

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

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:

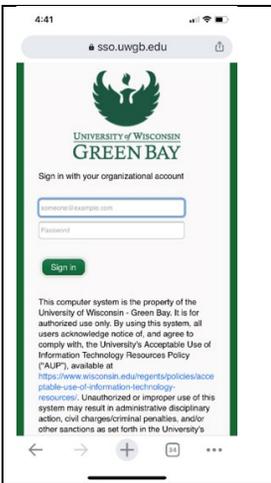
Step 1: To fill out a form: [HR Forms](#)

To resume filling out a form you have previously saved: [Return to BP Logix 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 **(*Must have DUO Authentication to access this form)**

Mobile View:

Desktop:



Step 3: Fill out the Form(s)

Employee Information: **IF required some forms will ask you to select job from dropdown.

If the Form requests Employee Information, make sure to select correct job from dropdown.

Employee Information	
Employee Job Select:	--Select-- **Please select correct job by reviewing populated FTE & Dept on Selection.
Employee Name:	Kittle, Desiree kitted@uwgb.edu
Employee HRS ID	00931914
Employee Record	
UW System Title:	
Working Title:	
FTE:	
Department:	

Employee Job Select:	✓ --Select--
Employee Name:	1. KITTLE DESIREE BUSINESS ANALYST

Other forms will automatically pull in Initiator information:

Preparer Information	
Employee Name:	Kittle, Desiree kitted@uwgb.edu
Employee HRS ID	00931914

Once you select a job, it will prefill the rest of the fields if needed on that form.

Employee Job Select:	1. KITTLE DESIREE BUSINESS ANALYST
Employee Name:	Kittle, Desiree kittled@uwgb.edu
Employee HRS ID	00931914
Employee Record	0
UW System Title:	INFORM PROCESS CONSLT
Working Title:	BUSINESS ANALYST
FTE:	1
Department:	D332000 IT NETWORK & SYSTEMS

Routing Order:

This also will Prefill your **routing order** based off your department.

Please verify this information- ****Some forms will require you to enter Supervisor/Chair**

Routing Order	
Initiator:	Kittle, Desiree
Supervisor/Chair:	<input type="text" value="Search for user"/>
Dean/Division Head:	Woodward, Wendy woodwardw@uwgb.edu
Area Leader:	Van Gruensven, Sheryl vangrues@uwgb.edu
Chancellor:	
Human Resources	

***Any fields on the form with the red box, are required to be filled in.**

Some forms will ask if it's a renewal, which will display more fields.

Is this a Renewal?	<input type="button" value="Yes"/>	<input type="button" value="No"/>
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Submit:

*Before you submit, please review all entries entered.

<input type="button" value="Submit"/>	<input type="button" value="Cancel Changes"/>
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After Submit you will see this screen or be taken to the main Home Page in BP Logix.



Your form has been successfully submitted. [Explore UWGB Home Page](#)

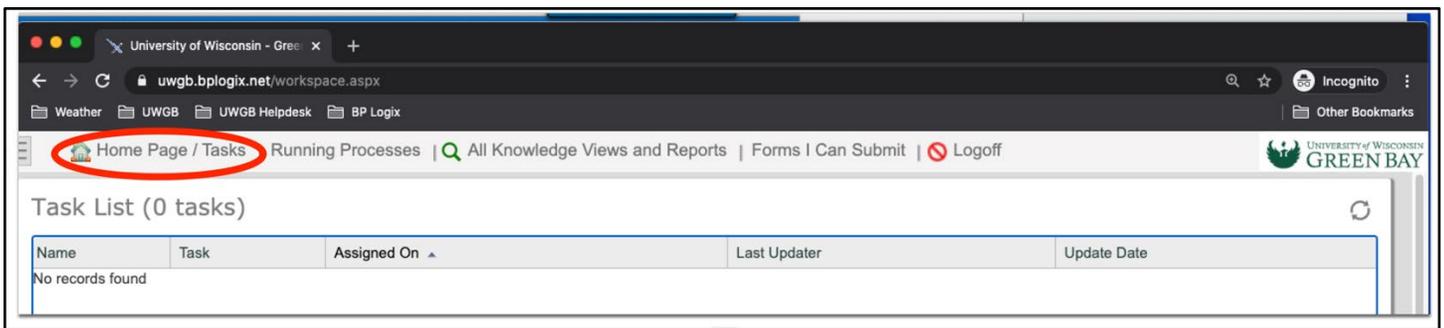
Other Buttons/Screens:

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.



Knowledge Views:

These are the list of Kviews/reports you might have access to run, every form will have the similar types of reports depending on your access.

****Note:** You will have access to view forms that you were participating in.

The screenshot shows a navigation bar with the following items: Home Page / Tasks | Running Processes | **All Knowledge Views and Reports** | Forms I Can Submit | Logoff. Below the navigation bar is a section titled "All Knowledge Views and Reports". Under this section, there is a dropdown menu labeled "Knowledge View Name". The dropdown menu is open, showing the following options:

- Alternative Work Schedule Current User Submitted Forms**
All complete requests submitted by Submit User
- Student Screening Questionnaire KView Search by Name
Report that shows all Student Questionnaires submitted Search by Student Name.
- Students Screening Questionnaire KView - by Date
Report that shows all Student Questionnaires submitted by Date.

Authorization for Recruitment - All Status's
All requests by any status selected

****Note:** Administration staff will have access to view the areas they are responsible for.

- Authorization for Recruitment - All Status's - Athletics
All requests by any status selected
- Authorization for Recruitment - All Status's - CAHSS
All requests by any status selected
- Authorization for Recruitment - All Status's - CHESW
All requests by any status selected
- Authorization for Recruitment - All Status's - CSB
All requests by any status selected
- Authorization for Recruitment - All Status's - CSET
All requests by any status selected
- Authorization for Recruitment - All Status's - EnrollSvcs
All requests by any status selected
- Authorization for Recruitment - All Status's - Student Affairs
All requests by any status selected
- Authorization for Recruitment - All Status's HR
All requests by any status selected

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