



# 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.







# 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:

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	Approve	*	Return to Initiator	8	Deny	8	Close Without Saving	

**\*\***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

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comments are only required if Returning to Initiator or Denying the request.					
eel free to add any notes in this area as needed. FYI - Everyone in the process will s	see these comments.				
				in Print	
				Save	
Submitting this from I agree to the proposed telecommuting agreement	nt over the duration of the agreement period	It is understood that telecommuting is suit	ject to the changing academic and business	needs of the	
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Step 4: You can check your Task List to see if you have any pending Tasks, otherwise if finished you can Logoff.

🔂 Home	e Page / Tasks   F	Running Processes   Q All Knowledge	Views and Reports   Forms I Can Submit	Logoff	
Task List	(0 tasks)		1		0
Name	Task	Assigned On 🔺	Last Updater	Update Date	9
No records foun	d		/		

### 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 <u>BP Logix dashboard click here</u>.

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.

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111	🚠 Home Page / Tasks Running Processes 🛛 📿 All Knowledge Views and Reports   Forms I Can Submit   🚫 Logoff				GREEN BA
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Ru	nning Processes (1 items)			-	0
Pro	ess	Started By	Running Task	Users A	Assigned On
Lea	e of Absence Request - TL (Leave of Absence Request Submitted On 3/9/2021 1:40 PM - Kittle, Desiree)	Kittle, Desiree	Approval Process, Area Leader Approval	Van Gruensven, Sheryl	3/9/2021, 3/9/2021
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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.

Leave of Absence R	equest - <mark>All Status's (</mark> 2 items)					1	Q
Timeline Status = <any value=""></any>	V Suarch						
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Kittle, Desiree	INFORM PROCESS CONSLT	1	3/9/2021	Active	Approval Process, Area Leader Approval	Van Gruensven, Sheryl	
Kittle, Desiree	INFORM PROCESS CONSLT	1	3/9/2021	Complete			
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\*\*Note: You will have access to the results of the forms that you were participating in.

	A Home Page / Tasks   Running Processes	Q All Knowledge Views and Reports	Forms I Can Submit   🚫 Logoff
A	Knowledge Views and Reports		
Kno	wledge View Name		
Q	Alternative Work Schedule Current User Submitted Forms	S	
All c	complete requests submitted by Submit User		
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# 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.

	Oran and Olars Fault star
	Save
2	Print

Dashboard Home Screen: This will show your Tasks List.

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← → C 🔒 i	🔍 😭 🐽 Incognito 🗄									
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Home Page / Tasks Running Processes   Q All Knowledge Views and Reports   Forms I Can Submit   🚫 Logoff										
Task List (0	Task List (0 tasks)									
Name	Task	Assigned On 🔺	Last Updater	Update Date						
No records found										

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

Home Page	/ Tasks   Running Processe	s $\mid$ <b>Q</b> All Knowledge Views and Reports	Forms I Can Submit	🚫 Logoff

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

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