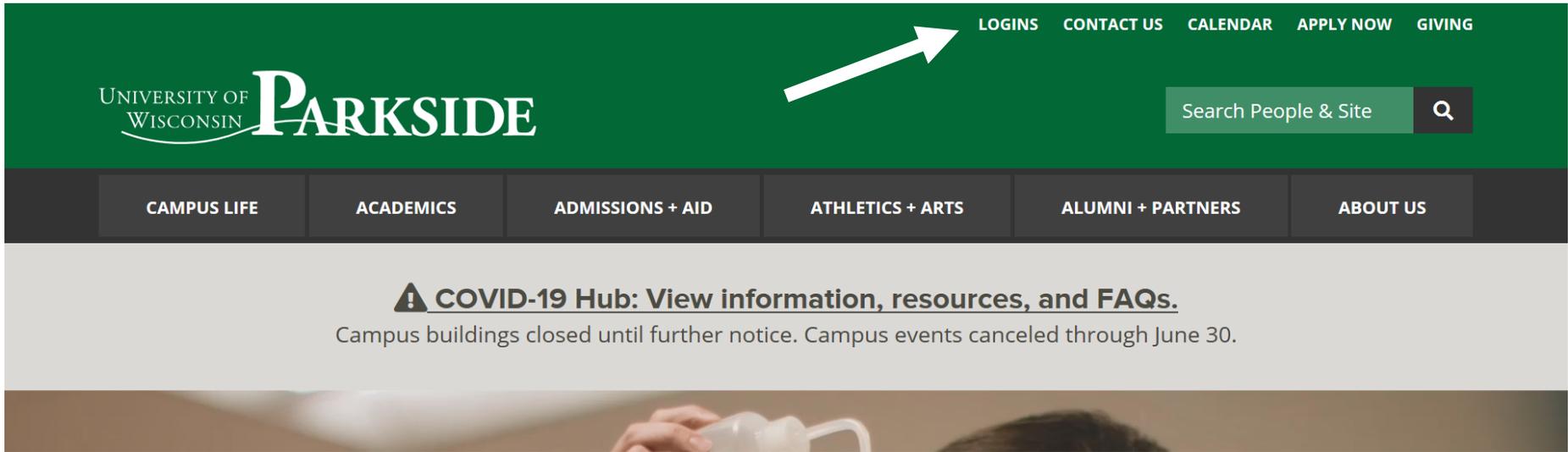




Human Resources  
[hr@uwp.edu](mailto:hr@uwp.edu)

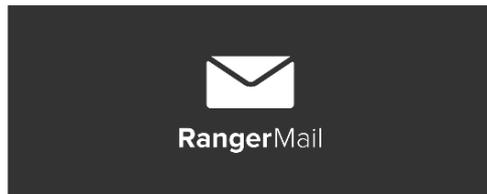
# 1. Click on LOGINS.



# 2. Click on BP Logix to populate your name.

## LOGINS AND TOOLS

WHO ARE YOU? ▼



[Accommodate](#)

[BankMobile Refund Choices](#)

[Campus Connect](#)

[Concur Travel](#)

[AIM Login](#)

[BP Logix](#)

[Canvas](#)

[D2L](#)



## 2. A visual Dashboard of tasks to be completed.

← → ↻ 🔒 uwp-staging.bpllogix.net/workspace.aspx ☆ 🗄️ 👤 ⋮

My Apps My Apps Dashboard All Forms Departures \$ Invoice Approval System User Profile

🔍 Search Forms | Logoff

BP LOGIX  
UNIVERSITY OF WISCONSIN PARKSIDE Staging

### Task List (0 tasks)

Name	Task	Assigned On ▲	Due Date
No records found			

Your tasks to be completed.

### HR Forms (2 items)

<input type="checkbox"/>	Name ▲
<input type="checkbox"/>	Departure Departure Form
<input type="checkbox"/>	New Employee Hire/Rehire New Employee Hire/Rehire Form
<input type="checkbox"/>	Employee Payroll Change Form

Select a form.

### Running Processes (0 items)

<input type="checkbox"/>	Process	Started By	Running Task	Users	Assigned On ▲	Due Date	Actions
No records found							

Forms which are in process of being completed.  
This shows where the form is in the workflow.

### All Forms (0 items)

Name	Activity	Submitted By	Submitted ▼	Actions
No records found				

History of all the forms created.

3. Example of the Employee Payroll Change Form. Please note the red bar, you must fill out or the form will not be move forward.



## Employee Payroll Change Form

**Action**

Select an Action:

Employee Lookup by Last Name:

Employee Select:



Team HR  
[hr@uwp.edu](mailto:hr@uwp.edu)