Template #2

The purpose of this template is to give Units a starting point in communicating to staff regarding training availability and what their role is.

Key points to include in this communication:
- Training available in My LINC and where to find it.
- If applicable, when unit demonstrations will take place.

This communication should be sent to unit staff.

Additional Pay Workflow training now available.

The new Additional Pay process allows units to be able to data enter new additional pay and make changes to current additional pay directly into M-Pathways. The process also utilizes workflow functionality which generates approval requests from the proper sources before the transaction is posted to an employee’s record in real-time.

For Additional Pay Workflow your M-Pathways role name is (INSERT)<pick one from below>.
(INSERT: proper description from options below)

(HR ADL PAY WRKFLOW APPROVER)
This role gives you the ability to view Additional Pay Workflow. The role also has the ability to approve/deny an Additional Pay Workflow if you are listed as an Approver.

(HR ADL PAY WRKFLOW UPDATER)
This role gives you the ability to create, modify, and view an Additional Pay Workflow.

(HR ADL PAY WRKFLOW VIEWER)
This role gives you the ability to view Additional Pay Workflow.

(HR GME WRKFLOW VIEWER)
This role gives you the ability to Approve/Deny an Additional Pay Workflow if you are listed as an Approver. This role also gives you the ability to view Additional Pay Workflow. Only people in the GME office are assigned this role.

(HR HSHR WRKFLOW VIEWER)
This role gives you the ability to Approve/Deny an Additional Pay Workflow if you are listed as an Approver. This role also gives you the ability to view Additional Pay Workflow. Only people in the HSHR office are assigned this role.

(HR DBRN WRKFLOW VIEWER)
This role gives you the ability to Approve/Deny an Additional Pay Workflow if you are listed as an Approver. This role also gives you the ability to view Additional Pay Workflow. Only people in the Dearborn HR office are assigned this role.
(HR FLNT WRKFLOW VIEWER)
This role gives you the ability to Approve/Deny an Additional Pay Workflow if you are listed as an Approver. This role also gives you the ability to view Additional Pay Workflow. Only people in the Flint HR office are assigned this role.

In preparation for the Go-Live, (depending on unit – demonstrations may be available along with My LINC training, or just My LINC training- choose applicable text) a demonstration of Additional Pay Workflow has been scheduled for <INSERT: date, time, and place> and/or step-by-step instructions and system demonstrations are available in My LINC. These training documents are designed to assist with Additional Pay Workflow tasks. To access My LINC training materials, log in to My LINC (https://maislinc.umich.edu), and in the Search box type, “Additional Pay” and click Go. <Text regarding cut-off dates>

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