification records

Policy Bulletin: <u>DPM-0437-AO/MRS - Electronic Storage of State Employee Official Personnel File</u>

20. All other material concerning an employee including Outside Employment or Conflict of Interest requests, licensure or certification documents, resumes, etc. Note: Documents designated by an appointing authority as requiring special handling or separate filing should not be included in the personnel file, include those noted below.

	Reallocation Notice	
	Reclassification Notice	
	Records of Equity, Retention, and Merit or Performance Awards	
	Training Records	
P-File Section:	All other material concerning an employee	
	Conversion	

Recording Licenses/Certifications in Person Profile

Person									
👆 Search 🗸 🗸	Person Profile								
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Modify a Person	Profile	e Type Status	WI_DEFAULT		Wisconsin Employee	Profile			
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	SOCIALWORKER	Social V	Vorker Certificatio	n		06/30/1995	02/28/2019		-
	+ Add New License/	Cert/Reg	istration						

Monitoring of Licenses/Certifications Credentials

Use Queries to Monitor Employee Credentials - required for positions

- WI_HR_PP_LIC_CERT_REG_ACTIVE
- WI_HR_PP_LIC_CERT_REG_EXPIRING

🖹 STAR Report Search	STAR Report Search							
Report Manager	Reporting Group:							
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	1 HCM0000030	PS Query	Enterprise	Person Profile - Employees who have Licenses, Certifications, or Registrations Expiring	WI_HR_PP_LIC_CERT_REG_EXPIRING	ø	P	*
	2 HCM0000031	PS Query	Enterprise	Person Profile - Employees with a License, Certification, or Registration	WI_HR_PP_LIC_CERT_REG_ACTIVE	ø	P	*

Process for Uploading Discipline Documents into the Discipline Module

- All discipline letters must be uploaded via the Discipline Module, <u>do not</u> upload these letters into P-File.
- Prior to uploading a discipline letter, the steps below must be followed in the Discipline Module.





Process for Uploading Discipline Documents into the Discipline Module (Continued)

Disciplinary Action Documents		
	Find View All	First 🕢 1 of 1 🕑 Last
Empl ID		
Discipline ID Discipline Outcome 1-day susp	ension without pay	
Disciplinary Documents		
Document Effective Date Attached File	View	Comments
DISC12/72021.pdf		9
Add Document		

Process for Uploading Discipline Documents into the Discipline Module (Continued)

If uploaded into the P-File only, the discipline letter <u>does not</u> appear in the Discipline Module

Disciplinary Action	Documents							
							Find View All	First 🕢 1 of 1 🕟 Last
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Process for Uploading Discipline Documents into the Discipline Module (Continued)

When discipline letter is uploaded via the Discipline Module, it will appear in both the **Discipline Module** and the **Letters of Discipline** section of the P-File.

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			Find Vie	w All F	First 🕢 1 of 1 🕑 🛛	Last
Empl ID						
Disposition Date 04/17/202	4 Discipline ID	Discipline Outcome Written in lieu of 1 day prob.				
Disciplinary Documents	S					
Document Effective Date		Attached File		View	Comments	
03/15/2024	DISC_PROB_WILO1Day_	_041724.pdf		2	P	

Discipline Module

P-File

Employee	mployee Personnel File											
E	Empl ID											
	Document Effective Date	Business Unit	Attached File	Status								
	03/15/2024		DISC_PROB_WILO1Day041724.pdf	Available	₿.	Î	Ľ	ů/	6			

Process for Uploading Discipline Documents into the Discipline Module (Continued)



Announcement - Uploading Discipline Letters

In the near future, the option to upload discipline letters into the P-File will no longer be available.

	Identify Uploaded Documents										
Document	Document Type	Document Eff Date	Business Unit								
Energy States, States		02/16/2 111	50500 Q								
Save Cancel	All other material concerning an employee Certification Request from which an Appointment is made Conversion Evidence of Awards Received from the State Formal Apprenticeship Agreements Grievance letters Interchange Agreement Notice Leave of Absence With Pay Due to Injury Request/Authorization Leave of Absence With Pay Due to Injury Request/Authorization Letters of Appointment and Assignment Letters of Discipline Letters of Discipline Letters of Resignation or Termination Notice of Actions Affecting Employee's Probation Notice of Actions Affecting Employee's Pay Status Outside Work Requests Performance Evaluations Position Description (original and any subsequent)	• •									
	Probationary Service Report Reallocation Notice Reclassification Notice Records of Equity, Retention, and Merit or Performance Award Training Records Work Rule Acknowledgements Work Schedules/Telework Requests	S									

Process for Submitting Discipline Letter Deletion Requests and Uploading Amended Discipline Letters

- When submitting a discipline letter deletion request and you need to upload an amended letter - the deletion request must be approved first <u>before</u> an amended letter can be uploaded.
- Do not upload the amended letter into the P-File



Discipline letter deletion request approved and letter deleted



Step 2

Upload the discipline letter into the 'Documents' section of the discipline record in Discipline Module

Process for Submitting Discipline Letter Deletion Request and Uploading Amended Discipline Letter (Continued)

Disciplinary Action Documents			
		Find View All	First 🕢 1 of 1 🕑 Last
Empl ID Disposition Date 04/18/2024	Discipline ID Discipline Outcome 3-day suspension with	out pay	
No Documents I Add Document	When a deletion request is approved for a disciplinary letter and letter is deleted, this i how it will appear in the Discipline Module. You will then have the ability to add the	is	

Process for Submitting Discipline Letter Deletion Request

Discipline Letter Deletion Request Approved

Document deleted from both P-File <u>and</u> Discipline Module

Process for Uploading an Amended Discipline Letter

- If you need to upload an amended discipline letter, you must wait until the deletion request for the original letter is approved
- Another option if you don't want to wait until deletion request is approved:
 - Delete the entire disciplinary record in Discipline Module.
 - Create new disciplinary record, enter in all info. related to incident and upload the amended letter.
 - Note: If there is only one disciplinary record in STAR for an employee, it cannot be deleted by an agency. A JIRA ticket must be submitted to delete the record.
 - Reference the <u>PeopleSoft Discipline Module Job Aid</u> for detailed instructions on the creation and deletion of discipline records.

Auditing and Cleaning Up Disciplinary Records

We highly recommend that you audit all discipline records for your agencies to ensure each record has a discipline letter attached to it.

Disciplinary Action Documer	nts			
			Find View All	First 🕚 1 of 1 🕟 Last
Empl ID Disposition Date 12/17/202	21 Discipline ID	Discipline Outcome 1-day suspension without pay		
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Disciplinary Document	S			
Document Effective Date		Attached File	View	Comments
12/13/2021	DISC_	_12172021.pdf	<u></u>	
Add Document				

Auditing and Cleaning Up Disciplinary Records (Continued)

If a discipline letter is not attached to the record in the Discipline Module, follow the steps below.



Auditing and Cleaning Up Disciplinary Records (Continued)

If a disciplinary record was not created in the Discipline Module for an employee who has a disciplinary action, follow the steps below.



Auditing and Cleaning Up Disciplinary Records (Continued)

- Important to clean up records with duplicate discipline letters
- Duplicate discipline letters may be a result of one of the following:
 - The same letter was uploaded multiple times directly into the P-File
 - The same letter was uploaded into the Discipline Module and P-File
- Please submit deletion request to remove duplicate discipline letters from the P-File

Auditing and Cleaning Up Disciplinary Records (Continued)

- Important to clean up duplicate disciplinary records in Discipline Module
- There should be only <u>one</u> disciplinary record per each incident
- If you find duplicate disciplinary records, please make sure you delete one of the them from the Discipline Module

Auditing and Cleaning Up Disciplinary Records (Continued)

Important Reminder

If a disciplinary action has been rescinded due to a grievance/WERC decision or other reason and is <u>not</u> being replaced with another disciplinary action, you must delete the disciplinary record in the Discipline Module.

