Announcements – June 2010 Unit Liaison Meetings

HRMS UL Program Management Update
(Managing the program without retired UL Coordinator, Jan Eckert)

Interim Coordinator: Margaret Loveless, ITS Communications

UL Meetings:
- Regular meetings will continue as scheduled.
- Meetings will be hosted/facilitated by a member of the ITS communications team or a designee.
- You can expect to get email meeting announcements and follow-up information from Margaret Loveless (ITS communications), Traci Deboer (ITS administrative support), or the UL-Inform@umich.edu e-mail group.

Submitting Questions or Concerns
Please continue to submit any questions you have about the UL program, access and training, OARS, or membership changes to the ITS Help Desk at
- 734-764-4357 (4-HELP),
- itsadminhelpdesk@umich.edu or,
- http://www.mais.umich.edu/online_help_desk/

UL Membership Changes
Please notify the ITS Help Desk if you expect to leave your role as UL.
- Two weeks’ notice or more is extremely helpful in making a smooth transition to a new UL
- A member of the ITS communications team will contact you to discuss roll-off tasks and any information you have about your replacement

ITS communications will work with:
- The departing UL and appropriate unit leadership to assign a new UL
- New ULs to arrange for training and orientation

Coming later this summer – online training/orientation option for new UL orientation or for existing ULs who would like a refresher! The 2-module training will cover a basic UL program overview and an introduction to OARs. We will be looking for ULs to provide input. Stay tuned.