

What is BP Logix

BP Logix is a workflow software. Automation of business processes where tasks, information or documents are passed from one participant to another for action, according to a set of procedural rules.

Work passes from initiation to completion.

Business Process

Set of activities designed to accomplish a goal.



UNIVERSITY of WISCONSIN
GREEN BAY

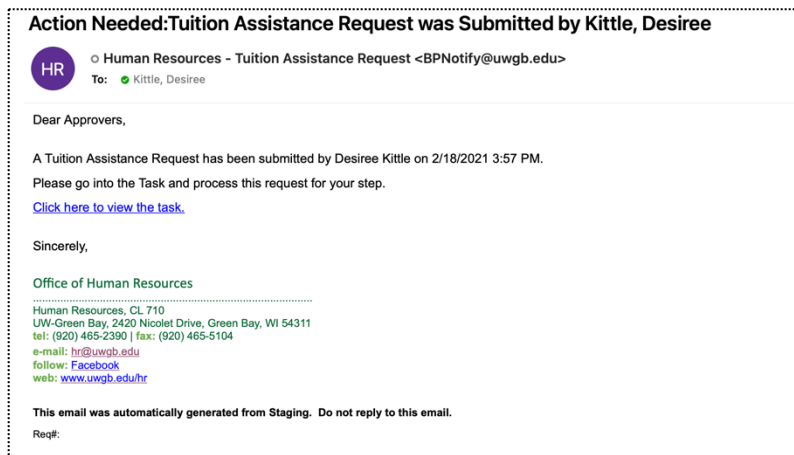
How To: HR Forms

For best user experience please use Chrome, IE, Edge, Safari. Firefox is not recommended.

Remember to also turn off Pop-up Blockers on your browsers.

Approvers:

Step 1: You will receive an email that a request was submitted from an HR form.



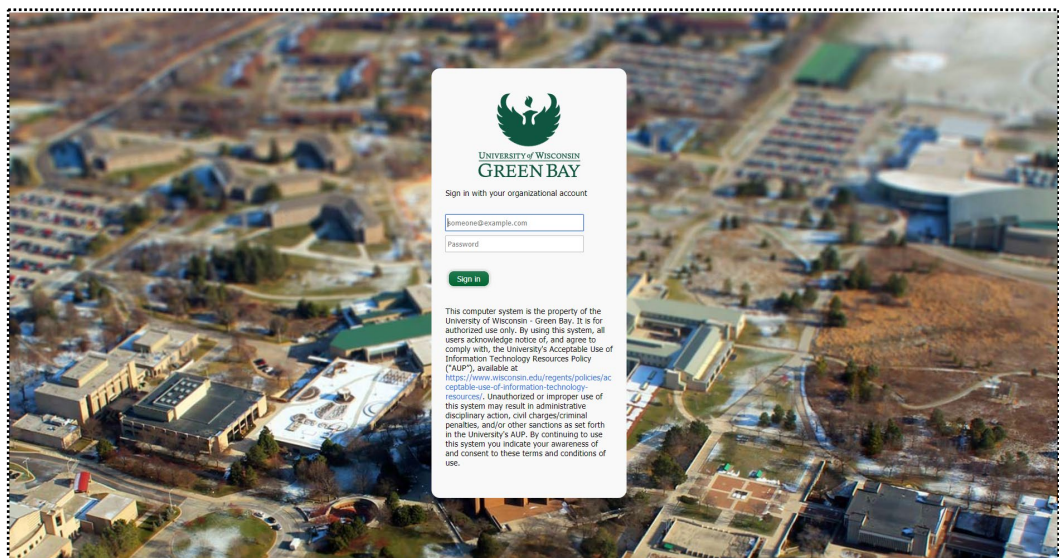
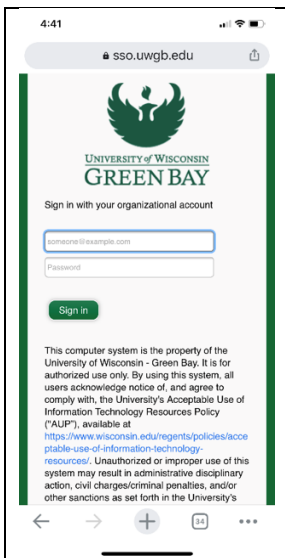
Step 2: You can use the link in the email that will take you to the log in page.

Or to go directly into [BP Logix dashboard click here.](#)

Login using your Network Credentials **(*Must have DUO Authentication to access this form)**

Mobile View:

Desktop:



Step 3: Review the form and select your option:



****Note:** If anyone in the process chooses to **Return to Initiator**, it will need to go back through the each person after the Initiator resubmits after changes.

Comments are only required if you **Return to Initiator** or **Deny** the request. If you include them, they will appear in Routing slip and all parties involved in process can view them.

Comments are also sent in the **Return to Initiator Email** and the **Deny** Email for further communication and clarification on denial reason

Comments
Comments are only required if Returning to Initiator or Denying the request.
Feel free to add any notes in this area as needed. FYI - Everyone in the process will see these comments.

Print
Save
Save and Close For Later

By Submitting this from I agree to the proposed telecommuting agreement over the duration of the agreement period. It is understood that telecommuting is subject to the changing academic and business needs of the university. The university reserves the right to adjust telecommuting schedules accordingly or eliminate telecommuting and will make every effort to provide adequate notice.

Approve Return to Initiator Deny Close Without Saving

Signatures/Routing Slip

Participants	Signature	Completed	Status	Result	Comments
Initiator		3/2/2021	Completed		
Kittle, Desiree		3/2/2021	Completed		
Notify Initiator		3/2/2021 5:22 PM	Notified		
Kittle, Desiree		3/2/2021	Notified		
Supervisor/Chair Approval		3/2/2021 5:22 PM	Completed	Approve	
David's Hasselhoff Impersonated By: kitledp		3/2/2021	Completed	Approve	
Dean/DivisionHead Approval		3/2/2021 5:23 PM	Completed	Approve	
Ganyard, Paula Impersonated By: kitledp		3/2/2021	Completed	Approve	
Area Leader Approval		3/2/2021 5:23 PM	Completed	Approve	
Van Gruensven, Sheryl Impersonated By: kitledp		3/2/2021	Completed	Approve	
Human Resources Approval		3/2/2021 5:23 PM	Completed	Approve	
Barb Stanley		-	Active		
Bob Barker		-	Active		

Step 4: You can check your Task List to see if you have any pending Tasks, otherwise if finished you can Logoff.



Knowledge Views:

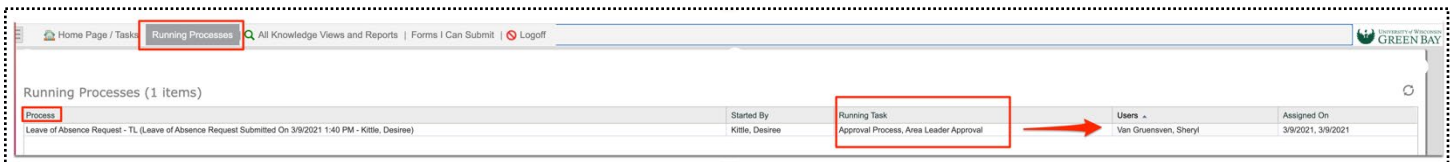
These are the list of Kviews/reports you might have access to run, every form will have the same type of reports.

Status Check: Where can I see the status of HR Forms, I am involved in?

There are two ways:

Log directly into [BP Logix dashboard click here](#).

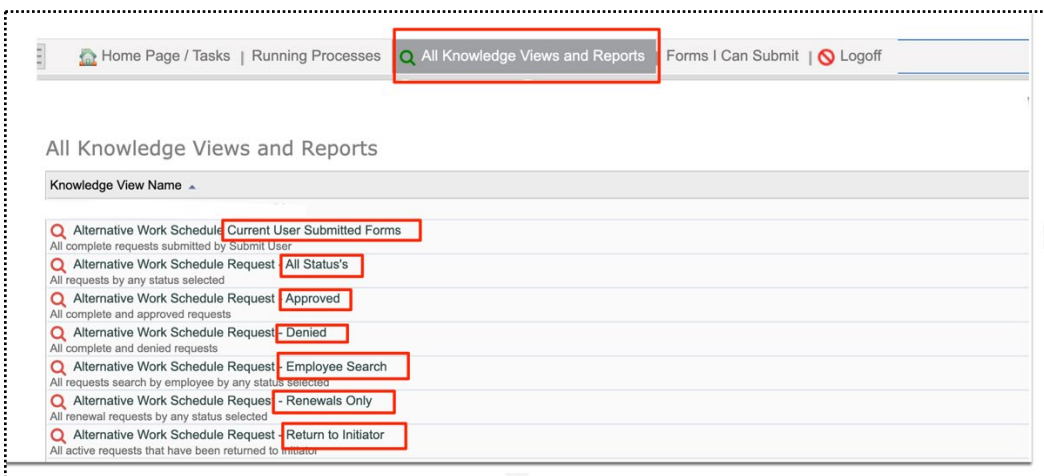
- 1. Running Processes** – Look for this tab on your BP Logix Dashboard. If you are involved in the process you will be able to see which step it is at in the process and the current users or group name.



- 2. KView - All Status's** – Look for a form name containing All Status's. You can view on status and it will also so you which step it is at in the process and the current users or group name.



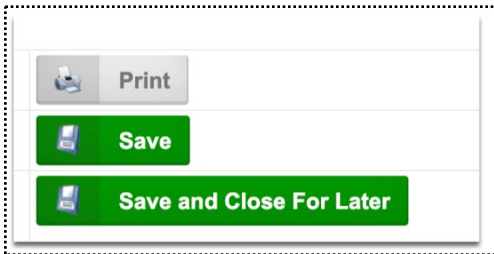
****Note:** You will have access to the results of the forms that you were participating in.



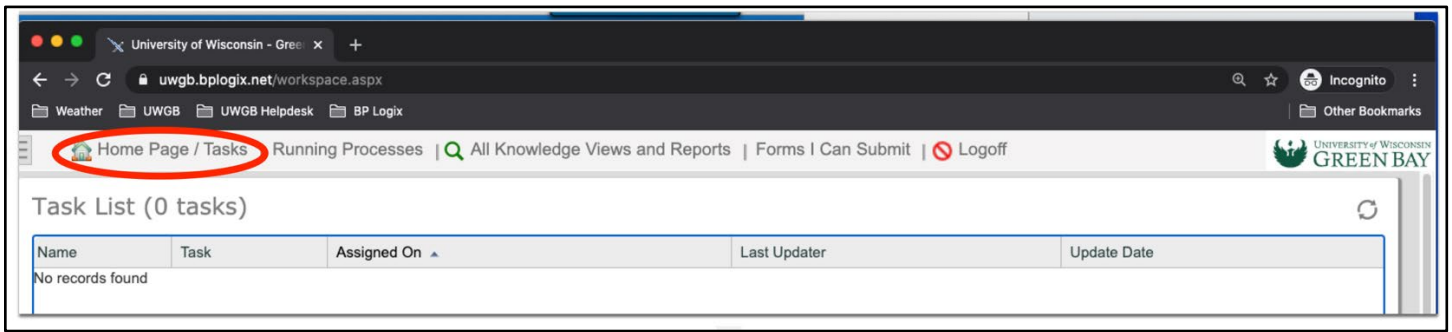
Other Buttons/Screens:

Save: Saves any changes you made but keeps you active in the current form.

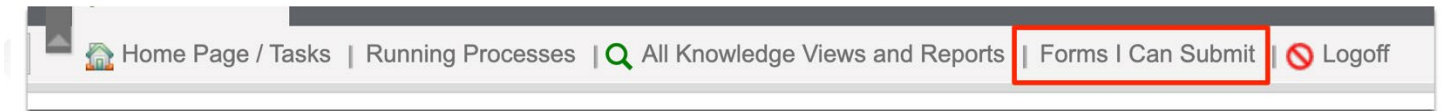
Save and Close for Later: If you need to pause your actions and resume later, this will allow you to save and resume your submission at a later time. Note: These Tasks will still show under your Task list pending your response.



Dashboard Home Screen: This will show your Tasks List.



Forms I Can Submit Tab: Forms you have access to submit.



If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920)-465-2309 helpdesk@uwgb.edu.

Questions or concerns regarding the form content please contact Human Resources at (920)-465-2390 hr@uwgb.edu