

# 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
Work Schedules/Telework Requests
Work Rule Acknowledgements
Outside Work Requests
Notice of Actions Affecting Employee's Probation
Certification Request from which an Appointment is made
Evidence of Awards Received from the State
Formal Apprenticeship Agreements
Leave of Absence With Pay Due to Injury Request/Authorization
Leave of Absence Without Pay Request/Authorization
Interchange Agreement Notice
Letters of Appointment and Assignment

A Certification Request from which an appointment is made	CERT_LastNameFirstNameMI_mmddyy	Effective Date of Appt
---	---------------------------------	------------------------

- Purpose of this section
  - Referenced in WHRH Ch. 104 Procedures for Staffing Permanent Positions
  - Sec 104.060 – Preparing for Recruitment

2. **Request to Staff Position.** A request to fill or staff a position must be submitted by the hiring manager along with the position description to be reviewed by HR. HR will review the request to staff and obtain the necessary approvals (noted below) before a request for certification is made to BMRS. Agencies are 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 Certification Request form must be completed and maintained. Agencies are responsible for maintaining all pertinent approvals and authorization dates for BMRS review.



# 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

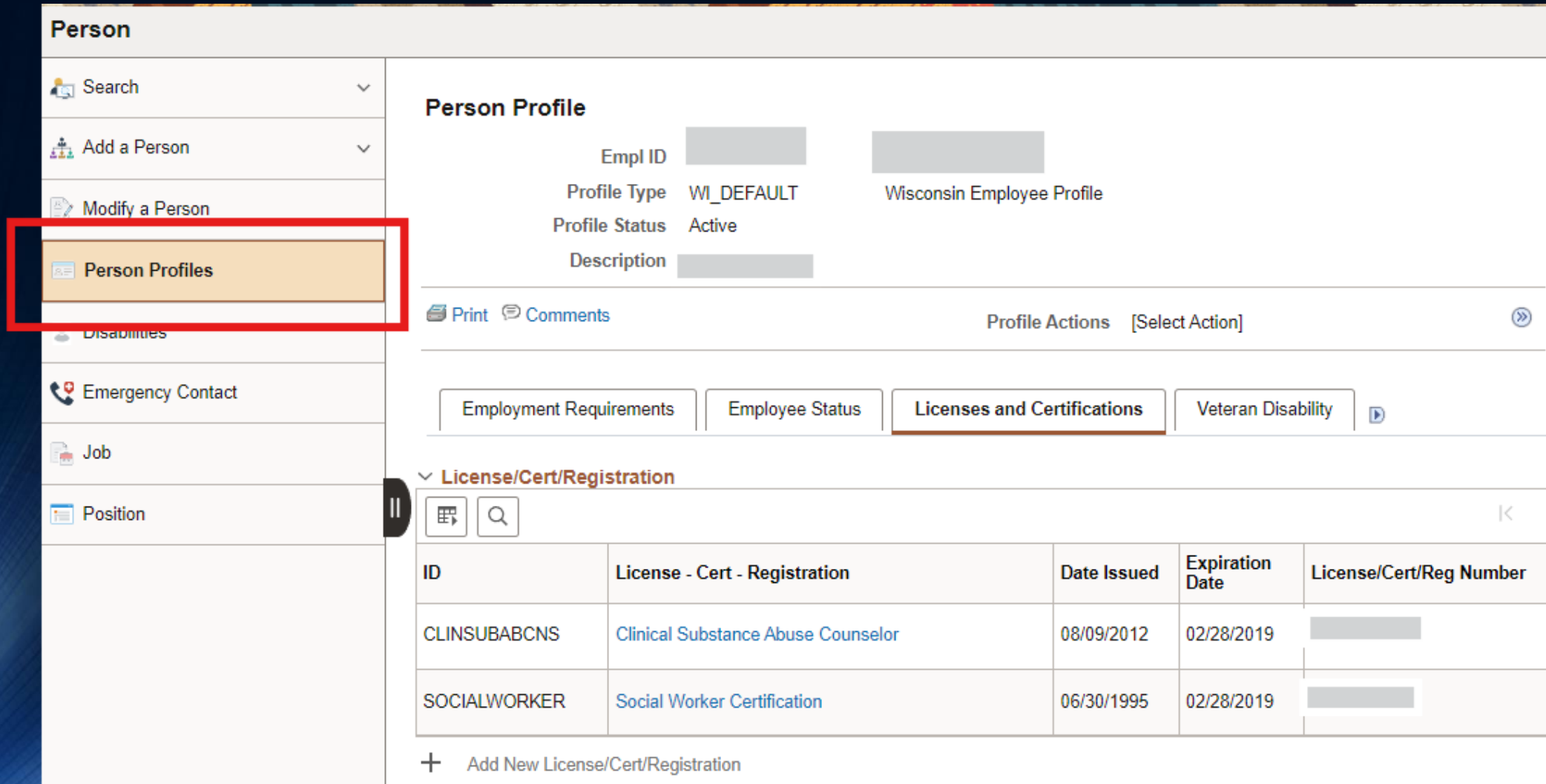
Policy Bulletin: [DPM-0437-AO/MRS - Electronic Storage of State Employee Official Personnel File](#)

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.

P-File Section:

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

# Recording Licenses/Certifications in Person Profile



The screenshot shows a web application interface for managing person profiles. On the left is a navigation menu with items: Search, Add a Person, Modify a Person, **Person Profiles** (highlighted with a red box), Disabilities, Emergency Contact, Job, and Position. The main content area is titled 'Person Profile' and displays fields for Empl ID, Profile Type (WI\_DEFAULT), Profile Status (Active), and Description. Below these are buttons for Print, Comments, and Profile Actions. A set of tabs includes Employment Requirements, Employee Status, **Licenses and Certifications** (selected), and Veteran Disability. The 'License/Cert/Registration' section is expanded, showing a table with two entries: 'Clinical Substance Abuse Counselor' and 'Social Worker Certification'. A '+ Add New License/Cert/Registration' button is at the bottom.

**Person Profile**

Empl ID [Redacted] [Redacted]  
Profile Type WI\_DEFAULT Wisconsin Employee Profile  
Profile Status Active  
Description [Redacted]

Print Comments Profile Actions [Select Action]

Employment Requirements Employee Status **Licenses and Certifications** Veteran Disability

**License/Cert/Registration**

ID	License - Cert - Registration	Date Issued	Expiration Date	License/Cert/Reg Number
CLINSUBABCNS	Clinical Substance Abuse Counselor	08/09/2012	02/28/2019	[Redacted]
SOCIALWORKER	Social Worker Certification	06/30/1995	02/28/2019	[Redacted]

+ Add New License/Cert/Registration

# 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

The screenshot displays the STAR Report Search interface. On the left is a navigation menu with options: STAR Report Search, Report Manager, Query Viewer, Query Manager, and Process Monitor. The main area contains search filters: Reporting Group, Report Type, Description (set to 'license'), Report Filter, and Added within last \_\_ days. Below the filters are 'Clear', 'Search', and 'My Favorite Reports' buttons. The search results table shows two entries:

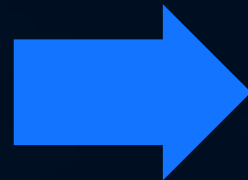
STAR Report ID	Report Type	Scope	Report Description	Process Name	Additional Details / Instructions	Run Report	Add to Favorites...
1 HCM0000030	PS Query	Enterprise	Person Profile - Employees who have Licenses, Certifications, or Registrations Expiring	WI_HR_PP_LIC_CERT_REG_EXPIRING			
2 HCM0000031	PS Query	Enterprise	Person Profile - Employees with a License, Certification, or Registration	WI_HR_PP_LIC_CERT_REG_ACTIVE			

# Process for Uploading Discipline Documents into the Discipline Module

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

## Step 1

Create new discipline record and enter all information about the incident (e.g. investigation date, disposition date, discipline outcome, etc.)



## Step 2

Upload the discipline letter into the 'Documents' section of the discipline record



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

Disciplinary Action **Documents**

Find | View All First 1 of 1 Last

Empl ID

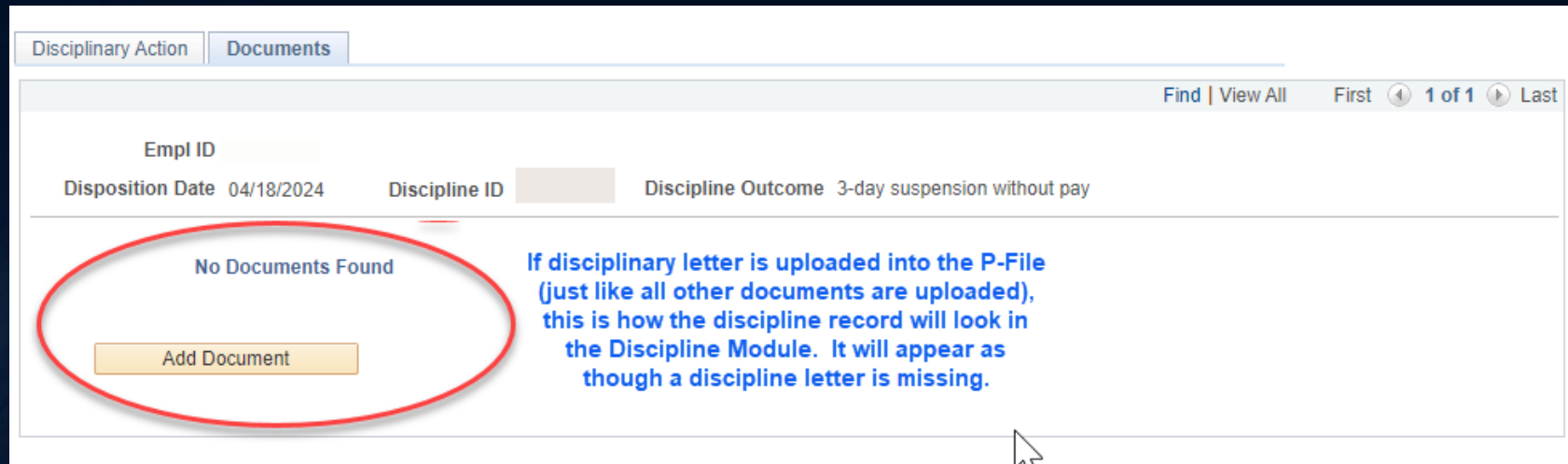
Disposition Date 12/17/2021 Discipline ID  Discipline Outcome 1-day suspension without pay

Disciplinary Documents			
Document Effective Date	Attached File	View	Comments
12/13/2021	DISC_ <input type="text"/> _12172021.pdf		



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

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



The screenshot displays a web application interface for a discipline record. At the top, there are two tabs: "Disciplinary Action" and "Documents". Below the tabs, there is a search bar with "Find | View All" and navigation controls for "First", "1 of 1", and "Last". The main content area shows a discipline record with the following details:

Empl ID	Disposition Date	Discipline ID	Discipline Outcome
	04/18/2024		3-day suspension without pay

Below the table, there is a red oval highlighting the text "No Documents Found" and an "Add Document" button. To the right of the oval, there is a blue text box with the following text:

If disciplinary letter is uploaded into the P-File (just like all other documents are uploaded), this is how the discipline record will look in the Discipline Module. It will appear as though a discipline letter is missing.

# 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.

## Discipline Module

The screenshot shows the 'Discipline Module' interface. At the top, there are two tabs: 'Disciplinary Action' and 'Documents', with 'Documents' selected and circled in red. Below the tabs, there are search and navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. The main content area displays 'Empl ID' with a redacted value, 'Disposition Date 04/17/2024', 'Discipline ID' with a redacted value, and 'Discipline Outcome Written in lieu of 1 day prob.'. Below this, there is a section titled 'Disciplinary Documents' containing a table with the following data:

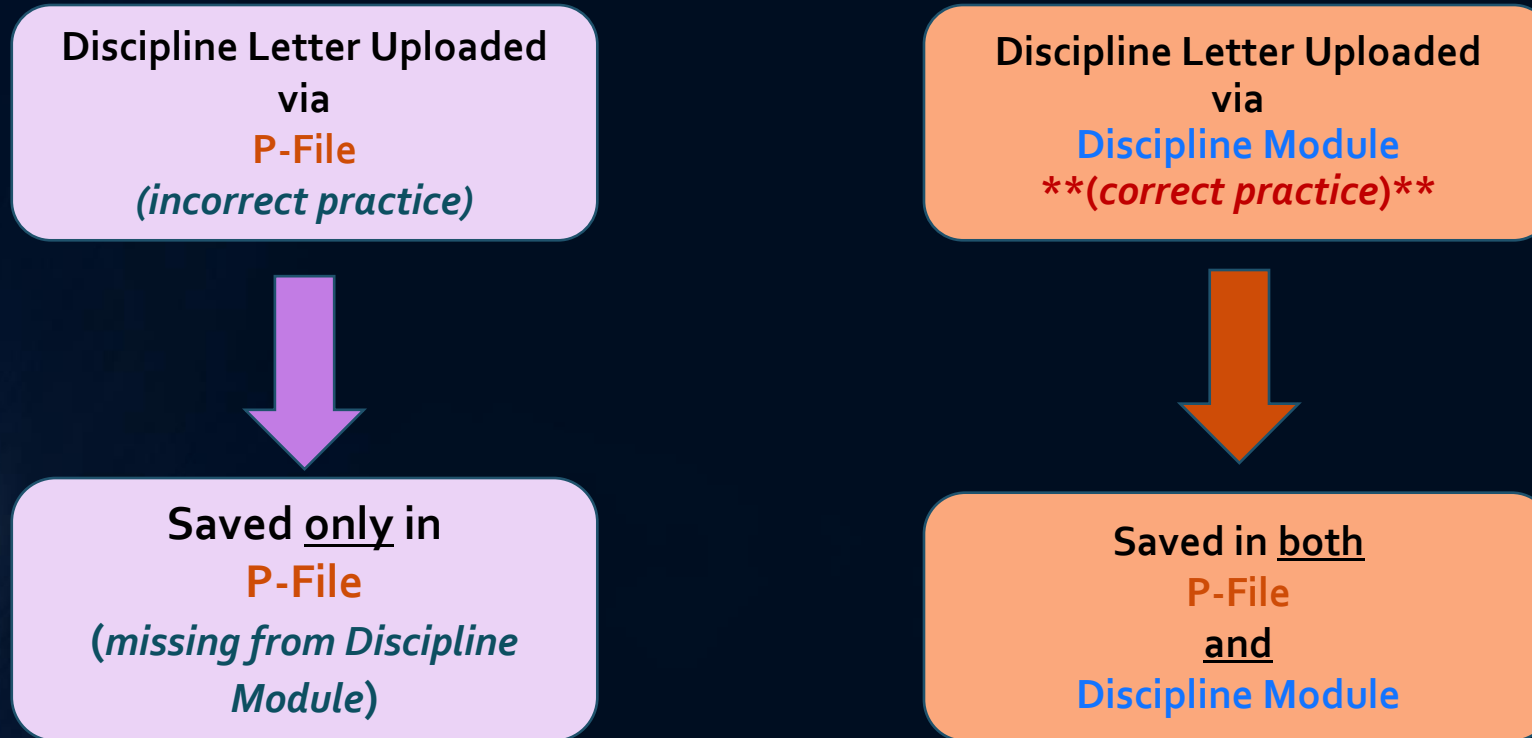
Document Effective Date	Attached File	View	Comments
03/15/2024	DISC_PROB_WILO1Day_ [redacted] _041724.pdf		

## P-File

The screenshot shows the 'Employee Personnel File' interface. At the top, there are two tabs: 'Employee Personnel File' and 'Letters of Discipline', with 'Letters of Discipline' selected and circled in red. Below the tabs, there are search and navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. The main content area displays 'Empl ID' with a redacted value. Below this, there is a section titled 'Letters of Discipline' containing a table with the following data:

	Document Effective Date	Business Unit	Attached File	Status					
<input type="checkbox"/>	03/15/2024	[redacted]	DISC_PROB_WILO1Day_ [redacted] _041724.pdf	Available					

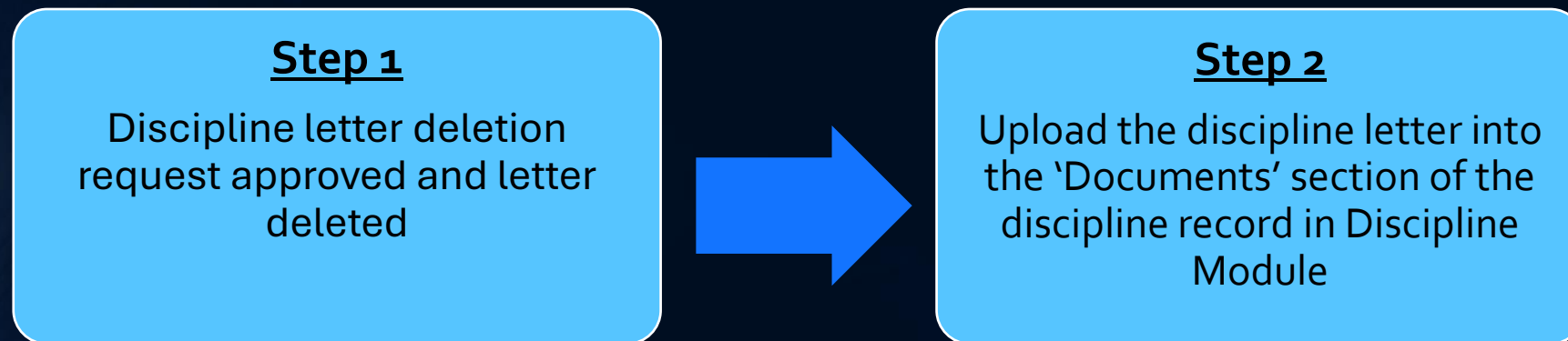
# Process for Uploading Discipline Documents into the Discipline Module (Continued)





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

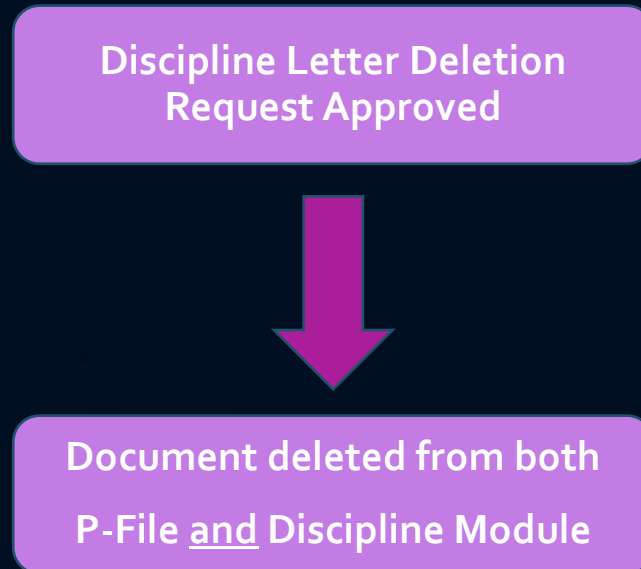
- When submitting a discipline letter deletion request and you need to upload an amended letter - the deletion request must be approved first before an amended letter can be uploaded.
- Do not upload the amended letter into the P-File



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

The screenshot shows a web application interface with two tabs: 'Disciplinary Action' and 'Documents'. The 'Documents' tab is active. At the top right, there are navigation options: 'Find | View All', 'First', '1 of 1', and 'Last'. Below this, there are fields for 'Empl ID', 'Disposition Date 04/18/2024', 'Discipline ID' (with a greyed-out input field), and 'Discipline Outcome 3-day suspension without pay'. The main content area displays 'No Documents Found' in blue text, with an orange 'Add Document' button below it. A red circle highlights the 'Add Document' button. To the right of the button, there is blue text: 'When a deletion request is approved for a disciplinary letter and letter is deleted, this is how it will appear in the Discipline Module.' and 'You will then have the ability to add the amended document here.'

# Process for Submitting Discipline Letter Deletion Request



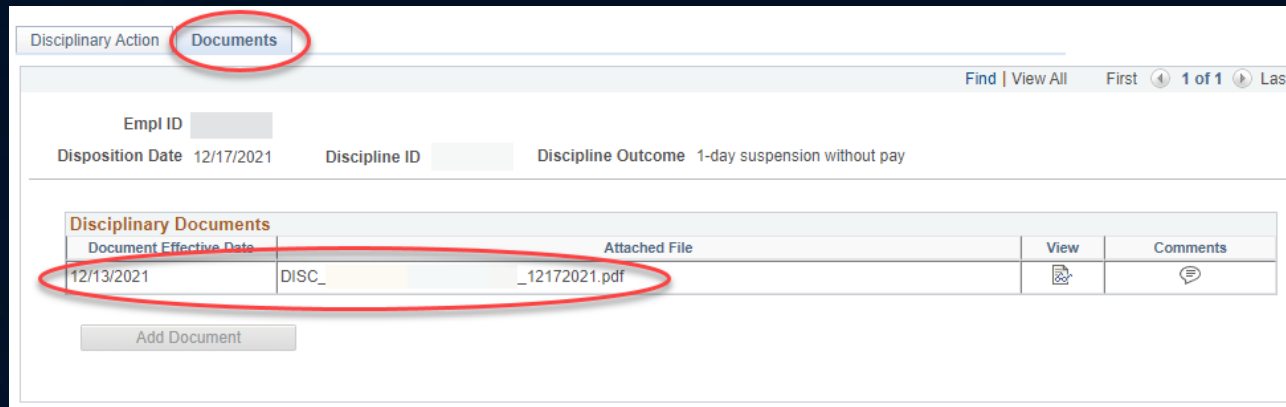
# Process for Uploading an Amended Discipline Letter

- 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 [PeopleSoft Discipline Module Job Aid](#) 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.

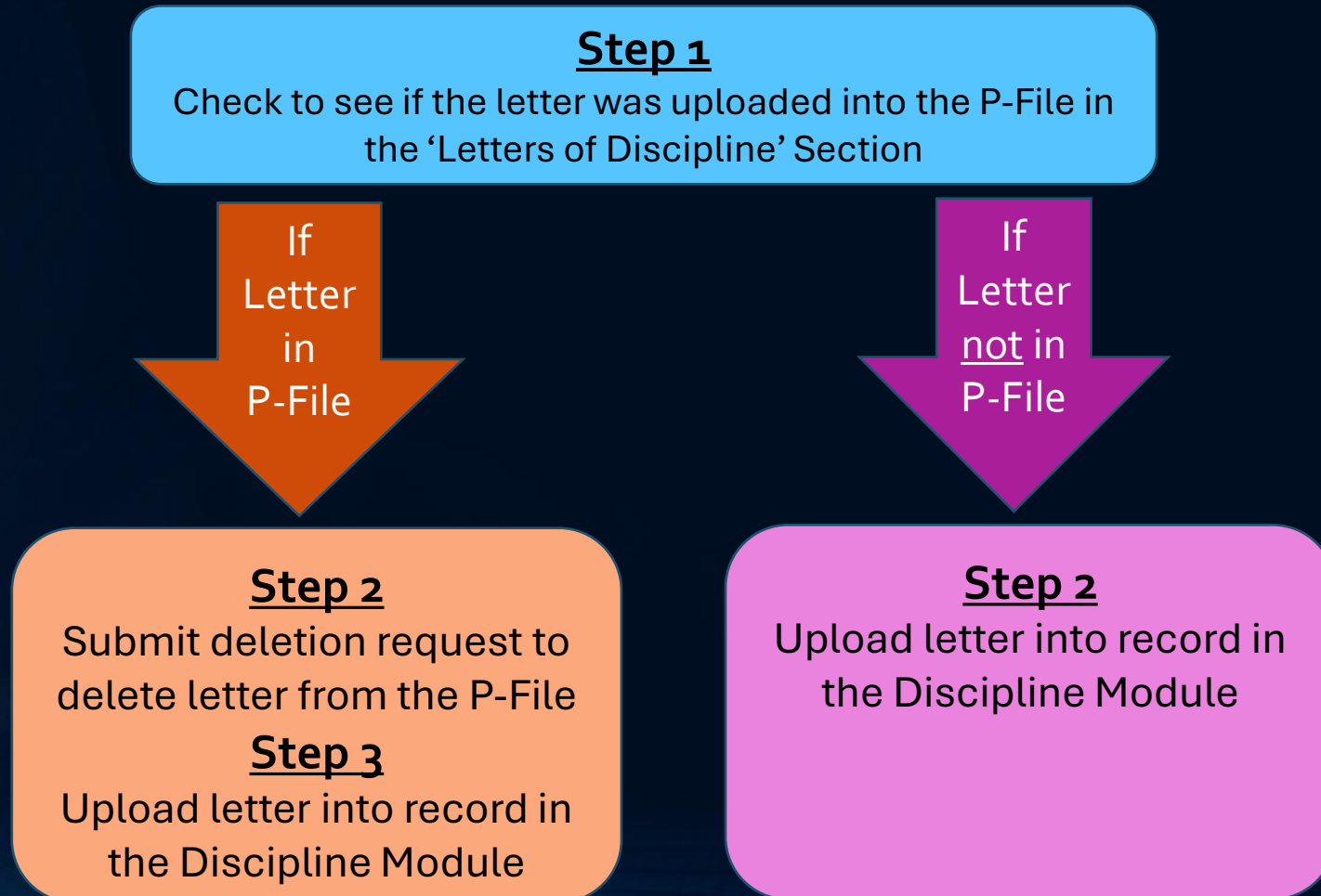


The screenshot shows a web interface for a disciplinary action record. At the top, there are two tabs: "Disciplinary Action" and "Documents", with "Documents" circled in red. Below the tabs, there is a search bar with "Find | View All" and navigation controls showing "1 of 1" records. The record details include "Empl ID" (redacted), "Disposition Date" 12/17/2021, "Discipline ID" (redacted), and "Discipline Outcome" 1-day suspension without pay. A table titled "Disciplinary Documents" is displayed below, with columns for "Document Effective Date", "Attached File", "View", and "Comments". The first row in the table has "12/13/2021" in the "Document Effective Date" column, "DISC\_ \_12172021.pdf" in the "Attached File" column, and icons for "View" and "Comments". This row is circled in red. Below the table is an "Add Document" button.

Document Effective Date	Attached File	View	Comments
12/13/2021	DISC_ _12172021.pdf		

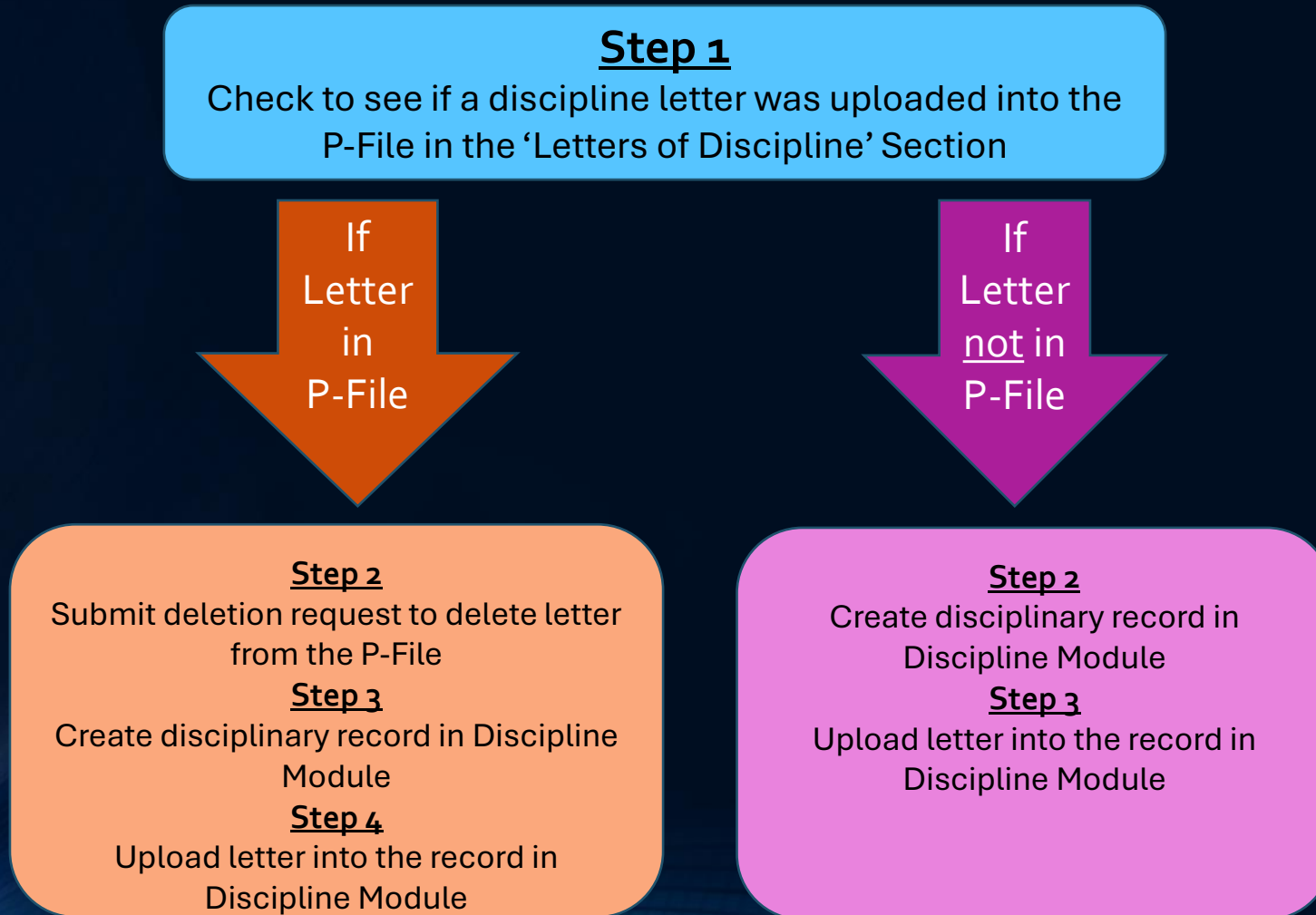
# Auditing and Cleaning Up Disciplinary Records (Continued)

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 one 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 not being replaced with another disciplinary action, you must delete the disciplinary record in the Discipline Module.

