Template #1

The purpose of this template is to give Units a starting point in communicating to staff regarding the Additional Pay Workflow (with direct data entry).

Key points to include in this communication:
- Share scope/impact.
- Give training timeline.

This communication should be sent to staff (creators and approvers), within the unit.

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Currently, the process to add or change Additional Pay data includes the unit completing an online form in M-Pathways, printing the form and then sending it to HRRIS for data entry into M-Pathways. Units will now be able to data enter new additional pay and make changes to current additional pay directly into M-Pathways. The new Additional Pay process also features workflow which enables transactions to be approved by the proper sources before the transaction is posted to an employee’s record.

Additional Pay Workflow aims to:
1. Eliminate duplicate data entry and increase accuracy.
2. Eliminate paper forms.
3. Reduce the time it takes for a change to be posted to an employee’s record.
4. Allow units an organized way to track and data enter transactions.
5. Confirm via e-mail when a transaction is posted to an employee’s record.

<INSERT: How does this fit with your unit?>
For example: During September all Additional Pay transactions will be completed for Medical School for X Program.

Training is available in My LINC (https://maislinc.umich.edu) to help prepare for implementation.

If you have any questions or comments, please contact <INSERT: contact information>.