How To: Employee Screening Questionnaire

Filling out Forms in BP Logix is like completing most online forms and should be possible on desktop and mobile devices. 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.
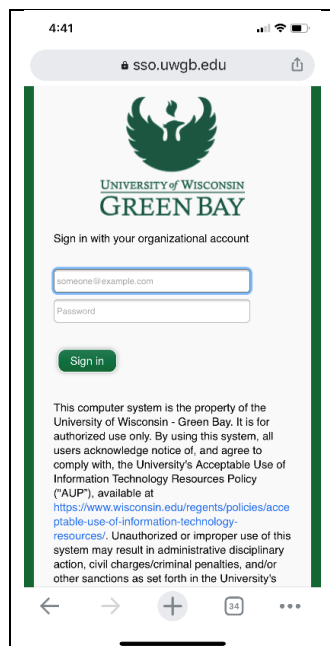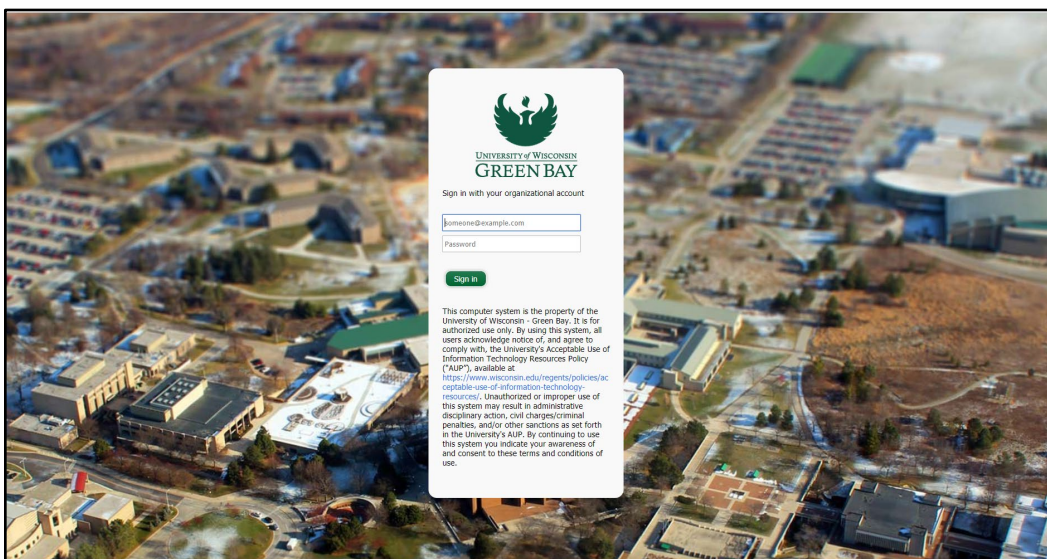
Employee:

Step 1: To fill out a new Questionnaire form: <Employee Screening Questionnaire>

To resume filling out a form you have previously saved: <Return to Dashboard> When you log in, you will see a Task List where you can open your application and continue working where you left off.
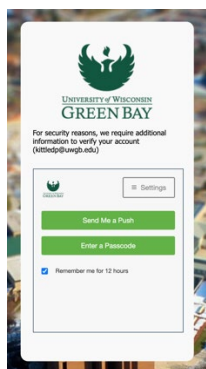
Step 2: Login using your Network Credentials

Mobile View: Desktop:

Step 2 cont.: you will need to MFA so have your fob or mobile device.

Step 3: Fill out the Form

Following Information will be automatically populated in the form, confirm they are correct:

      User Name:

      User ID:

      Email Address:

The Following Fields are Required:

Supervisor: You can start to enter your supervisors name and it will appear in drop down to select.

Employee Acknowledgment: Please read and mark First Checkbox, and choose one option for Testing Requirements depending on your situation.

Employee Acknowledgement:

☐ I have read the above questions and understand it is my responsibility to self-assess daily and self-report immediately to my supervisor if I would respond "yes" to any of these questions while working on campus. I understand if my response to any of these questions are "yes", I must stay home and contact my supervisor immediately. I agree to conduct a self-assessment daily at home and complete this ackowledgement at the start of each day that I am present on campus.

If you were to answer yes you are responsible to notify your supervisor in a fashion consistent with your office policy of your absence; **you are not required to disclose to your supervisor the reason that you are unable to be present on campus.** If your assigned duties permit it; you may discuss with your supervisor the ability to work remotely during the time you are unable to work on campus. If sufficient work is unavailable you will need to account for any time off through sick, vacation/ personal holiday or if available COVID-19 leave. The self-assessment will need to be completed for each day of scheduled work, even if notice has been given that the condition which prevents presence on campus is on-going.

Testing Requirements:
ⓘ Employees who come into any UW-Green Bay building once a week or more to conduct business must obtain a negative COVID-19 test through an antigen test, or through a subsequent confirmation test administered not more than 14 days prior to accessing the campus building.

Any employee who tests positive for COVID-19 should follow current University protocols. Employees who previously tested positive and completed the required self-isolation period will not be required to engage in continued testing every two weeks for 90 days after the administration of the positive test.

I have read the above information on testing requirements;
○ I acknowledge I have obtained a test within the past 14 days, or am still within my 90 day window.
Date of most recent test: 📅 ⌄

- OR -

○ My schedule does not necessitate being on campus at least one time per week (on intermittent basis) and therefore I am only encouraged to obtain a COVID-19 test prior to accessing any campus building.

Step 5: Submission

Click **Submit**

Controls

Print   ⊖ Delete Form / Process

▣ Save and Close for Later

✓ Submit   ✕ Cancel Changes

You will see a confirmation pop-up window on top of your screen, click OK:

Employee Screening Questionnaire Submitted On 6/26/2020 11:22 AM
e6634b2b-e441-4279-8c38-a89adb52152c&formid=c0c4793e-faa5-4142-4

uwgb-staging.bplogix.net says

Are you sure you want to submit the form?

Cancel   OK

Then, please click "Logoff"

🏠 Home Page / Tasks | Running Processes | 🔍 All Knowledge Views and Reports | Forms I Can Submit | ⊘ Logoff   UNIVERSITY of WISCONSIN GREEN BAY

Task List (0 tasks)   ↻

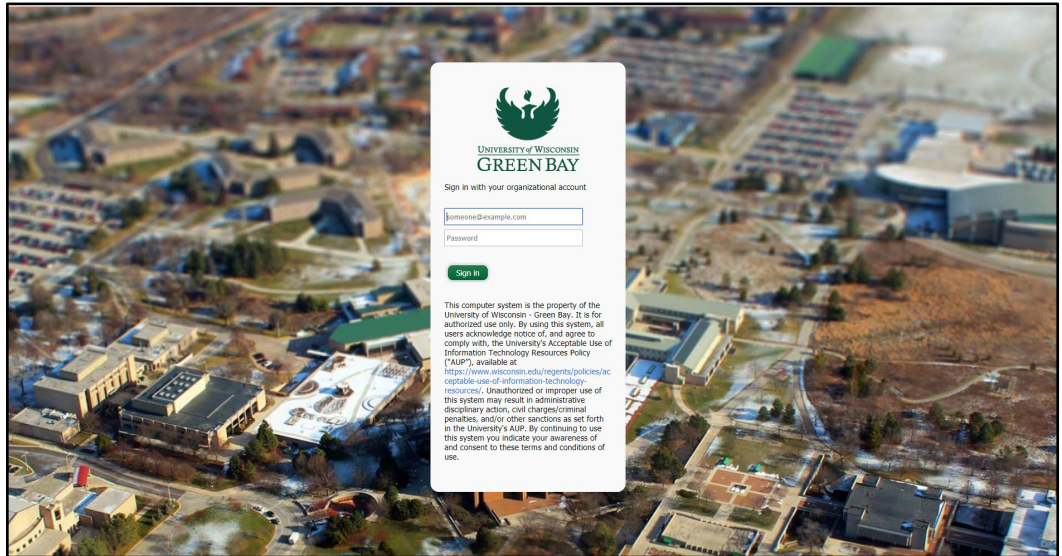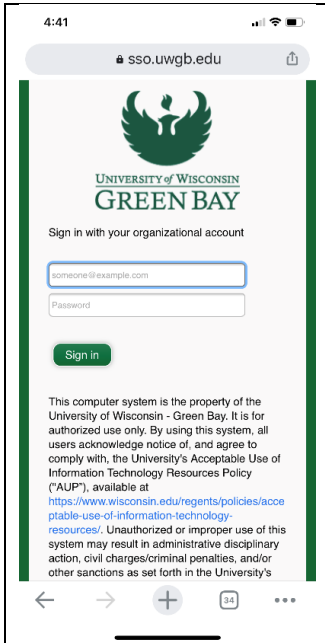| Name	Task	Assigned On ▲	Last Updater	Update Date
No records found				

Supervisors:

Step 1: To log into BP Logix to view Reporting: <Log into BP Logix>
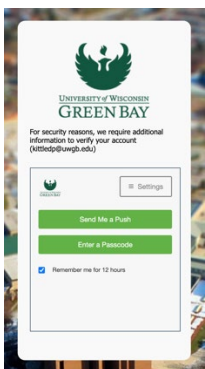
Step 2: Login using your Network Credentials

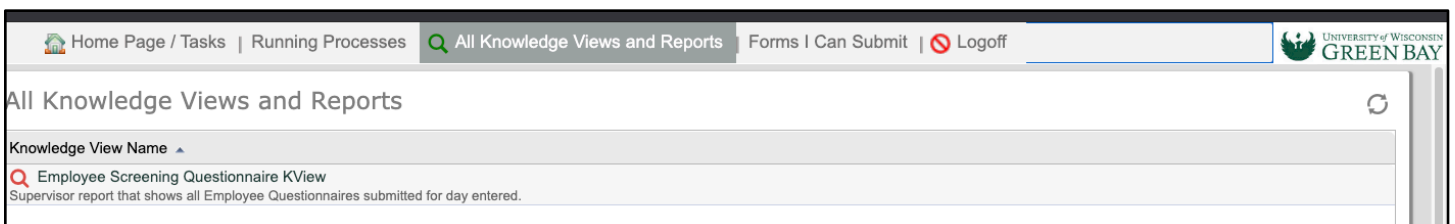Mobile View: Desktop:

Step 2 cont.: you will need to MFA so have your fob or mobile device.

All Knowledge Views and Reports: All Supervisors will have access to this report to run for their employees.

Enter Form Submit Date to view all employees who submitted for that day.

Other Buttons/Screens:

Delete Form/Process: If you want to start over, use this button.

Save and Close for Later: If you need to pause your submission this will allow you to save and resume your submission at a later time. Note: To resume the form, go to Return to Dashboard and log in. (Do not click on the "New Form" link above in this document as that will start a brand-new form for that day). You will then see a Task List mentioned above where you can open your application and continue working where you left off.

Dashboard Home Screen: This will show your Tasks List which will be empty, look for Forms I can Submit Tab.

Forms I Can Submit Tab: If you log into BP Logix Dashboard and want to submit the form from here.
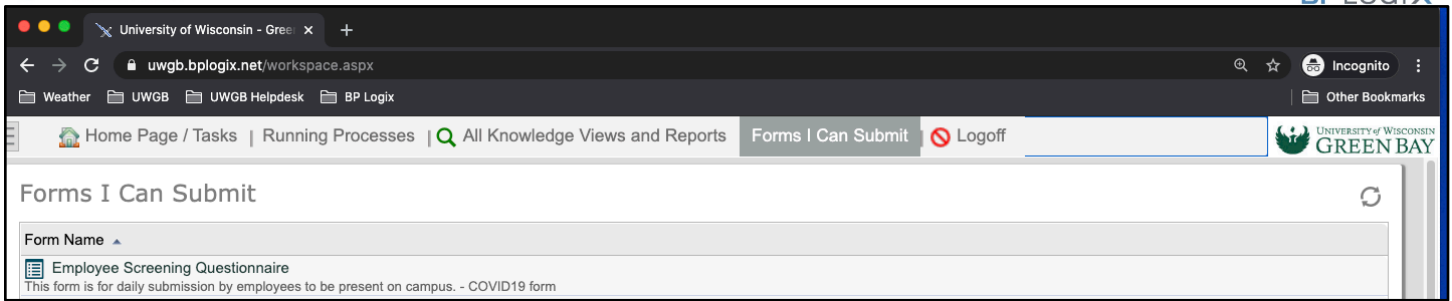
If you have technical questions, problems logging in or getting access to the form, please contact help desk at (920)-465-2309 helpdesk@uwgb.edu.

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