How to enter fellowships into JEMS
(Job and Employee Management System)
For Non-NRA Appointments

https://uwservice.wisc.edu/hrs/jems/index.php

Updated: March 27, 2020
Search for person

If they come up in the system, check their name

You will need to fill in this information if the person is a new employee

Start date of position

International students should be checked as foreign nationals
You will need to add a home address for new employees and an office address for everyone. You’ll need US addresses. Add e-mail address.
Position start date

Department UDDS (e.g. A340340)

Always SA1 (type "f-e")

Always Y21NN (should be at top of list)

Department HR location

FLSA Status: Exempt

Refer to continuity status overview KB for appropriate continuity code: https://kb.wisc.edu/16903

Position start date

Position end date

Always "No"

Pay Basis should be annual for 12 month and summer appts and Academic for 9-month appts

Annual/Academic pay rate for the fellowship.
Leave the defaults on this tab

There needs to be a primary and a funding contact listed. Additional is not necessary.
The comments tab is where you can put helpful comments for HR staff. If paying an award include all the details for the award.

To submit the JEMS request, go up to Actions on the menu bar and select “Submit.” A box will pop up and you can hit OK. Then, go to Actions again and select “Approve.” This will prompt a check to see if there are any errors and bring them to your attention if there are errors. If not, there will be another pop up box and you can say OK. The JEMS request has been submitted from department HR to division HR when the status at the top of the screen is at “Department Approved.”