



## Academic Staff Contract Renewal Form



### Revision History

Date	Revision
July 2, 2021	Guide Creation

## Introduction

The Office of Human Resources has implemented this system in order to automate the Academic Staff contract renewal process. This training guide focuses on the following actions in BP Logix:

1. How to create and submit an Academic Staff Contract Renewal Form (ASCRF)
2. How to view and check on the status of the form

## 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 an Academic Staff Contract Renewal Form and view forms they have submitted
Approver	Allowed to review and approve Academic Staff Contract Renewal Forms assigned to them

## Modes of Training

The recruitment team in 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:



If you would like to have an in-person or Microsoft Teams meeting with a member of the recruitment team to walk you through creating an Academic Staff Contract Renewal Form, please contact the [college/department recruitment and hiring contact](#) for your area or call the Office of Human Resources at 920-424-1166 and schedule a time for this meeting.



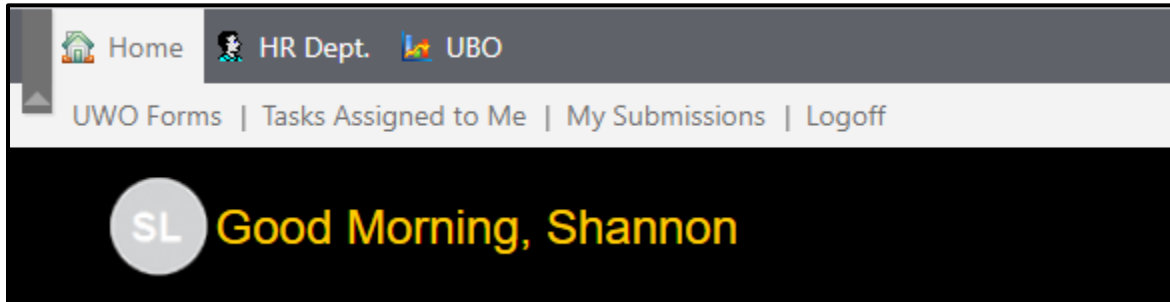
If you would like to have a member of the recruitment team walk you through creating an Academic Staff Contract Renewal Form over the phone, please contact the [college/department recruitment and hiring contact](#) for your area or call the Office of Human Resources at 920-424-1166.



If you feel comfortable solely using this training guide to create your Academic Staff Contract Renewal Form, this is acceptable. Please know that a member of the recruitment team may reach out to you if there are any follow up items up for discussion.

## 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

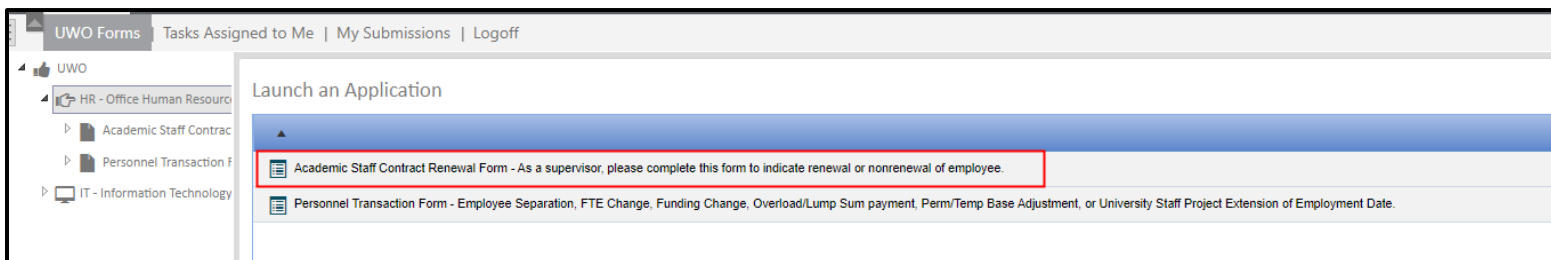
To log into the BP Logix system, you may follow the link below:

[uwosh.bplogix.net](http://uwosh.bplogix.net)

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

## Step 2: Navigate to the Academic Staff Contract Renewal Form

From your home page, click on "UWO Forms". This will display all the forms you have access to. Click on Academic Staff Contract Renewal Form.



### Step 3: Fill in form

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

Academic Contract Renewal for Mickey Mouse	
Employee (Recipient):	<input type="text" value="Mickey Mouse*"/>
Job Title:	Actor, Professor bpl-5@uwosh.edu
HRS Employee ID:	12121212
HRS Employee Record Number:	<input type="text"/>
Campus:	<input type="text" value="Oshkosh"/>
College or Department Name:	<input type="text" value="HUMAN RESOURCES"/> (F301600)
Cycle Period:	<input type="text" value="May"/>
Please indicate if this employee is recommended for renewal:	<input type="text" value="Yes"/>
Recommended contract length:	<input type="text" value="One Year"/>

#### **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 4: Submit for approval

Complete the approval section and click “Submit” to submit your request. You will receive an automatic email from the system acknowledging the request you have submitted.

**Academic Contract Renewal for Mickey Mouse**

Employee (Recipient): Mickey Mouse\*

Job Title: Actor, Professor  
bpl-5@uwosh.edu

HRS Employee ID: 12121212

HRS Employee Record Number:

Campus: Oshkosh ▼

College or Department Name: HUMAN RESOURCES ▼ (F301600)

Cycle Period: May ▼

Please indicate if this employee is recommended for renewal: Yes ▼

Recommended contract length: One Year ▼

Supervisor: Holly Shea \*

Director or Asst./Assoc. Vice Chancellor: Shawna Kuether\*

Vice Chancellor: James Fletcher\*

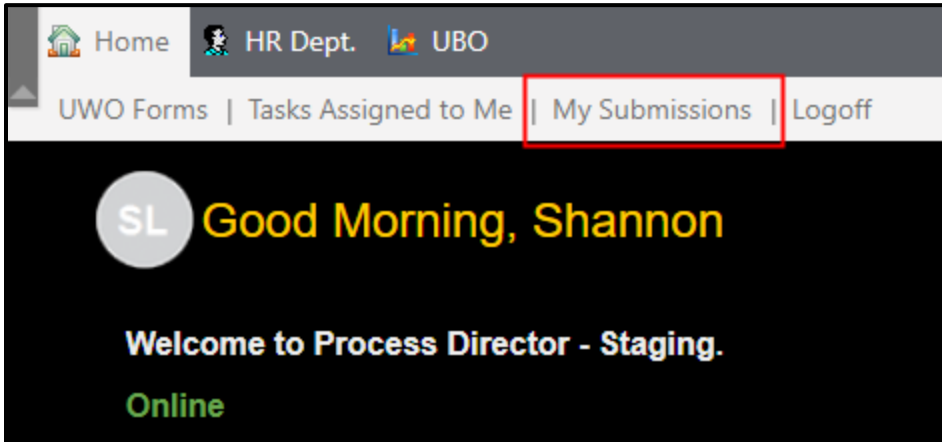
### **Helpful tips**

The form has prepopulated approver names based on the College or Department name selected. In most cases, these names should not be changed.

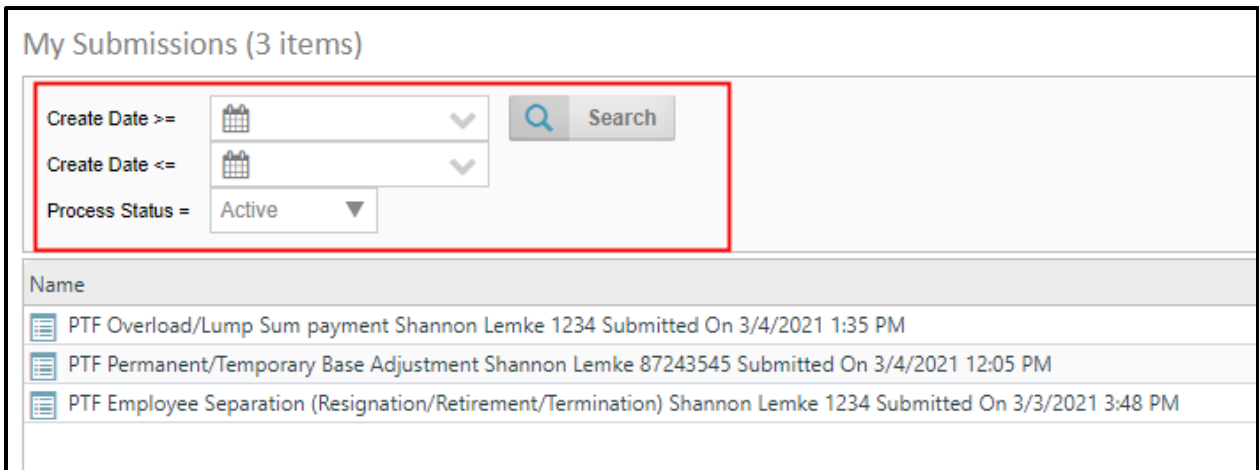
The form will automatically pull the employee’s job title, HRS employee ID, and email address. Generally, these fields will not need to be manually changed, unless an employee has more than one position on campus. The form will pull the employee’s title from their primary job.

## 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:

Running Task	Assigned to	Author	Last Updated
College, College Dean, College Dean Review, College Dean Review and Approval	Maggie Gorzek	Shannon Lemke	3/5/2021
College, College Dean, College Dean Review, College Dean Review and Approval	Jenna Kaufman	Shannon Lemke	3/4/2021
		Shannon Lemke	3/3/2021

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:

**My Submissions (69 items)**

Create Date >=

Create Date <=

Process Status = <Any Value>

Name ▲

- Access Request Form Submitted On 7/23/2020 2:31 PM
- ASCR2021-000132 - Mickey Mouse, 12121212, 6/29/2021**

And then scroll to the bottom of the form:

Participants	Signature	Completed	Status	Result	Comments
▼ Initiator					
Shannon Lemke		6/29/2021	Completed		
▼ Notification to Requestor 6/29/2021 8:28 PM					
Shannon Lemke		6/29/2021	Notified		
▼ Supervisor Notification 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Notified		
▼ Supervisor Approval 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Completed	✓ Submit	
▼ Director or AVC Approval 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Complete Condition Met	✓ Submit	
▼ Vice Chancellor Notification 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Notified		
▼ Vice Chancellor Approval 6/29/2021 8:28 PM					
Andrew Schultz		6/29/2021	Completed	✓ Submit	
▼ HRS Entries - Recruitment Team 6/29/2021 8:28 PM					
Shannon Lemke Impersonated By: Andrew Schultz		6/29/2021	Completed	✗ Cancel this Request	

**Helpful tips**

You will receive an automatic email once your request has been fully approved by all parties. Please do not share this information with employee until you receive this email.

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:

Home HR Dept. UBO

UWO Forms **Tasks Assigned to Me** My Submissions | Logoff

**My Open Tasks (1 items)**

Name ▲

- PTF Permanent/Temporary Base Adjustment Margaret Cosmutto 1234567 Effective 3/16/2021**

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.

Additional comments or for requesting more information:

✓
Submit New Information

✗
Cancel Request

✗
Cancel Form Changes

## 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 Employee	Renewal letter