FYI: Person Assignment Checklist is Live

The Person Assignment Checklist is now in production, which will be used in the HRS hiring process. You may have received information about this change at our recent Person Assignment Checklist workshops.

The Person Assignment Checklist will be used to record Criminal Background Check (CBC) Date and Position of Trust (POT) Type, as well as the Sexual Harassment Reference Check (SHRC) Date. This is a change from our previous process, as the CBC Date and the POT Type were previously entered in Job Data.

Existing CBC Dates and POT Types from Job Data and SHRC dates have been added to the Person Assignment Checklist so that all the relevant data is on the same screen in HRS.

Some HRS users will have their security access updated to include access to the Person Assignment Checklist. Users with the following security roles will have their access automatically updated:

- HR Administrator (view and update)
- HR Manage Hires for Recruiting (view and update)
- HR View Only
- HR Job Data View Only
- HR Student Help View Only

Other users will have to request the security role ‘HR Employee Checklist’ through OIM. This role will give both view and update access to the Person Assignment Checklist.

Person Assignment Checklist support issues can be handled like any other HRS support issue, by creating a ticket with UW-Shared Services.

Thank you,

Service Operations
UW-Shared Services
The Support Team is available Monday-Friday, 7:45 a.m. - 4:30 p.m. Any inquiries received after 4:30 p.m. will be handled the following day.

HRS administrators can reach out to serviceoperations@uwss.wisconsin.edu for assistance. Employees should contact their local administrative office.

Visit the website by going to https://uwservice.wisc.edu/administration/ for updates, recent communications, and links to resources.