

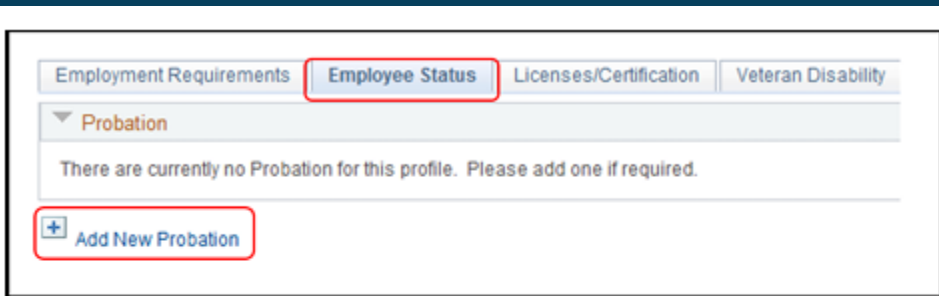


# Person Profile Items

BMRS Office Hours  
September 25, 2024

# Adding a Person Profile

- Please reference the [HCM User Guide](#) (starting on page 34) on how to add a **Person Profile** page for a new hire
- Navigation: Main Menu > Workforce Development > Profile Management > Profiles > Person Profiles
- HCM User Guide includes instructions for adding New Probation, Veteran Disability data, and Severe Disability data (pages 35-40).



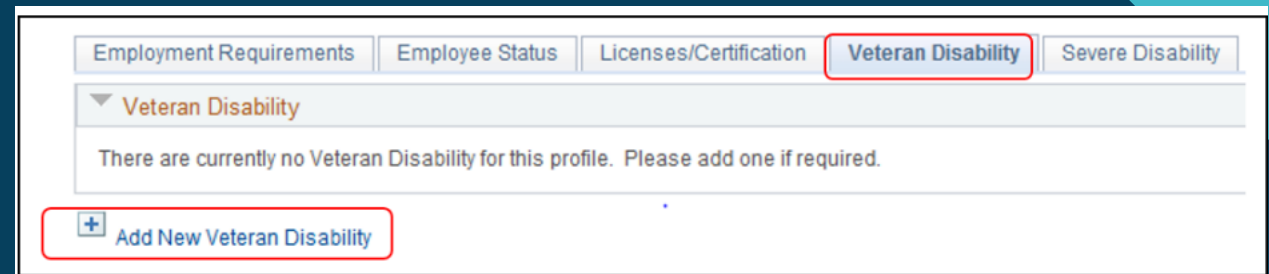
Employment Requirements | **Employee Status** | Licenses/Certification | Veteran Disability

▼ Probation

There are currently no Probation for this profile. Please add one if required.

+ Add New Probation

3. Enter the following fields:
  - a. Effective Date: Probation start date
  - b. Probation: WIPROBATION
  - c. Position: Position number associated with the *probationary period*. Some employees may have more than one employment instance, so this ties the position to the probationary period
  - d. Probation Type: Select the appropriate type of probation
  - e. Lengthened Probation: Use this check box if the probationary period has been approved to be a lengthened probationary period through DPM
  - f. Probation End Date: Date of the last day of the probationary period
  - g. Select Probation Waive if applicable, and enter Reason for Waive
  - h. Comments: Enter comments related to the probationary period
4. Click OK

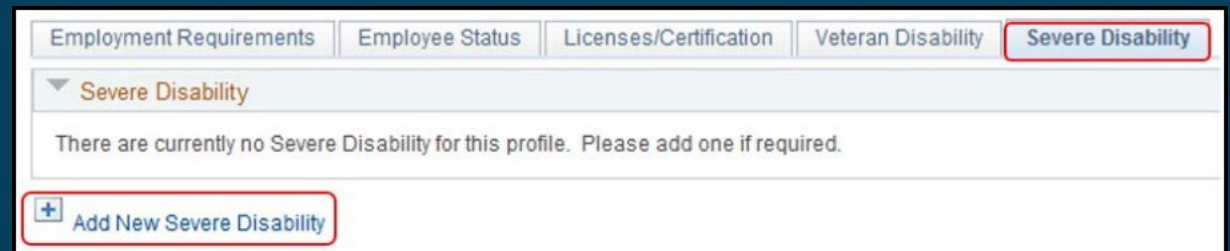


Employment Requirements | Employee Status | Licenses/Certification | **Veteran Disability** | Severe Disability

▼ Veteran Disability

There are currently no Veteran Disability for this profile. Please add one if required.

+ Add New Veteran Disability



Employment Requirements | Employee Status | Licenses/Certification | Veteran Disability | **Severe Disability**

▼ Severe Disability

There are currently no Severe Disability for this profile. Please add one if required.

+ Add New Severe Disability

# Profile Items Created Via Job Applications by Employee

- The following profile items should read over to the **Person Profile** after an applicant is hired for a position:
  - Licenses and Certifications
  - Degrees
  - Language Skills
- If the applicant submits information for the above items as a part of their application, this should appear in the **Person Profile** after a hire is made and the Manage Hires process is completed.

# Profile Items Created Via Job Applications by Employee

Sections of the job application:

<u>Program and Policy Analyst</u>	
<b>1</b> Start Complete	Review your application and make any changes before submitting your application or any materials submitted.  <b>Step 6 of 6: Review and Submit</b>  > My Contact Information > Resume Attachment > Letter of Qualifications Attachment > Supporting Documentation > Education History <b>&gt; Degrees</b> > Language Skills > License/Cert/Registration > Referrals > Veteran ∨ Employment Locations  Madison
<b>2</b> Resume Complete	
<b>3</b> Qualifications Complete	
<b>4</b> Preferences Complete	
<b>5</b> Supporting Documentation Complete	
<b>6</b> Review and Submit In Progress	

# Profile Items Created Via Job Applications by Employee

Job application sections where applicants provide information about licenses/certifications and language skills:

**Apply for Job**

**Financial Business Analyst**

Save as Draft | < Previous | Next >

**1 Start** Complete

**2 Resume** Complete

**3 Qualifications** In Progress

**Education** Complete

**Profile Information** In Progress

**4 Preferences** Not Started

**5 Supporting Documentation** Not Started

**6 Self-Identify** Not Started

**7 Review and Submit** Not Started

### Step 3 of 7: Qualifications - Profile Information

Please click on the applicable link below if you need to look up your Wisconsin license, certification or registration information.

- [Health/Business/Trades License Search \(Wisconsin Credential/License Search\)](#)
- [Inspector License Search \(Wisconsin Electronic Safety & Licensing Application System\)](#)
- [Department of Public Instruction License Lookup](#)
- [Nurse Aide Certification Lookup](#)

#### License/Cert/Registration

You have not added any license/cert/registration. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add License/Cert/Registration](#)

#### Language Skills

You have not added any language skills. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add Language Skills](#)

# Person Profile View of Licenses/ Certifications

Entering license/certification information in Person Profile:

Person Profile ✕ Help

**Add New License/Cert/Registration**

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 🔍 | ⏪ ⏩ | 1 of 1 ⏴ ⏵ | View All

\*Effective Date  📅 +

\*License - Cert - Registration  🔍 Law License (admitted to WI Bar)

Date Issued  📅

Expiration Date  📅

License/Cert/Reg Number  📄

247 characters remaining

Comments  📄

OK Cancel Apply and Add Another

# Maintenance of License/ Certification Documents

- License/certification documents are not required to be maintained in the P-File
- The official records of licenses are maintained typically by agencies such as [DSPS](#), [DPI](#) or the [WI State Bar](#)
- Most important to make sure all licenses/certifications are entered and kept up to date in Person Profile
- If you prefer to upload these documents into the P-File, they should be stored in the '*All other material concerning an employee*' section of the P-File
- If a license is renewed often (e.g. every year), we don't recommend uploading into P-File because it's too cumbersome to maintain

# Person Profile View of Language Skills

Entering language information in Person Profile:

Person Profile ✕

[Help](#)

### Add New Language Skills

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 🔍 | ⏪ ⏩ 1 of 1 ⏪ ⏩ | [View All](#)

*Effective Date	09/22/2024 <span>📅</span>	<span>+</span>
*Language	JA <span>🔍</span>	Japanese
*Status	Active <span>⌵</span>	
Rating Model	LANG	Language Ratings
Reading Proficiency	1 - Low <span>⌵</span>	
Speaking Proficiency	1 - Low <span>⌵</span>	
Writing Proficiency	1 - Low <span>⌵</span>	
	<input type="checkbox"/> Native Language	
	<input type="checkbox"/> Able To Translate	
	<input type="checkbox"/> Able To Teach	

OK Cancel Apply and Add Another



# Profile Items Created Via Job Applications by Employee

Job application section where applicants provide information about degrees:

**Apply for Job**

**Financial Business Analyst**

Save as Draft | < Previous | Next >

- 1 Start Complete
- 2 Resume Complete
- 3 Qualifications In Progress
- Education In Progress**
- Profile Information Not Started
- 4 Preferences Not Started
- 5 Supporting Documentation Not Started
- 6 Self-Identify Not Started
- 7 Review and Submit Not Started

### Step 3 of 7: Qualifications - Education

Please see the job posting to determine if you need to indicate your highest level of education. If not requested in the job posting, this information is optional.

**Education History**

Highest Education Level: Some College

**Degrees**

You have not added any degrees. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add Degrees](#)

### Step 3 of 6: Qualifications - Education

Please see the job posting to determine if you need to indicate your highest level of education. If not requested in the job posting, this information is optional.

**Education History**

Highest Education Level: Masters Level Degree

**Degrees**

You have not added any degrees. Please see the job posting to determine if you need to include this information in your application. If not requested in the job posting, this information is optional.

[Add Degrees](#)

**Add Degrees**

Cancel Done

\*Effective Date: 06/03/2024

\*Degree: BS

Major Code: AFAMST

African American Studies

Major Description: African American Studies

# Person Profile View of Degrees

Entering degrees in Person Profile:

Person Profile
✕

[Help](#)

**Add New Degrees**

Empl ID 100070620 Akshaya Penn-Joiner  
 Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 🔍 | ⏪ < 1 of 1 > ⏩ | View All

\*Effective Date  📅 +

\*Degree  🔍 Juris Doctor

Major Code

\*Status

Country  🔍 United States

State  🔍 Wisconsin

School Code

School Description

Major Description

Minor Code

Minor Description

Average Grade

GPA

Graduated

Year Acquired

Terminal Degree for Discipline

Educator

254 characters remaining

+ Add New Degrees

Save

Return to Search

OK
Cancel
Apply and Add Another

Severe Disability
Non-Compete/Exceptional Appt
**Degrees**
Language Skills
Internship

▼ Degrees 🔍

⏪ < 1-3 of 3 > ⏩ | View All

ID	Degree	Major Code
AS	Associate of Science	Accounting
BA	Bachelor of Arts	Chemistry
MS	Master of Science	Geological & Earth Sciences

+ Add New Degrees

Save

Return to Search

# Important Reminders Re: Employees Who Apply for Jobs

- If applying via ESS (current employees), application doesn't ask self-identification questions such as veteran status, disability, etc. Employees need to update this on the ESS Demographic Information page
- Self identification questions are only included in job application for external applicants
- Encourage employees to check their personal information that is saved in their application every time they apply for jobs, this includes their info. about degrees, language skills, etc. to ensure it is still accurate

# Profile Items Updated by Employee in ESS

- The following profile items are updated by the employee through **ESS > My Information > Demographic Information:**
  - Veteran Disability
  - Veteran Spouse Disability
  - Severe Disability

# Person Profile View of Veteran/ Disability Items

## Entering Veteran/Disability items in Person Profile

Person Profile × Help

### Add New Veteran Disability

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Q | ⏪ < 1 of 1 > ⏩ | View All

\*Disabled Veteran or Spouse  Q Disabled Veteran or Spouse of Disabled Veteran

Disability Type  Q Vet with at least 30% but less than 70% service connected disability

Person Profile × Help

### Add New Veteran Spouse Disability

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Q | ⏪ < 1 of 1 > ⏩ | View All

\*Content Item ID  Q Spouse of Veteran

Spouse of Veteran  Q Unremarried spouse of a veteran killed in action

Person Profile × Help

### Add New Severe Disability

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details Q | ⏪ < 1 of 1 > ⏩ | View All

\*Effective Date  📅 +

\*Severe Disability  Q Severely Disabled

Comments  📄

254 characters remaining

# Important Reminder Re: Entering Severe Disability

- If entering a Severe Disability, the disability flag also needs to be checked in **Main Menu > Workforce Administration > Personal Information > Disability > Disabilities** before inputting information about Severe Disability in **Person Profile**
- Reference the [HCM User Guide](#) (page 38) for instructions on how to check/update the disability flag

# Demo

## Entering Veteran/Disability Items in Person Profile

# Profile Items Created by HR Staff

The following profile items are created by HR Staff for each applicable instance:

- Employment Requirements (*Exam and Assessments, Background Check*)
- Employee Status (*Probation, Restoration and At-Risk Status, Red Circle Indicator*)
- Non-Compete/Exceptional Appt (*VNCA*)
- Internship



# Person Profile View of Employment Requirements

## Entering Employment Requirements in Person Profile

Person Profile Help

### Add New Exam and Assessments

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

**Details** 1 of 1 View All

\*Effective Date  +

\*Exam or Assessment  Pre-employment Physical Exam

Results  Pass

Date Completed

Next Due Date

Return to Work

Comments

**OK** **Cancel** **Apply and Add Another**

Person Profile Help

### Add New Background Check

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

**Details** 1 of 1 View All

\*Effective Date  +

\*Background Check  Wisconsin DOJ Background Check

Type  State

Status  No Finding

Date Completed

Next Check Due

Company Completed Check

254 characters remaining

Verified By

239 characters remaining

Comments

**OK** **Cancel** **Apply and Add Another**

# Person Profile View of Employee Status (*Probation*)

## Entering Employee Status (*Probation*) items in Person Profile

Person Profile Help

### Add New Probation

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 1 of 1 | View All

\*Effective Date 09/22/2024 +

\*Probation WIPROBATION Probation Details

\*Position 332209 TRUST FUNDS SUPERVISOR

\*Probation Type 01 Original

Lengthened Probation

Probation End Date 09/21/2025

Probation Extension Flag

Probation Waive

Did Not Complete Probation

Reason for Extension 254 characters remaining

Reason for Waive 254 characters remaining

Comments 254 characters remaining

OK Cancel Apply and Add Another

Person Profile Help

### Update Probation

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details 1 of 2 | View All

\*Effective Date 09/22/2024 + -

Probation WIPROBATION Probation Details

\*Position 015791 TRUST FUNDS SPECIALIST-ADV

\*Probation Type 03 Permissive

Lengthened Probation

Probation End Date 11/30/2025

Probation Extension Flag

Probation Waive

Did Not Complete Probation

Reason for Extension 69 characters remaining  
Extended probation due to leave usage (1/31/2024 - 5/05/2024; missing 27 days of original probation). Returned 5/06/2024, and adjusted probation to end 27 days after return (6/01/2024).

Reason for Waive 254 characters remaining

Comments 254 characters remaining

OK Cancel

# Important Reminders Re: Entering Probation


- If probation is changing (e.g. extending probation, did not complete probation, etc.), **do not** change the effective date of probation.
- The effective date of probation always remains the same, only the **Probation End Date** can change.

**Update Probation**

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile


Update item details, then select OK to apply changes and return. Select Cancel to return without any changes.

Details

\*Effective Date 09/22/2024  **This is the effective date of Probation - date when employee begins their probationary period which should never be changed**

Probation WIPROBATION  
\*Position 015791 TRUST FUNDS SPECIALIST-ADV  
\*Probation Type 03 Permissive

Lengthened Probation  
 Probation Extension Flag  
 Probation Waive  
 Did Not Complete Probation

Probation End Date 11/30/2025  **Probation End Date is the only date that can be changed if probation is being extended**

Reason for Extension Extended probation due to leave usage (1/31/2024 - 5/05/2024; missing 27 days of original probation). Returned 5/06/2024, and adjusted probation to end 27 days after return (6/01/2024).

# Demo

## Entering Probation in Person Profile

# Person Profile View of Employee Status (*Red Circle Indicator*)

## Entering Employee Status (*Red Circle Indicator*) in Person Profile

Person Profile ×

[Help](#)

### Add New Red Circle Indicator

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WL\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details 🔍 | ⏪ ⏩ 1 of 1 View All

*Effective Date	<input type="text" value="09/22/2024"/>	<input type="button" value="+"/>
*Red Circle Indicator	<input type="text" value="WIREDCIRCL"/>	<input type="button" value="🔍"/> Red Circle Indicator
Red Circle Status	<input type="text" value="I"/>	<input type="button" value="🔍"/> Involuntary Transfer for Reasons Other Than Disciplinary
Comments	<input type="text"/>	

254 characters remaining

# Person Profile View of Non-Compete/Exceptional Appt

## Entering Non-Compete/Exceptional Appt (VNCA) in Person Profile

Person Profile ✕

[Help](#)

### Add New Non-Compete/Exceptional Appt

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

**Details** 🔍 | ⏪ ⏩ 1 of 1 ⏴ ⏵ | [View All](#)

*Effective Date	<input type="text" value="09/22/2024"/> <span>📅</span>	<span>+</span>
*Appointment Type	<input type="text" value="VET NONCOMP"/> <span>🔍</span>	Veteran Non-Competitive - s.230.275, Wis. Stats.
Position	<input type="text" value="332209"/> <span>🔍</span>	TRUST FUNDS SUPERVISOR
Comments	<input type="text" value="Selected for job opening ID 14000"/> <span>📄</span>	

221 characters remaining

OK Cancel Apply and Add Another

# Demo

## Entering Non-Compete/Exceptional Appt (VNCA) in Person Profile

# Person Profile View of Internship

## Entering Internship in Person Profile

Person Profile

Help

### Add New Internship Participation

Empl ID 100070620 Akshaya Penn-Joiner  
Profile Type WI\_DEFAULT Wisconsin Employee Profile

Add item details. Select OK to apply changes and return. Select Cancel to return without making any changes. Select Apply and Add Another to continue adding additional items.

Details

Q | < < 1 of 1 > > | View All

\*Effective Date 05/20/2024 +

\*Content Item ID SWSDIP SWSDIP

OK Cancel Apply and Add Another



# Demo

## Entering Internship in Person Profile

# Associated Queries

- Please reference the [HCM User Guide](#) (pages 308-309) for queries that are associated with Person Profile items.
- Keep in mind: for fields that are not required, you may still want to enter information into them if you would want to see the data in a query

Query Name	Short Description	Description
WI_HR_PP_BCKRND_CURR_ACTIV_CHK	Background: Current Active Chk	Lists employees who have a particular, current background check.
WI_HR_PP_BCKRND_DUE_FOR_CHK	Background: Due for Test	Lists employees that are due for a particular background check within the specified date range.
WI_HR_PP_DISABLED_VET	Disabled Vet	Lists employees that are disabled veterans – displays their <i>disability</i> code.
WI_HR_PP_EMPLY_CURR_ACTIV_TEST	Employment: Current Active Test	Lists employees who have a particular, current test.
WI_HR_PP_EMPLY_DUE_FOR_TEST	Employment: Due for Another Tst	Lists employees that are due for a test within the specified date range.
WI_HR_PP_EXPIRED_CHECKS	Expired Person Profile Checks	Lists employees who have expired background checks.
WI_HR_PP_LIC_CERT_REG_ACTIVE	License, Cert, Reg: Curr Active	Lists employees who have a particular, current License/Cert/Registration.
WI_HR_PP_LIC_CERT_REG_EXPIRING	License/Cert/Reg: Expiring	Lists License/Cert/Registration that are expiring within the specified date range.



**Thank You!**