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:
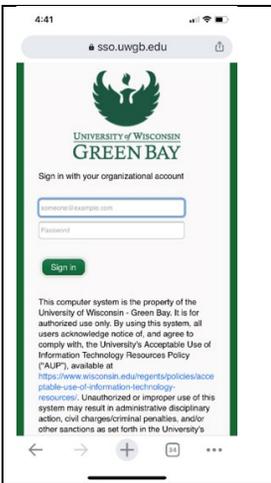
Step 3: Fill out the Form(s)

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.

Other forms will automatically pull in Initiator information:

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: Search for user
Dean/Division Head: Woodward, Wendy   woodardw@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?	Yes	No

Submit:

*Before you submit, please review all entries entered.

✔ Submit   ✖ Cancel Changes

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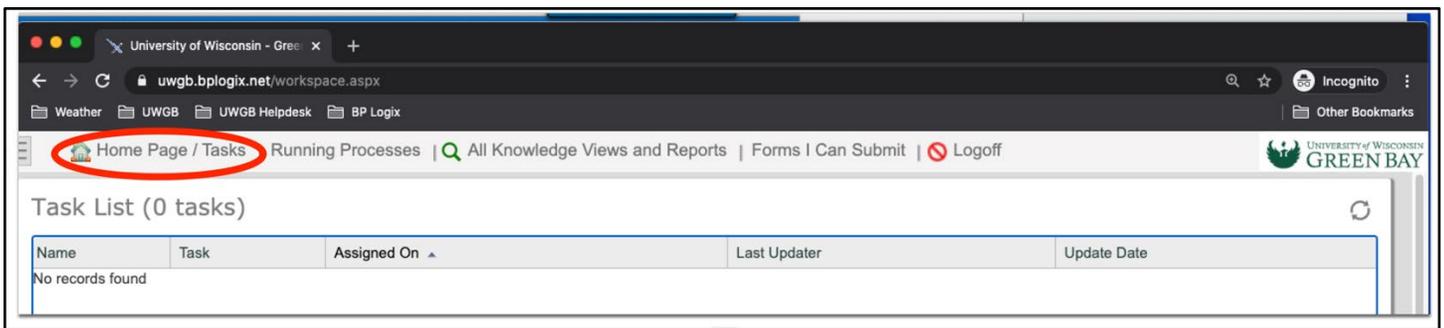
Forms I Can Submit Tab: Forms you have access to submit.

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.

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

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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