Fall Appointment Processing

2010 Cutoff Dates & Reminders

September/October 10 Cutoffs

• New Hires (Regular or Temporary)
  - GSA – Week of 7/26/10 (ideal for Tuition Billing)
   - Delayed forms are due before the start of the term
  - Monthly – 9/1/10
  - Bi-Weekly – 8/23/10 for 9/10/10 payday
  - Bi-Weekly – 9/7/10 for 9/24/10 payday
• Additional pays and Merits not processed via Pay Rate Change program (ex. future dated rows)
  - Monthly – 9/1/10
  - Bi-Weekly – 8/23/10
• Reappointments (GSA and Supplemental)
  - June/July when possible
Cutoffs Continued

- FY 10 Appointment & Funding changes through Wolverine Access
  - 10/30/10
- University Directory Data
  - Working/Long Titles – 9/10/10
  - Work Addresses – 9/10/10
  - Degrees – 9/24/10
  - Home Address, phone # and Work phone #
    - Self Service by 10/17/10

Reminders

- Faculty, Primary & Clinical promotions will be processed prior to 6/25/10.
  - Units should review on total picture
- Check I-9 status prior to submitting new appointments, reappointments or extension of appointments. Attach new I-9 when appropriate.
University Year Appointment Reminders

- Missing salary distributions for active Fall 10 university year appointments will be identified and batch loaded by 7/1/10.

Purging of Appointments - Grad Students

- Graduate students not appointed since 8/31/09 will be terminated in the purge process on 6/19/10.
Work Addresses - 20 or more

- Contact your Records customer service team representative at HRRIS Service Team to request assistance with Work Address Batchload process.

New Business Objects Report

- **HRSNAP Retirement Eligibility Report**
  - a new retirement eligibility corporate document based on the projected retirement date --- not benefit eligibility
  - UM Maintained Reports, Human Resources, HR02
  - available for users who have access to HR02
HR-related Forms Update

- In progress
- Access at [HRRIS All Forms](#)
- Consistent formatting
- Naming convention based on form number
- Updated source files
- Block M/university word mark
- “NEW FORMAT” preceding form link.