



Working with validation messages

Validation checks your staff data



UPLOAD
staff data

VALIDATE
for
business
rules

RESOLVE
any errors
until no
messages
appear

A “business rule” checks your data

RULE: Any position 053 is licensed staff.

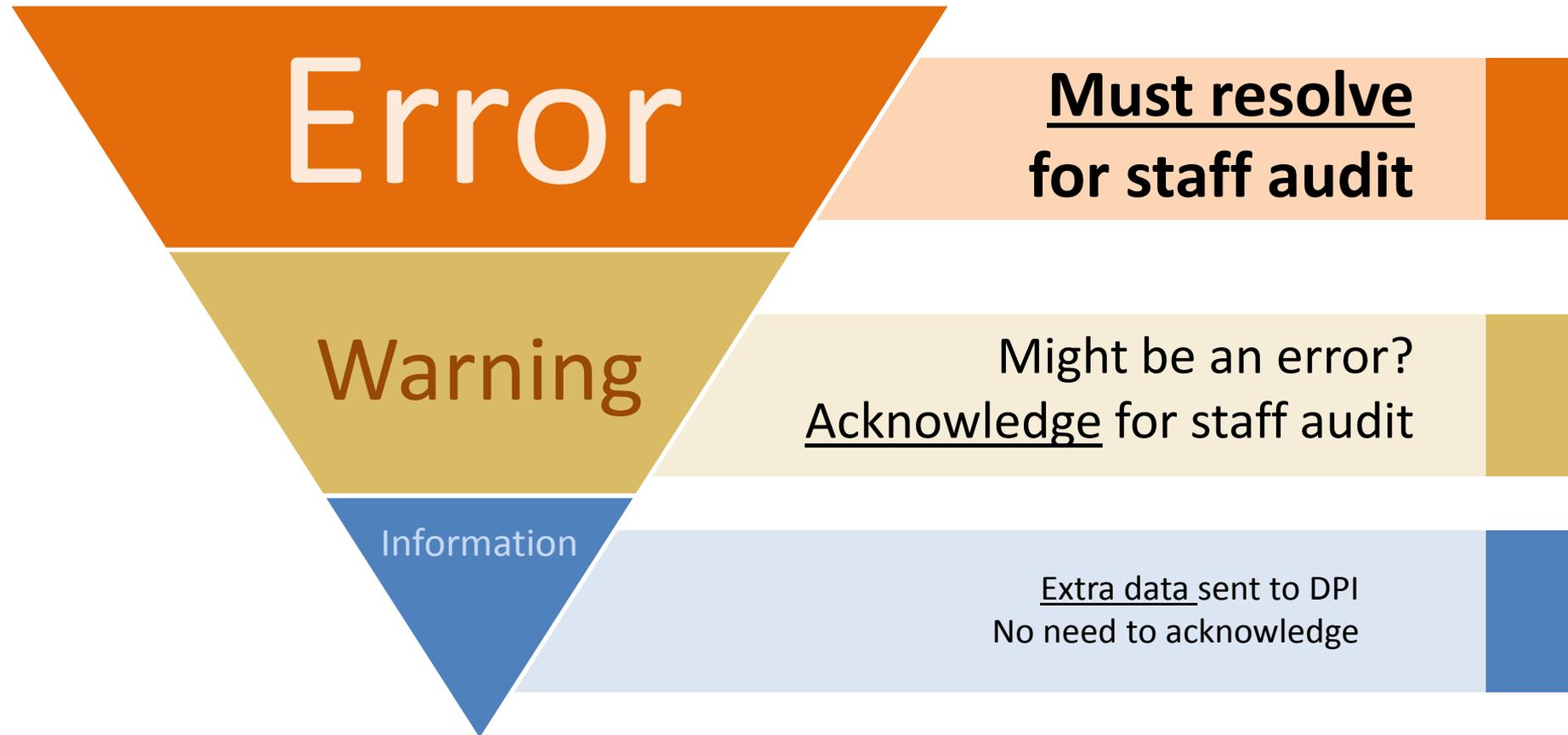
VALIDATION:
Entity ID field cannot be blank.

RULE: A person can teach as a long-term substitute.

VALIDATION:
Long-term substitute field must be Y or N.



3 types of validation messages



Information



- Click RESOLVE

Type	Resolve	Ackn	WISEid	Local Person Id	Name	Code	Message
 Information	Resolve		1008034456		JONES, SAMANTHA	6306	The number of Classes is not required for this position and area. During the report check of process the value will be deleted.





Information

- READ the validation message
- Information messages want you to **know**
- “You sent DPI more data than we need for this position and assignment.”
- During staff audit process, extra data is deleted.

Validation Information Message(s):

- The number of Classes is not required for this position and area. During the report check off process the value will be deleted.





Information

- Information message may also be caused by other staff record issues. Read and decide.



Validation Information Message(s):

- Contract Fringe Benefit amounts are only required for assignments with a code of 0 or 1 removed as part of the reporting check off process.

“This person has fringe benefits. Maybe something else is wrong?”





Warnings

- Click RESOLVE

OK Warnings by code

Type	Resolve	Ackn	WISEid	Local Person Id	Name	Code	M
Warning	Resolve	OK	5308355033		Flintstone, Fred	5750	Yc cc er

Navigation:





Warnings

- READ the validation message
- Warnings want you to **make a decision**
- “The data SEEMS to break some rules, so acknowledge it’s OK for this staff member.”

Validation Warning Message(s):

- Please confirm Staff Person's Birthdate. Person's Birthdate field Indicates staff age field is less than or equal to 18.
- Zero or no Fringe Benefits reported for an assignment that usually includes Fringe Benefits. Please verify with WUFFB considered a Fringe Benefit including FICA, and Medicaid. Only under infrequent circumstances are FICA and Medic





Warnings

- Resolve any issues as required.
- Click **OK**. This acknowledges that the data is correctly reported for this staff.

OK Warnings by code

Type	Resolve	Ackn	WISEid	Local Person Id	Name	Code	M
 Warning	Resolve	OK	5308355033		Flintstone, Fred	5750	Yc cc er

Navigation:





Warnings

- After acknowledgment **OK**, warning messages will stop displaying.
- **OPTIONAL**: Click **REFRESH VALIDATION** to clear the orange message if you wish.

Staff Data Validation Check is Complete. No errors found.

Refresh Validation

Date of Last Validation Run 5/18/2015 4:25:03 PM

Errors



- Click RESOLVE.

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

Refresh Validation

Date of Last Validation Run 5/18/2015 3:49:06 PM

Download Validation

Clear Non-Required Data

Type		Resolve	Ackn	WISEid	Local Person Id	Name	Code	Message
Error		Resolve		1008034456		JONES, SAMANTHA	4034	Person has assignment(s) requiring has no ELO Entity ID.
Error		Resolve		1005942694		LAWSON, SARAH	4034	Person has assignment(s) requiring has no ELO Entity ID.



Errors



- Resolve the error in your HR system.
- Upload a corrected contract or assignment file in WISEstaff.

Upload Request Type

Person

Would you like to download the [sample Person template?](#)

Upload CSV File

Choose Data File:

No file selected.



Errors



- You can EDIT to fix personal information.
- **NOTE:** This method does not fix your HR system's data or prevent issues next year.

1008034456 - SAMANTHA A JONES

Validation Error Message(s):

- Person has assignment(s) requiring a license but has no ELO Entity ID.

Personal Information

Birthdate

9/25/1986

Gender

Female

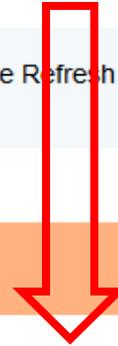
Entity ID

 Edit



Download validation messages

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.



Download Validation

Clear Non-Required Data

Opening Messages_414405182015_142720.csv

You have chosen to open:

Messages_414405182015_142720.csv
which is: Microsoft Office Excel Comma Separated Values File (1.2 KB)
from: https://uawisedata.dpi.wi.gov

What should Firefox do with this file?

Open with Microsoft Office Excel (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

Type				Code	Message
Error				4210	Contract Fringe Benefits must be a whole number to 110000.
Error				4400	Missing required data: Total Experience.
Error				4300	Error: Missing required data: Local Experience.
Error				4104	Missing required data: Highest Degree
Error				4100	Error: Missing required data: contract salary
Error	Resolve	1001253171	Roy, Amira	6324	Missing required data: contract days

Validation message count

- A count of validation messages is posted at the bottom of the Validate Staff Data screen

△ Error	Resolve		6524138237		Roy, Alan	4400	Missing required c
△ Error	Resolve		6524138237		Roy, Alan	4300	Error: Missing req
⚠ Warning	Resolve	OK	6524138237		Roy, Alan	4420	Please confirm St Birthdate field Indi equal to 18.
△ Error	Resolve		6524138237		Roy, Alan	4104	Missing required c
△ Error	Resolve		6524138237		Roy, Alan	4100	Error: Missing req
△ Error	Resolve		6524138237		Roy, Alan	6324	Missing required c

Total Error Count: 6
Total Warning Count: 2
Total Information Count: 0

[Refresh Validation](#) Date of Last Validation Run 5/18/2015 2:59:53 PM





Working with validation messages