RO-HRMS Shared Data Agreements
Effective: June 11, 2001

Overview
This is a high-level overview of the agreements made between the Office of the Registrar (RO) and Human Resources Records and Information Services (HRRIS) for updating of shared personal data fields in the HEPROD database.

Individuals with the SRRO or HRHRRIS operator classes have security access to update any personal data field for any person in the database. However, certain business processes dictate that one office must notify the other of a change, or in some cases, one office must refrain from making a change, and refer to the other office instead.

Step-by-step procedures have been written specifically for RO and HRRIS staff describing how to carry out these agreements. See the Registrar's Office Guide to Updating Student and Employee Personal Data and the HRRIS Guide to Updating Student and Employee Personal Data for those details.

This document does not discuss procedures for Admitting Offices, Employment Offices, or other offices who may have need to work with the RO or HRRIS to change data in restricted fields. Those procedures are documented elsewhere. The agreements discussed below are between the two offices who have the access to change all restricted fields.

Agreements

Address
All offices on campus will direct current students to update their own addresses on Wolverine Access.

All offices on campus will refer current employees to HRRIS for address updates until employees are able to update addresses directly on Wolverine Access. (RO may handle updates for a Current Employee, if requested, but this would be an unusual case.)

HRMS forms that collect address information inform students about how address updates are reflected in Wolverine Access. HRRIS will update Current addresses for current students when the student has not kept Wolverine Access up-to-date, or if the student previously inactivated his/her Current Address.

Only in exceptional cases would RO or HRRIS handle routine address updates on the student's behalf.
**Name**

Changes to the Primary Name will be made only if a data entry error is evident in existing paper records, or after appropriate documents have been collected. Exception: HRRIS will create a Transcript name for former students whose name has changed and will send a follow-up email to the student.

RO and HRRIS agree to accept the following documents for name changes: Social Security Card, marriage certificate, court order, driver’s license, or passport.

Documents will be retained by the office that made the change.

When HRRIS changes the Primary name for a current student, they will notify the RO via email to RO.CRISP.questions@umich.edu, who will then notify the appropriate school or college.

When RO changes the Primary name for a current employee, they will notify HRRIS via email to hr.personal.data@umich.edu.

**Birthdate**

Changes to birthdate will be made only if a data entry error is evident in existing paper records, or after appropriate documents have been collected.

RO and HRRIS agree to accept the following documents for birthdate changes: driver's license, birth certificate, or passport.

When HRRIS changes the birthdate for a student, they will file the documentation. No notice is required for the RO.

When RO changes the birthdate for a current or former employee, they will fax the documentation to HRRIS for filing.

**Gender**

RO and HRRIS will research gender discrepancies using existing paper records.

If paper records do not resolve the discrepancy for a current employee, or one just being hired, HRRIS will direct the person to the Office of Equity and Diversity Services (OEDS) for follow-up.

If paper records do not resolve the discrepancy for a current or former student, the RO will follow-up directly with the person, unless that person is a current employee. Current employees will be referred to HRRIS, who may in turn refer to the OEDS.
Citizenship/Visa

RO will not update citizenship/visa data for current employees. Instead, they will direct the person to HRRIS.

RO views proof of citizenship status before changing student citizenship, and may change citizenship/visa data for a former employee without notifying HRRIS.

HRRIS must have the completed I-9 in order to change citizenship/visa data for a current employee, or one just being hired, and may change a student’s data without notifying the RO. Former employees with any student relation would be referred to the RO.

Ethnic Group

RO and HRRIS will research ethnicity discrepancies using existing paper records.

If paper records do not resolve the discrepancy for a current employee, or one just being hired, HRRIS will direct the person to the Office of Equity and Diversity for follow up. Former employees with any student relation would be referred to the RO.

If paper records do not resolve the discrepancy for a current or former student, the RO will follow up directly with the person, unless that person is a current employee. Current employees will be referred to HRRIS, who may in turn refer of the OEDS.

Social Security Number

Changes to the Social Security Number (SSN) will be made only if a data entry error is evident in existing paper records, or after a photocopy of the Social Security Card has been collected.

In cases of changing a dummy payroll ID or SINOA to a real SSN, it is not necessary to obtain a copy of the Social Security card. Any document signed by the individual (student or employment application, personal data change form, application for Grad Care benefits, etc.) will suffice as documentation.

Documents will be retained by the office that made the change.

When HRRIS changes the SSN for a current student, they do not need to notify the RO. (Audit reports will suffice.)

When RO changes the SSN for a current employee, they will notify hr.personal.data@umich.edu.

Date of Death

A combined procedure for deceased processing has not yet been written. RO, HRRIS, and Benefits should communicate with one another on all deceased processing until this combined procedure is available.
RO will insert a Benefits Office address for deceased student/employees instead of deleting addresses as they would with a student only.

**Marital Status**

The Marital Status field will be updated only by the Benefits Office. RO and HRRIS have agreed not to update this field, although the restricted field setup for SRRO and HRHRRIS operator classes does not prevent them from doing so.

**VA Benefit**

RO uses the VA eligibility checkbox for the Certification Office processes. HRRIS is still investigating the use of VA Benefit fields, and will coordinate with the RO should they decide to start using them.

**Military Status**

RO does not use this field and will not update it. HRRIS is still investigating the use of this field. RO and HRRIS will coordinate with each other should either office decide to start using it.