HR AST Winter Implementation System Updates

Unit Liaison Meeting
January, 2015
Agenda

- Introduction
- Scope and Background
- Overview of SSC Employment Processes
- Overview of SSC Time and Leave Processes
- Preparing for the Change
EMPLOYMENT
Scope and Background

- Changes are for Ann Arbor Campus – what about Flint, Dearborn and UMHS?
- 2013 Unit Survey
- Survey Results
- Philosophy and Development of Regional I-9 Centers
Purpose of the Presentation

• Systems Training Delivered during four February, 2015 Interchanges
• Communications between Regional I-9 Centers and Units/Departments
• MPathways Systems Feature Utilization Changes
• Image Now System
• Security Roles and Forms/eForms
• Suggested Changes for Unit/Department Processes
**Section 2. Employer or Authorized Representative Review and Verification**

(Employers or their authorized representative must complete and sign Section 2 within 3 business days of the employee's first day of employment. You must physically examine one document from List A OR examine a combination of one document from List B and one document from List C as listed on the "Lists of Acceptable Documents" on the next page of this form. For each document you review, record the following information: document title, issuing authority, document number, and expiration date, if any.)

Employee Last Name, First Name and Middle Initial from Section 1:

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<tr>
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<tbody>
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Certification

I attest, under penalty of perjury, that (1) I have examined the document(s) presented by the above-named employee, (2) the above-listed document(s) appear to be genuine and to relate to the employee named, and (3) to the best of my knowledge the employee is authorized to work in the United States.

The employee’s first day of employment (mm/dd/yyyy): ____________________________ (See instructions for exemptions.)

Signature of Employer or Authorized Representative

<table>
<thead>
<tr>
<th>Date (mm/dd/yyyy)</th>
<th>Title of Employer or Authorized Representative</th>
</tr>
</thead>
</table>

Last Name (Family Name)          First Name (Given Name)          Employer’s Business or Organization Name

Employer’s Business or Organization Address (Street Number and Name) City or Town State Zip Code
eRecruit

- Use of Applicant Contact Notes to Communicate Section 2 “Employee’s First Day of Employment Date” for all except Student Temporaries
- Add Contact Note when Job Offer is Added
- Keeping the Date Updated
- No New Security Role Required
### Manage Applicant: Jane Miller

**Name:** Jane Miller  
**Applicant ID:** 611111  
**Contact:** None  
**Phone:** 734 777 0517  
**Email:** janekm@umich.edu  

**Applicant Type:** External Applicant  
**Status:** 020 Hired  
**RIF Status:** N

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**Contact Notes**

<table>
<thead>
<tr>
<th>Contact History</th>
<th>Personalize</th>
<th>Find</th>
<th>View All</th>
<th>Subject</th>
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</thead>
<tbody>
<tr>
<td>Owner ID 81591242</td>
<td>Recruiter Name: Miller, Jane</td>
<td>Contact Date: 01/09/2015</td>
<td>Subject: I-9 Complete 01/09/2015</td>
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<tr>
<td>Owner ID 81591242</td>
<td>Recruiter Name: Miller, Jane</td>
<td>Contact Date: 01/08/2015</td>
<td>Subject: I-9 Start Date 03/01/2015</td>
<td></td>
</tr>
</tbody>
</table>

[Add Contact Note]
Workforce Administration

- Student Temporary Employment Process (STEP)
- Timing of Appointment Processing Change
- Knowing When the I-9 Process is Completed
- No New Security Role Required
Workforce Administration

<table>
<thead>
<tr>
<th>Work Location</th>
<th>Job Information</th>
<th>Payroll</th>
<th>Salary Plan</th>
<th>Compensation</th>
<th>UM Job Data</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Miller</td>
<td>EMP</td>
<td>ID: 81591242</td>
<td>Empl Rcd #: 1</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Work Location**

- **HR Status:** Active
- **Payroll Status:** Active
- **Effective Date:** 06/23/2014
- **Sequence:** 0
- **Action:** Rehire
- **Reason:** New Hire
- **Last Start Date:** 06/23/2014
- **Termination Date:**
- **Position Entry Date:**

**Position Management Record**

- **Position Number:**
- **Regulatory Region:** USA
- **Company:** UOM
- **Business Unit:** UMICH
- **Department:** 677070
- **Location:** AA CAMPUS
- **Establishment ID:** AA
- **Department Entry Date:** 06/23/2014
- **Date Created:** 06/22/2014

**Job Data**

- Employment Data
- Earnings Distribution
- Benefits Program Participation
Image Now

- Scanning Directly from Regional I-9 Center
- Creates a Service Link Case
- Deposits I-9 into HR I-9 Drawer
- Change in “Original” Definition
New Forms/eForms

• Regional I-9 Communications Template
  • Used by Regional I-9 Center Staff to Communicate with Person and Unit/Department

• Special Event Request eForm
  • Used by Unit/Departments to Request SSC Attendance at Onboarding Events

• Reinstatement/Credit for Prior Years of Service
  • Used by rehired Faculty/Staff to Request a Review of Historical Records
Preparing for the Change

• Update eRecruit and STEP Job Aides that you may have to Include Changes
  – Add Contact Note for eRecruit
  – Send Appointment Through First for STEP

• Add Going to the Regional I-9 Center to Finish the I-9 Process to your Onboarding Information

• Communicate these Changes to your Unit/Department
TIME & LEAVE ADMINISTRATION
What is Timekeeping Set-Up?

What is included in SSC Timekeeping Set-Up?
• Creating and/or updating static groups
• Creation or modification of dynamic groups

What is not included in SSC Timekeeping Set-Up?
• Actual time reporting and approval (set-up is simply employee placement in the applicable in static or dynamic groups)

Timekeeping Set-Up Key Changes?
• Single point of contact to place new or transfer employees (Shared Service Center, not Payroll or ITS)
• Static and dynamic groups can be updated by contacting the SSC
Background

- Units may have less employees in timekeeping roles
- Leave Administration tasks moving from Payroll
- SSC Services
  - Assist with static group and dynamic group creation and related employee records
  - Notification services as reminders for payroll cutoffs and missing time
Purpose of the Presentation

• New Time and Leave Services
• Forms/eForms
New Services

- Static Group Assignment and Management
- Dynamic Group Assignment and Management
- Notification to employees prior to payroll cutoff
- Notification to approvers prior to payroll cutoff
- Notification to employees of missing time*

* Current notifications that provide a report of missing time will continue to be sent
Static Group Assignment/Management

- Determine need for new or modified static group
- Fill out request form on SSC website with information

SSC
- ServiceLink case opened by request
- Complete M-Pathways data entry
- Email from case that request is complete

Units
- Monitor static and dynamic groups
Dynamic Assignment/Management

- Determine need for new or modified dynamic group
- Fill out request form on SSC website with information

SSC
- ServiceLink case opened by request
- Complete M-Pathways data entry
- Email from case that request is complete

Units
- Monitor dynamic groups
Notifications

• Determine need to notify certain employee groups
• Fill out request form on SSC website with information

SSC
• ServiceLink case opened by request
• Complete notification system data entry
• Email from case that request is complete

Units
• Inform employees or approvers that they have been added to the notification system
Forms/eForms

• Will be found on SSC website under Time and Leave Services
• Some may also be located in HR forms and Payroll forms
QUESTIONS?