



# Staff audit

# Staff audit review

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DPI must do an yearly audit of licensed staff members to ensure they have the appropriate licenses. We use your WISEstaff data.

This button starts the process →

Agency Ready for Audit Review

If your WISEstaff data has NO error or warning validation messages, we take a snapshot of your data.

You're done. Keep maintaining your data.

If validation messages exist, you must resolve them and try the audit again.



# Terms and buttons

Staff audit	Annual DPI check of licensed staff members to ensure appropriate licenses	<a href="http://tepd.dpi.wi.gov/licensing/licensing-audit">http://tepd.dpi.wi.gov/licensing/licensing-audit</a>
Snapshot	Immediate copy of WISEstaff data for DPI use in audit	<div>Audit snapshot completed successfully.</div>
Validate	Checking your data to make sure it meets all the business rules	<div>Validate Staff Data</div>
Validation message	Notifies you that staff member(s) have issues to fix or acknowledge	<div><div>ErrorResolve</div><div>WarningResolveOK</div></div>
Resolve	Click this link to see the staff person and fix the data	



# Staff audit review process

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## 1. Manage Staff Data

2. Back up your **Current Year Contracts** and **Assignments**

3. Click **Agency Ready for Audit Review** button

4. System runs the process

a. If no errors (**green message**)

1. Creates a data snapshot at DPI

2. Clears most informational messages

3. Wait for your staff audit report by email (weeks)

b. If data has errors (**orange message**)

1. **Validate Staff Data**

2. Fix any errors, acknowledge warnings

3. Re-run the Audit Review





## Person

[Search/Edit](#)[Report duplicates](#)

## File Tasks

[Upload](#)[Results](#)[Review matches](#)[Download transaction history](#)

## Reports / Validations

[Person List by Local](#)[Person ID](#)[Staff list](#)[Manage Staff Data](#)[Validate Staff Data](#)

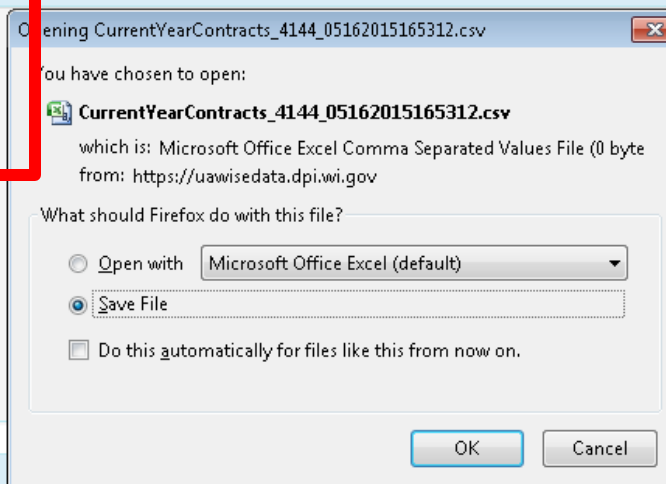
## Admin menu

[Settings](#)[Manage positions](#)[Staff](#) / Manage Staff Data

## Current WISE Staff Data

[Download Current Year Contracts](#)[Download Current Year Assignments](#)[Delete Staff Contracts](#)[Delete Staff Assignments](#)[Delete Staff Contracts & Assignments](#)

## Historical Person Downloads

[Download Persons Without WISEids](#)[Download All Persons](#)

Download Persons Without WISEids

Download All Persons

Historical Person List by Local Person ID

### Upload Historical Person CSV File

Choose Data File:

No file selected.

### Historical Contract and Assignment Downloads

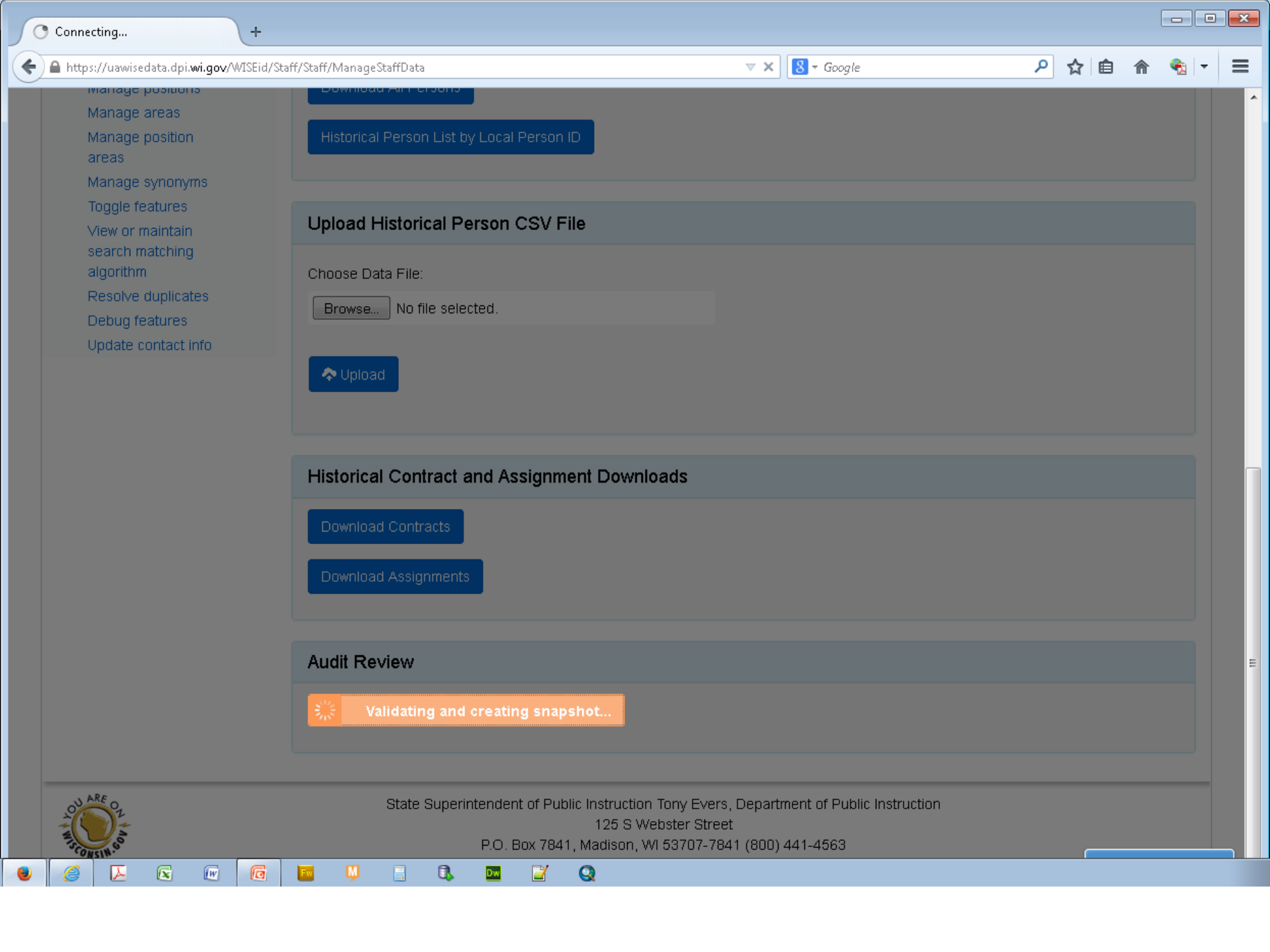
Download Contracts

Download Assignments

### Audit Review

Agency Ready for Audit Review





Connecting...



https://uawisedata.dpi.wi.gov/WISEid/Staff/Staff/ManageStaffData



Google



manage positions

Manage areas

Manage position  
areas

Manage synonyms

Toggle features

View or maintain  
search matching  
algorithm

Resolve duplicates

Debug features

Update contact info

Download All Persons

Historical Person List by Local Person ID

### Upload Historical Person CSV File

Choose Data File:

Browse...

No file selected.

Upload

### Historical Contract and Assignment Downloads

Download Contracts

Download Assignments

### Audit Review



Validating and creating snapshot...



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[Person](#)[Search/Edit](#)[Report duplicates](#)[File Tasks](#)[Upload](#)[Results](#)[Review matches](#)[Download transaction history](#)[Reports / Validations](#)[Person List by Local](#)[Person ID](#)[Staff list](#)[Manage Staff Data](#)[Validate Staff Data](#)[Admin menu](#)[Settings](#)[Manage positions](#)[Manage areas](#)[Manage position areas](#)[Manage synonyms](#)[Staff](#) / [Validate Staff Data](#)

Latest Staff Validation results are below as of the last validation run. Please click the Refresh Validation button if you want the validation results refreshed based on current staff data.

Your snapshot did not complete because your agency has unresolved Errors or Warnings that are not approved. Please correct unresolved issues and repeat the snapshot process.

Staff Data Validation Check is Complete. The following errors were found.

[Refresh Validation](#)

Date of Last Validation Run 5/16/2015 4:48:01 PM

[Download Validation](#)[Clear Non-Required Data](#)

OK Warnings by code

Select

[OK](#)

Type	Resolve	Ackn	WISEid	Local Person ID	Name	Code	Message
Error	<a href="#">Resolve</a>		1001253171		Roy, Amira	4210	Contract Fringe Benefits must be to 110000.
							Zero or no Fringe Benefits report assignment that usually include: Please verify with WUFR that even under object code 200 that is
Warning	<a href="#">Resolve</a>	<a href="#">OK</a>	1001253171		Roy, Amira	4200	





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## Reports / Validations

[Person List by Local](#)[Person ID](#)[Staff list](#)[Manage Staff Data](#)[Validate Staff Data](#)

## Admin menu

[Settings](#)[Manage positions](#)[Manage areas](#)[Manage position areas](#)[Manage synonyms](#)[Toggle features](#)[Staff](#) / **Validate Staff Data**

Latest Staff Validation results are below as of the last validation run. Please click the Refresh Validation button if you want the validation results refreshed based on current staff data.

Staff Data Validation Check is Complete. No errors found.

[Refresh Validation](#)**Date of Last Validation Run 5/16/2015 3:51:37 PM**



# Staff audit