

UW HEALTH JOB DESCRIPTION

HRIS DATA SPECIALIST

Job Code: 350042	FLSA Status: Non-Exempt	Mgt. Approval: D. Jerabek	Date: January 2020
Department: Human Resources – HRIS,63080		HR Approval: J. Theisen	Date: January 2020

JOB SUMMARY

As a member of the HRIS team, the HR Data Specialist is responsible for providing administrative and customer service support in the areas of HR data entry through records management and reporting. Duties are performed under general supervision. The incumbent will provide comprehensive, professional customer service, accurate data entry, information dissemination, scanning and indexing of personnel and benefit files, and audit functions. Collaborates on process improvement for their areas of responsibility, as well as policy and procedure documentation for HRIS. Performs all duties in accordance with the HR competencies, Human Resources strategic plan and related initiatives, and in compliance with UW Health, local, state and federal rules, regulations and guidelines. Additionally, assists with events and other projects as needed.

MAJOR RESPONSIBILITIES

HRIS Data Entry and Analysis for UW Health staff and Physicians

Overall:

- Serves as resource for HR data information for all areas and levels within UW Health
- Uses problem-solving skills to untangle HR data management issues, understands dataflow, and takes action to resolve downstream issues
- Works with managers, directors, HRIS, IS, Recruitment, Benefits and Payroll to resolve data issues

New Hire/Rehire/Job Change Entry:

- Upon receiving new hire, rehire, transfer notifications review to ensure consistency and accuracy based on policy and guidelines for each organization and employee type (HC Reg, HC Temp, MF Staff, MF Physician, etc)
 - Reviews movement guide to ensure accurate coding of employee movement
 - Review/Update Position Data prior to New Hire entry to determine if incumbent is impacted, and create new position if required, understanding the relationships between Job data and Position data.
 - Reviews Benefit Program assignment, works with Recruitment and Benefits on any data discrepancies
 - Troubleshoots and resolves any inconsistencies with hiring manager, recruiter, HR consultant, compensation analyst, etc.
- Troubleshoot data issues and work with HRIS Analysts, IS Analysts to resolve
- Work with Recruitment on changes to hire dates, transfer dates, Term due to EHS, BID or other issues that prevent the hire
- Support and train Recruitment on impacts of data issues

Termination Entry:

- Process timely terminations
- Follow up on late terminations with managers to ensure they are aware of the policy requirement
- Work with Payroll and Benefits on late terminations that caused incorrect payments

HR Data Updates:

- Enter FTE, Department and Supervisor/Manager changes, ensures adherence to FTE committee guidelines
- Enter other required HR data as required (license, certification, education, etc)
- Work with Nursing and other departments on newly required license, certification, education requirements
- Work with downstream teams (Comp, Benefits, Payroll) if there are data issues or corrections
- Work with managers to ensure the given request is understood or provide instruction on required forms when they need assistance

Auditing/Reporting

- Perform audits of data entry
- Performs audits of personnel file and benefit file requirements
- Assist with reports and queries as requested

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Other Duties

- Document and maintain HRIS Data Specialist procedures and guidelines
- Assist in training and providing guidance to new HR Data Specialists
- Assist with special projects as needed
- Partner with HRIS and IS to implement process improvements whenever possible to automate and ensure greater accuracy
- Perform responsibilities demonstrating the HR competencies
- Assist with Recruitment training on data requirements

ALL DUTIES AND REQUIREMENTS MUST BE PERFORMED CONSISTENT WITH THE UW HEALTH PERFORMANCE STANDARDS.

JOB REQUIREMENTS

Education	Minimum	Graduate from High School or equivalent
	Preferred	Associate Degree and/or Bachelor's degree
Work Experience	Minimum	Two (2) years experience in an office environment to include at least one year of entering data into or reporting out of a major enterprise system.
	Preferred	One (1) year administrative experience in human resources
Licenses & Certifications	Minimum	
	Preferred	
Required Skills, Knowledge, and Abilities		<ul style="list-style-type: none"> • Attention to detail and accuracy. • Ability to establish and maintain effective working relationships with all internal and external customers ensuring a high level of customer satisfaction. • Ability to maintain confidentiality of any and all information encountered. • Ability to communicate effectively, both verbally and in writing, to both internal and external customers. • Ability to analyze and interpret data • Demonstrated ability to develop and initiate process improvements • Extensive experience working with spreadsheet, word processing and database software, with knowledge of People Soft preferred • Excellent organizational, prioritization, time and project management abilities. • Ability to be self-directed in accomplishing coordination and decision-making responsibilities. • Ability to operate office equipment. • Ability to create a trusting, positive and supportive work environment.

AGE SPECIFIC COMPETENCY (Clinical jobs only)

Identify age-specific competencies for direct and indirect patient care providers who regularly assess, manage and treat patients.

Instructions: Indicate the age groups of patients served either by direct or indirect patient care by checking the appropriate boxes below. Next,

<input type="checkbox"/>	Infants (Birth – 11 months)	<input type="checkbox"/>	Adolescent (13 – 19 years)
<input type="checkbox"/>	Toddlers (1 – 3 years)	<input type="checkbox"/>	Young Adult (20 – 40 years)
<input type="checkbox"/>	Preschool (4 – 5 years)	<input type="checkbox"/>	Middle Adult (41 – 65 years)
<input type="checkbox"/>	School Age (6 – 12 years)	<input type="checkbox"/>	Older Adult (Over 65 years)

JOB FUNCTIONS

Review the employee's job description and identify each essential function that is performed differently based on the age group of the patient.

PHYSICAL REQUIREMENTS

Indicate the appropriate physical requirements of this job in the course of a shift. *Note: reasonable accommodations may be made available for individuals with disabilities to perform the essential functions of this position.*

Physical Demand Level	Occasional Up to 33% of the time	Frequent 34%-66% of the time	Constant 67%-100% of the time
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X	Sedentary: Ability to lift up to 10 pounds maximum and occasionally lifting and/or carrying such articles as dockets, ledgers and small tools. Although a sedentary job is defined as one, which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required only occasionally and other sedentary criteria are met.	Up to 10#	Negligible	Negligible
	Light: Ability to lift up to 20 pounds maximum with frequent lifting and/or carrying of objects weighing up to 10 pounds. Even though the weight lifted may only be a negligible amount, a job is in this category when it requires walking or standing to a significant degree.	Up to 20#	Up to 10# or requires significant walking or standing, or requires pushing/pulling of arm/leg controls	Negligible or constant push/pull of items of negligible weight
	Medium: Ability to lift up to 50 pounds maximum with frequent lifting/and or carrying objects weighing up to 25 pounds.	20-50#	10-25#	Negligible-10#
	Heavy: Ability to lift up to 100 pounds maximum with frequent lifting and/or carrying objects weighing up to 50 pounds.	50-100#	25-50#	10-20#
	Very Heavy: Ability to lift over 100 pounds with frequent lifting and/or carrying objects weighing over 50 pounds.	Over 100#	Over 50#	Over 20#
Other - list any other physical requirements or bona fide occupational qualifications not indicated above:				

Note: The purpose of this document is to describe the general nature and level of work performed by personnel so classified; it is not intended to serve as an inclusive list of all responsibilities associated with this position.