Student Employment Forms

Revision History

Date	Revision
April 26, 2022	Guide Creation

Access within the System

Each user on campus has been categorized into a particular user group, which provides them certain permissions in the BP Logix system. Please see below for a brief overview of access granted to different types of users:

Role	Access Level
Requestor	Allowed to enter a student transaction and view transactions they have submitted
Approver	Allowed to review and approve transactions assigned to them

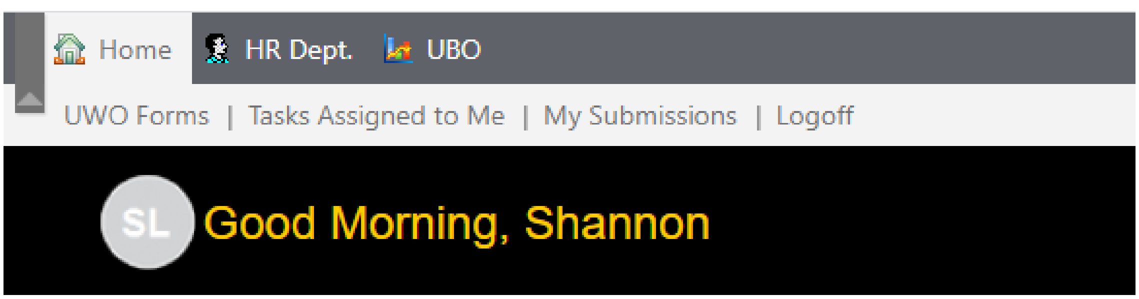
Modes of Training

The Office of Human Resources understands that every individual has a different learning style. Please see below for the various modes of training offered on this piece of the BP Logix system:

BP Logix Training (recorded 4/28/22): https://uwosh-my.sharepoint.com/:v:/g/personal/lemkes_uwosh_edu/ER-BPp649IdEvNF7bI-iklABQ5kqNfrNMat1p-GutY5Nkw

Homepage Tips

When you log in to BP Logix, you should see a homepage similar to this one. Please familiarize yourself with the options on this page.



1. UWO forms - The BP Logix system will be used for multiple forms across campus. This tab lists all the forms you have access to submit.
2. Tasks assigned to me - Requests listed here require your review and approval.
3. My submissions - All active and complete requests you have made can be viewed here.
4. Logoff - Use this link to ensure you securely log out of the system.

Step 1: Log into BP Logix

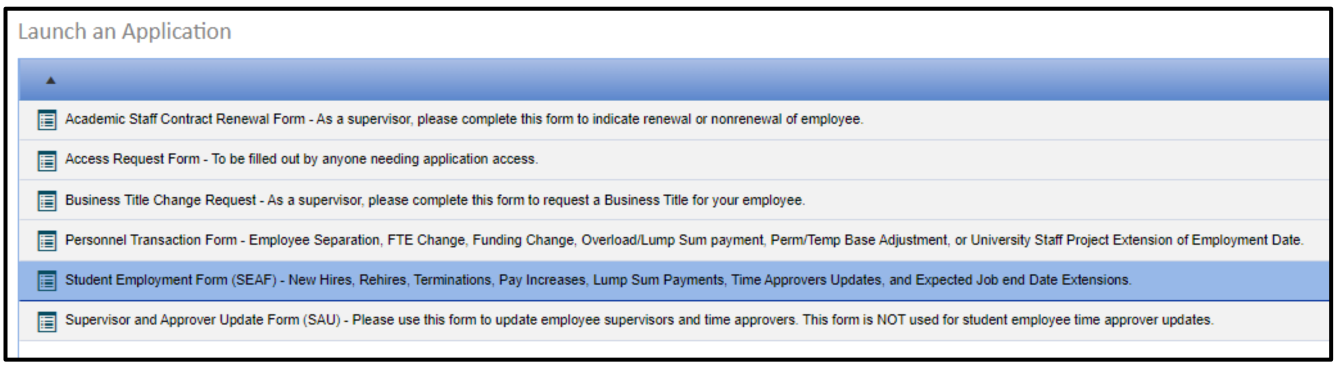
To log into the BP Logix system, you may follow the link below:

uwosh.bplogix.net

Your username and password are pre-set as your **NetID**.

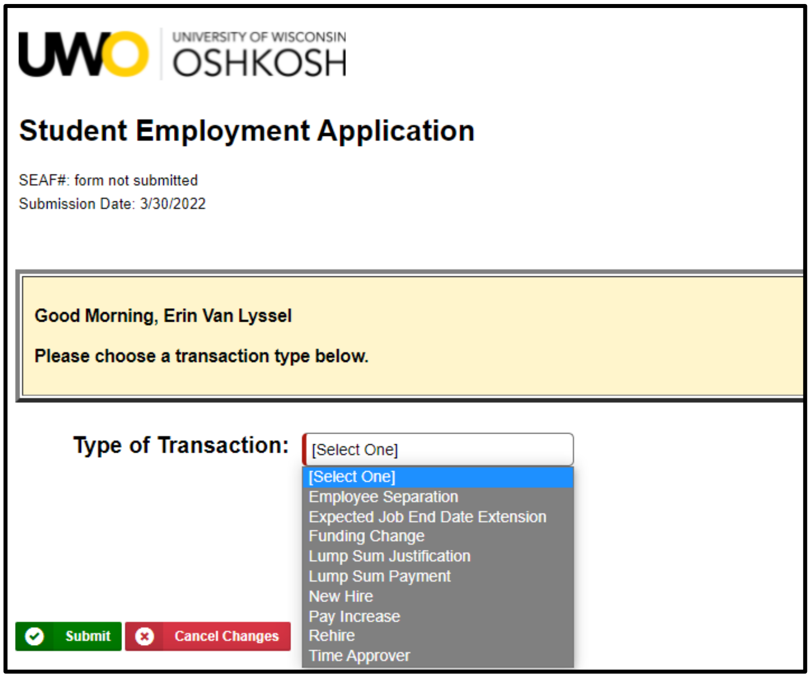
Step 2: Navigate to the Student Employment Form

From your home page, click on "UWO Forms". This will display all the forms you have access to. Click on Student Employment Form.



Step 3: Select the Transaction

Use the dropdown to select the type of transaction.



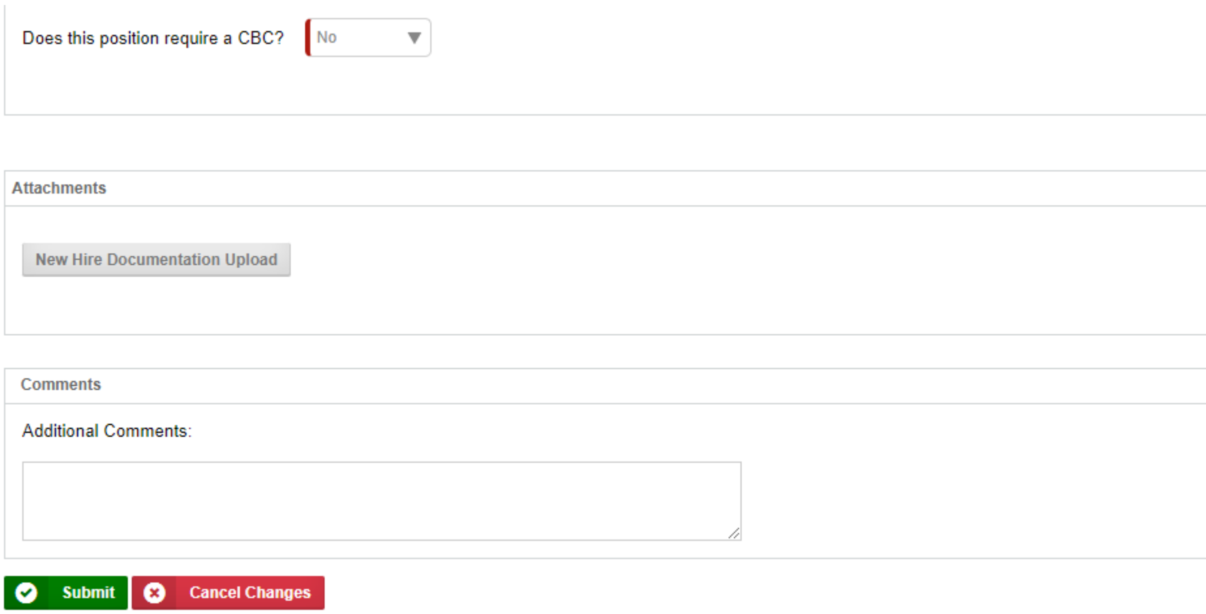
Step 4: Fill in the Form

Fill in all the required information on the form for your transaction.

Helpful tips
Anything marked in red is a required field and must be filled in. The system will not push forward the request until all required fields are complete.

Step 5: Submit for approval

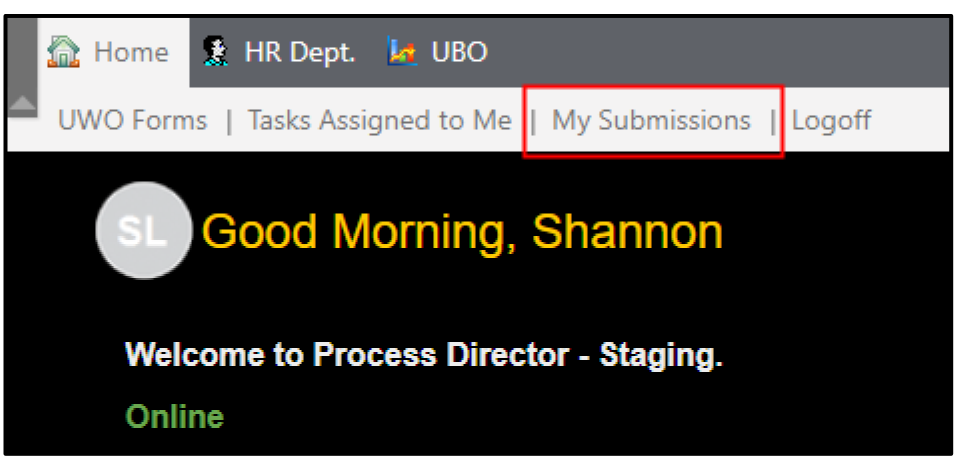
Complete the recipient and approval section at the bottom of the form. Please fill in all required fields and click “Submit Form” to submit your request. You will receive an automatic email from the system acknowledging the request you have submitted.



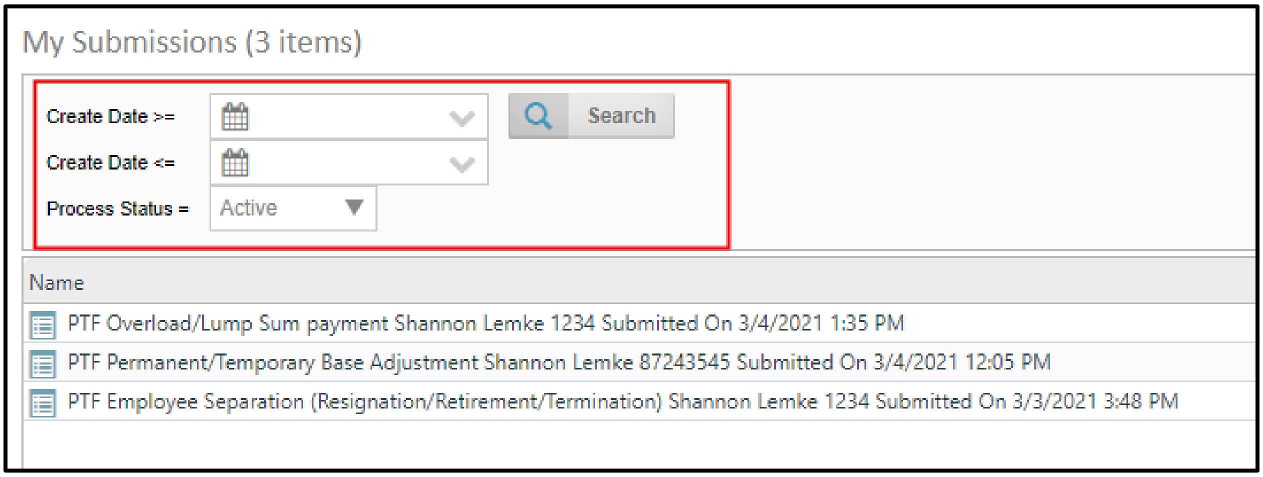
> ***Helpful Tips:***
> Once you have submitted the transaction form, the students will receive an automatic email with information on how to complete their next steps, if applicable. They will be able to complete their paperwork (direct deposit, hours agreement, etc.) online. They will still need to complete their I-9 verification in person.
>
> Human Resources will also receive an automatic email when you submit the transaction form. A representative will begin processing your form and you can check the status at any time online in BP Logix.

How to view active and/or completed submissions

You can view your requests at any time by clicking on the "My Submissions" link from your home page:

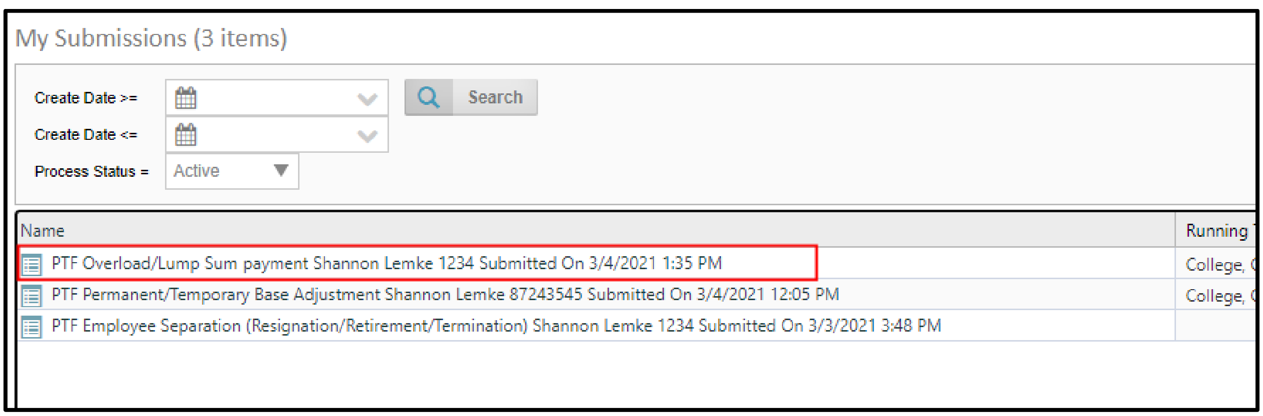


You can use the following search fields and drop down menus to filter your requests:

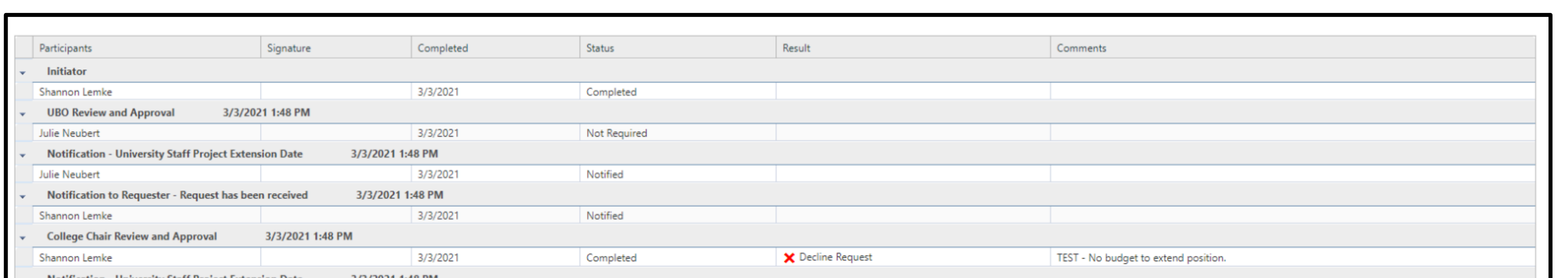


You can also quickly view what approval step your request is on and when it was last updated from this screen:

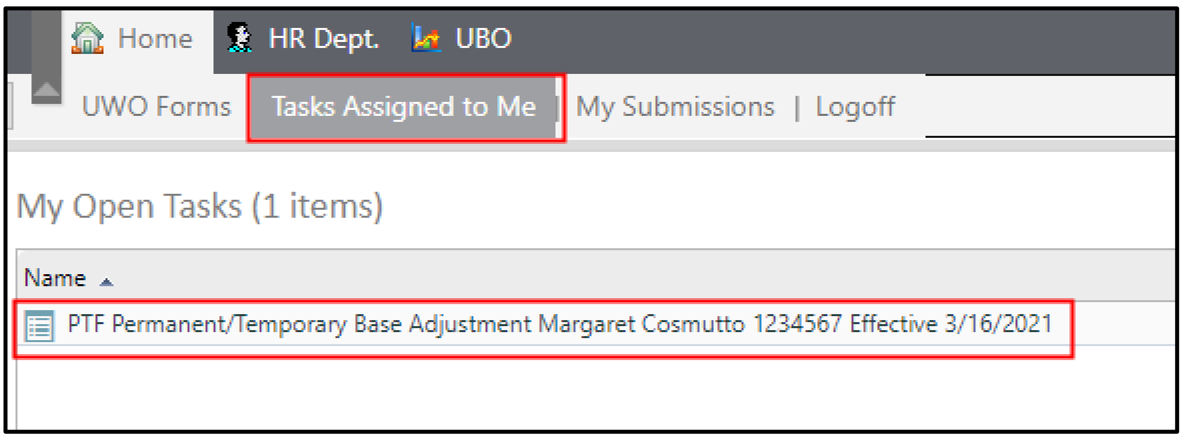
If you would like to see all the details of your request, including the approval history and any comments, click on the name of your request:



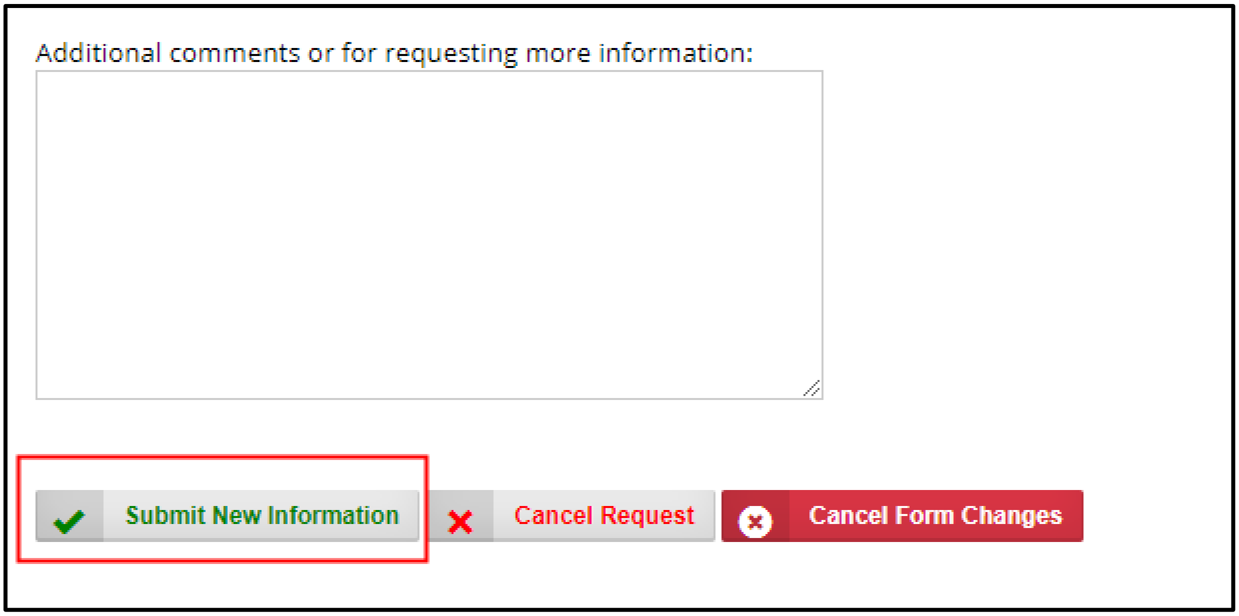
And then scroll to the bottom of the form:



An approver may ask for more information regarding your request. Once you receive that email, you may log into the system, and click on the "Tasks Assigned to Me" Link and click on the name of the request this pertains to:



Provide the additional information the approver is requesting in the text box and click the "Submit New Information" button. This information will be shared with the approver and they will complete their review.



Email notifications

The BP Logix system will send out automatic emails throughout the process. Here is a breakdown of when and who receives those communications:

Email Recipient	Communication
Notification to Requester	Request has been received
Notification to Requester	Request has been approved/declined
Notification to Requester	Approver needs more information; requestor resubmittal
Notification to Approver	Request needs review and approval
Notification to Student Employee	Complete required new employee information (direct deposit, hours agreement, form I-9 etc.)