Template #3

The purpose of this template is to give Unit Leads a starting point in communicating to staff regarding system availability, support, and feedback.

Key points to include in this communication:
- System availability.
- Training available in My LINC and where to find it.

This communication should be sent to staff when the unit switches to workflow.

Additional Pay Workflow is now available in M-Pathways!

Additional Pay Workflow is now available for staff in M-Pathways. 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.

Training materials are available in My LINC. To access, log in to My LINC (https://maislinc.umich.edu), and in the Search box type, “Additional Pay” and click Go.

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

<unit specific details of how workflow will work within department? For example: Include unit date after which paper submittals should no longer be sent to HRRIS – exceptions are submittals involving departments not participating currently>