

# PASS Module Roundtable

MIDHEUG 2017

Session 3069

October 13, 2017

8:00 am

Northwestern

## **Jennifer Zabel**

Assistant Director Operations and  
Client Relations, International Office,  
Northwestern University

SEVIS Coordinator, UWM  
3 years PASS module

PS CS 9.0 to 9.2

# UWM

PeopleSoft 9.0      8.55.15ish

27,000 students in 14 schools and colleges

~ 7% international (F1 J1 students)

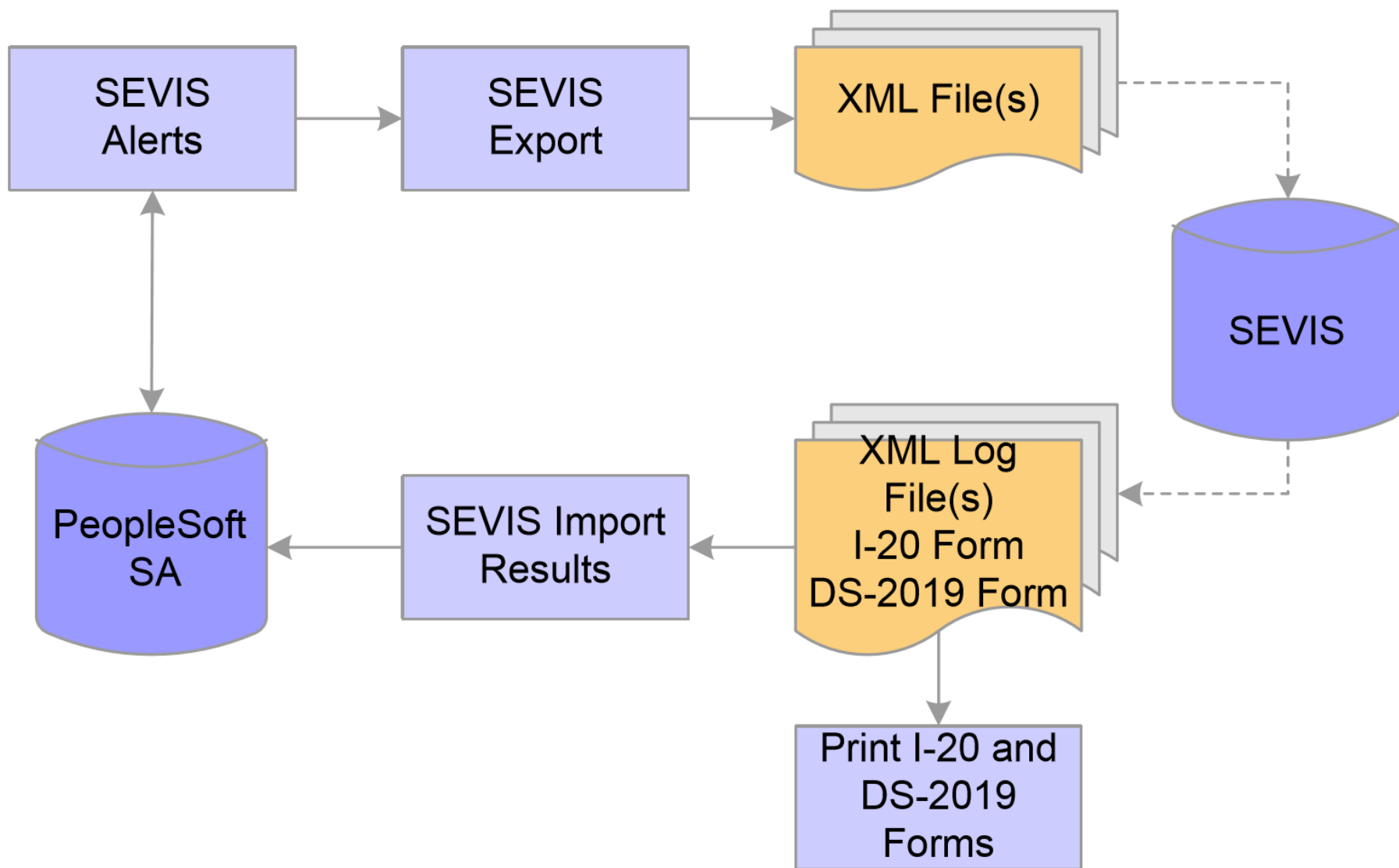
(1500 academic students + 50 IEP+ 200 on OPT)

International Admissions housed in ISSS

Three careers – ESL, UGRD, GRAD

The background is a solid purple color. It features three diagonal stripes of a lighter shade of purple, one in the top right corner, one in the bottom left corner, and one in the bottom right corner. The stripes are separated by white space.

# What is SEVIS anyway?



# Essential: Data Integrity

# Batching with PASS

Mozilla Firefox Start Page   Student Center   120%   Search

https://paws.uwm.edu/psp/saprod/EMPLOYEE/HRMS/h/?tab=DEFAULT

**PAWS** Panther Access to Web Services   **UNIVERSITY of WISCONSIN MILWAUKEE**   Home | Web

Favorites   Main Menu

**Menu**

Search:  »

- My Favorites
- Self Service
- Workforce Administration
- Campus Community
- Student Recruiting
- Student Admissions
- Records and Enrollment
- Curriculum Management
- Student Financials
- Academic Advisement
- Set Up SACR
- UW System
- UWM Campus Community
- UWM Rec
- Enrollment
- UWM Rec
- Admission
- UWM Sec
- Application
- UWM Stud
- UWM Tran
- Worklist
- Reporting
- People Tools

Self Service

Workforce Administration

Campus Community

Student Recruiting

Student Admissions

Records and Enrollment

Curriculum Management

Student Financials

Academic Advisement

Set Up SACR

UW System

UWM Campus Community

UWM Rec

Enrollment

UWM Rec

Admission

UWM Sec

Application

UWM Stud

UWM Tran

Worklist

Reporting

People Tools

Personal Information

SEVIS

Checklists

Communications

Comments

3C Engine

Service Indicators

Organization

Committees

Campus Event Planning

Student Services Ctr (Stud

I-20 Forms

F/M Alerts

F/M Full Course Exceptions

DS-2019 Forms

J Alerts

SEVIS Import

SEVIS Maintenance

Personal Information

Search Tools

Reports

Employment Authorizations

View SEVIS Events History

SEVIS External System Export

Process SEVIS Alerts - F/M

Select Alerts to Report - F/M

Export SEVIS Events - F/M

SEARCH FOR CLASSES

Sexual Violence Training

more ▶

Enrollment Dates

**Enrollment Appointment**

You may begin enrolling for the UWinterIM 2018 Regular Academic Session on October 16, 2017 at 9:00AM.

Account Summary



## Process SEVIS Alerts - F/M

Run Control ID: jlzabel

[Report Manager](#)

[Process Monitor](#)

[Run](#)

SEVIS School Code:  UW-Milwaukee

Validate SEVIS CIP Code: ☒ Yes ☐ No

### Trigger Complete Program After

F Students:  days

M Students:  days

[Refresh](#)

### Academic Info Selection

[Personalize](#) | [Find](#) | [View All](#) | |

First 1-3 of 3 Last

Career	*Current Term		Next Term		*As of Date
ESL	<input type="text" value="2179"/>	Fall 2017	<input type="text" value="2182"/>	Sprng 2018	<input type="text" value="09/05/2017"/>
GRAD	<input type="text" value="2179"/>	Fall 2017	<input type="text" value="2182"/>	Sprng 2018	<input type="text" value="09/05/2017"/>
UGRD	<input type="text" value="2179"/>	Fall 2017	<input type="text" value="2182"/>	Sprng 2018	<input type="text" value="09/05/2017"/>

Save

Return to Search

Notify

Add

Update/Display

Selection Alerts Header Addl Data Errors

**SEVIS School Code:** CHI214F20308000 UW-Milwaukee  
**Batch ID:** 20171012-04954 10/12/2017 9:31:27AM

[Send All Rows to SEVIS](#) [Set All Rows to None](#) [Send All Rows to Master](#)

SEVIS Alert Events										
Personalize Find View All										
Alert Nbr	*ID	Name	*Event Type				New Form	*Send To	DSO Name	
1	[REDACTED]	[REDACTED]	Status - Verify		<a href="#">Form</a>			None	<a href="#">Kathryn Klein</a>	<a href="#">+</a> <a href="#">-</a>
2	[REDACTED]	[REDACTED]	OPT Report Participation		<a href="#">Form</a>		<input checked="" type="checkbox"/>	None	<a href="#">Kathryn Klein</a>	<a href="#">+</a> <a href="#">-</a>
3	[REDACTED]	[REDACTED]	Status - Complete		<a href="#">Form</a>	<a href="#">Addl Data</a>		None	<a href="#">Kevin Beisser</a>	<a href="#">+</a> <a href="#">-</a>
4	[REDACTED]	[REDACTED]	Registration		<a href="#">Form</a>	<a href="#">Addl Data</a>	<input checked="" type="checkbox"/>	None	<a href="#">Kathryn Klein</a>	<a href="#">+</a> <a href="#">-</a>
5	[REDACTED]	[REDACTED]	Program - Edit	<a href="#">Details</a>	<a href="#">Form</a>	<a href="#">Addl Data</a>	<input checked="" type="checkbox"/>	None	<a href="#">Kevin Beisser</a>	<a href="#">+</a> <a href="#">-</a>
6	[REDACTED]	[REDACTED]	Program - Extension	<a href="#">Details</a>	<a href="#">Form</a>	<a href="#">Reqd Data</a>	<input checked="" type="checkbox"/>	None	<a href="#">Kevin Beisser</a>	<a href="#">+</a> <a href="#">-</a>
7	[REDACTED]	[REDACTED]	Status - Complete		<a href="#">Form</a>	<a href="#">Addl Data</a>		None	<a href="#">Kathryn Klein</a>	<a href="#">+</a> <a href="#">-</a>
8	[REDACTED]	[REDACTED]	Status - Complete		<a href="#">Form</a>	<a href="#">Addl Data</a>		None	<a href="#">Kathryn Klein</a>	<a href="#">+</a> <a href="#">-</a>

Export SEVIS Events - F/M

https://paws.uwm.edu/psp/saprod/EMPLOYEE/HRMS/c/MAINTAIN\_FOREIGN\_NATIONALS.RUNCTL\_CC 120%

**PAWS** Panther Access to Web Services **UWMILWAUKEE** UNIVERSITY of WISCONSIN

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Campus Community > SEVIS > F/M Alerts > Export SEVIS Events - F/M

[New Window](#) | [Personalize Page](#)

## Export SEVIS Events - F/M

Run Control ID: SEVIS

[Report Manager](#)

[Process Monitor](#)

[Run](#)

\*SEVIS School Code:

UW-Milwaukee

DSO EmplID:

\*File Path:

[Save](#) [Return to Search](#) [Notify](#)

[Add](#) [Update/Display](#)

# Common Batched Events

- Create I-20s/DS 2019s
- Address changes
- Registration
- Program Changes
- Date changes
- Employment Authorizations
- Complete/Terminate/Cancel

# Common Problems

- I20/DS2019 set up
- Incorrect Data in SES
- Registration date set ups
- Campus processes do not create the alert
- Master Record not accurate
- Employment Authorizations
- RTI vs Master



What else?



Thank you!