M-Pathways Human Resources Management System (HRMS) Upgrade Interchange

June 2015
Benefits, Human Resources, Payroll, Time & Labor

- M-Pathways Human Resource Management System
- Employee Self-Service
- Manager Desktop
- Time Approval
Agenda

• 2:00 – 2:10 Introduction
• 2:10 – 2:45 Time & Labor
• 2:45 – 3:20 Personnel Action Request (PAR)
• 3:20 – 3:55 eRecruit
• 3:55 – 4:00 Closing

NOTE: Times listed above are for the Monday, 6/15 interchange
M-Pathways HRMS System
Unavailable starting at 5 p.m. on Thursday, June 25

- HRMS data, including job openings and reporting time
- Self-Service, including view paycheck and job data
Available During HRMS System Outage

- Punch Time Clocks collect punches offline
- Reporting via BusinessObjects and HRMS data sets
- I-9 Processing Centers with limited services
Enhancements

**eRecruit**
improved applicant experience, enhancements to managing applicants, and more

**Personnel Action Requests (PAR)**
retire the submittal form, new launchpad, enhanced transactions

**Time and Labor**
Supervisor IDs as approvers enable improved internal controls, new WorkCenter, email approval notifications
New Look
Personalize Home Page

Note: Step-by-step procedure will be available at time of upgrade
Time and Labor

Melissa Kokenakes, ITS
Time & Labor 9.2 Approval Process Changes

• Supervisor ID on Job will be the Primary Time Approver
  – Each Primary Approver can enter up to 5 delegates to approve their employee’s time
    • The TL TIME ENTRY APPROVER role will be a dynamically assigned role, therefore no OARS request is required
  – Improved time approval security
    • Only supervisors and their delegates can approve the employee’s time. Timekeepers will no longer be able to approve time unless they are a delegate or a supervisor.
    • Workflow allows for easier auditing of approvals
Time & Labor 9.2 Approval Process Changes

- If the Supervisor ID is not populated for employee’s who are Active in Time & Labor, the Department Manager ID from the employee’s department will be used to populate the field
Time & Labor 9.2 Approval
Process Changes

• Who needs to have their Supervisor ID populated?
  – Staff who report their own time in Wolverine Access
  – Staff who use a time clock and the punches are approved in Wolverine Access
  – Staff who use the Wolverine Access Web-Clock
  – Interface Units that have Departments set as Self-Service time reporting
Supervisor ID Field Resources

• **Upload Employee Supervisor Information** - review current Supervisor ID assignments and update Supervisor IDs as needed

• **Run Supervisor ID Reports** - identify blank or problematic Supervisor ID assignments

• **Create Organization Charts** - run a report to show employees and their supervisors or blank Supervisor ID fields
Email Approval Notifications

• **OPT IN** – To receive the notification
• Notification is driven by the Submit button on the timesheet
• Notifications are controlled by a checkbox on the Delegate page (Approver and Delegates)
• Punch Time Approvers will not get notifications
From: <dummyemailaddress@umich.edu>
Subject: Wolverine Access Timesheet is ready for your approval
To: uniqname@umich.edu

<insert preferred name of individual> has submitted a timesheet that is ready for your approval. You can access the timesheet via the Time and Labor WorkCenter.

Security Notes:

- To unsubscribe from this automated email, select Approval Delegate Group on the WorkCenter menu and uncheck your Email Notification box, or if you do not have access, refer to the Approval Delegate Group procedure on My LINC.
- Verify that links in emails are safe before clicking them. Hover over the link with your mouse to display the full URL at the bottom of your web browser. To learn how to protect yourself from fraudulent websites and emails, see the Spam, Phishing, and Suspicious Email page on the U-M Safe Computing website.

Questions? Call the University Payroll Office.

Call 5-2000, option 2 from the Ann Arbor Campus, 734-615-2000, option 2 from the local Ann Arbor area, or 1-866-647-7657 for toll-free long distance. The University Payroll Office is open Monday - Friday, 8:00-5:00.
<table>
<thead>
<tr>
<th>Delegate</th>
<th>Delegate Email Notification</th>
</tr>
</thead>
<tbody>
<tr>
<td>MARKMCAN</td>
<td></td>
</tr>
<tr>
<td>ScotM Yoas</td>
<td></td>
</tr>
</tbody>
</table>

Add Delegate

Save
Time and Labor
WorkCenter Demo

Demonstration link:
https://maislinc.umich.edu/mais/flash/TL_WC_HRMSUpgrade_T&LDemo_GM.htm

Note: The demonstrations in this slide deck are for use during the live interchanges. Click outlined boxes to move through the demonstrations. See interchange recording to hear narration.
# HELP Resources

## Employment

**APPLICANT**
Phone: 734-615-2000, option 1 then option 2
Email: jobsweb@umich.edu

**UNIT PARTNERS (SSC) - NAVIGATION**
Phone: 734-615-2000, option 1 then option 5
Email/Case Connect: ssc.hr.recruiting.employment@umich.edu

**TECHNICAL (ITS)**
Phone: 734-764-HELP (764-4357)
Email: 4HELP@umich.edu
Online: [Submit a Service Request Online](#) (login required)

## PAR

**HRRIS JOB AIDS**
Email: HRRIS.Job.Aids@umich.edu

**UNIT PARTNERS (SSC) - NAVIGATION**
Phone: 734-615-2000, option 1 then option 3
Email/Case Connect: ssc.hr.transaction.support.edu

**TECHNICAL (ITS)**
Phone: 734-764-HELP (764-4357)
Email: 4HELP@umich.edu
Online: [Submit a Service Request Online](#) (login required)

## Time and Labor

**UNIT PARTNERS (SSC) - NAVIGATION**
Phone: 734-615-2000, option 2
Email: payroll@umich.edu

**TECHNICAL (ITS)**
Phone: 734-764-HELP (764-4357)
Email: 4HELP@umich.edu
Online: [Submit a Service Request Online](#) (login required)
Human Resources
Personnel Action Request (PAR)

Valerie VanHaaften, ITS
Denise Stegall, UHR
# How to Initiate a Transaction

<table>
<thead>
<tr>
<th>Transaction</th>
<th>Today I use</th>
<th>Beginning June 29 I will use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Add Additional Appointment (Faculty)</td>
<td>PAR - Submittal Form</td>
<td>PAR - Rehire, New Empl Rcd, Addl Appt</td>
</tr>
<tr>
<td>Additional Pay updates</td>
<td>PAR - Additional Pay or HR Batch Toolkit –</td>
<td>no change</td>
</tr>
<tr>
<td></td>
<td>Additional Pay</td>
<td></td>
</tr>
<tr>
<td>Admin Dept Change</td>
<td>PAR - Submittal Form</td>
<td>PAR - Admin Dept Change</td>
</tr>
<tr>
<td>Appt End Date Changes</td>
<td>PAR - Submittal Form</td>
<td>PAR - Appt End Date, Supervisor ID or Unit PCN Change</td>
</tr>
<tr>
<td>Change Unpaid Leave End Date</td>
<td>PAR - Change Leave End Date</td>
<td>PAR - Change Unpaid Leave End Date</td>
</tr>
<tr>
<td>Create New Empl Record (Faculty)</td>
<td>PAR - Submittal Form</td>
<td>PAR - Rehire, New Empl Rcd, Addl Appt</td>
</tr>
<tr>
<td>DBE updates</td>
<td>PAR - DBE</td>
<td>no change</td>
</tr>
<tr>
<td>Effort Change</td>
<td>PAR - Submittal Form</td>
<td>PAR - Effort Change</td>
</tr>
<tr>
<td>Hire Faculty</td>
<td>Appointment Request Form (new hire)</td>
<td>no change</td>
</tr>
<tr>
<td>Hire Staff</td>
<td>eRecruit</td>
<td>no change</td>
</tr>
<tr>
<td>Hire Student Temporaries</td>
<td>Student Temporary Processing</td>
<td>no change</td>
</tr>
<tr>
<td>Initiate RIF</td>
<td>PAR - RIF Notification</td>
<td>no change</td>
</tr>
<tr>
<td>Pay Rate Change</td>
<td>PAR - Submittal Form or Merit Upload</td>
<td>PAR - Comp Rate Change or Merit Upload</td>
</tr>
<tr>
<td>PeoplePay</td>
<td>PeoplePay</td>
<td>no change</td>
</tr>
</tbody>
</table>
## How to Initiate a Transaction

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<th>Transaction</th>
<th>Today I use</th>
<th>Beginning June 29 I will use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Person Modifier Change for Medical Facility Assignment, Phase Retirement and Support from Outside Source</td>
<td>PAR - Submittal Form</td>
<td>PAR - Person Modifier Changes</td>
</tr>
<tr>
<td>Process Leave of Absence Faculty</td>
<td>PAR - Submittal Form (with Faculty Leaves of Absence Request Form attached)</td>
<td>PAR - Faculty Leave of Absence (with Faculty Leaves of Absence Request Form attached)</td>
</tr>
<tr>
<td>Process Unpaid Leave of Absence</td>
<td>PAR - Unpaid Leave of Absence</td>
<td>no change</td>
</tr>
<tr>
<td>Process Return from Unpaid Leave of Absence</td>
<td>PAR - Process Return from Leave of Absence</td>
<td>PAR - Process Return from Unpaid Leave or Term(s) Break</td>
</tr>
<tr>
<td>Process Return from Term(s) Break</td>
<td>PAR - Submittal Form</td>
<td>PAR - Process Return from Unpaid Leave or Term(s) Break</td>
</tr>
<tr>
<td>Reclass (Faculty and Staff), Transfer (Faculty), Promotion (Faculty)</td>
<td>PAR - Submittal Form</td>
<td>PAR - Reclassification, Transfer or Promotion</td>
</tr>
<tr>
<td>Transfer, Promotion Staff</td>
<td>eRecruit</td>
<td>no change</td>
</tr>
<tr>
<td>Rehire Faculty</td>
<td>PAR - Submittal Form</td>
<td>PAR - Rehire, New Empl Rcd, Addl Appt</td>
</tr>
<tr>
<td>Rehire Staff</td>
<td>eRecruit</td>
<td>no change</td>
</tr>
<tr>
<td>Renewal of Summer Salary or Overload</td>
<td>PAR - Submittal Form</td>
<td>PAR - Renewal of Summer Salary / Overload</td>
</tr>
<tr>
<td>Request Correction or Deletion of Data</td>
<td>PAR - Submittal Form</td>
<td>PAR - Correction or Deletion of Data</td>
</tr>
<tr>
<td>Salary Period Change</td>
<td>PAR - Submittal Form</td>
<td>PAR - Salary Period Change</td>
</tr>
</tbody>
</table>
## How to Initiate a Transaction

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<thead>
<tr>
<th>Transaction</th>
<th>Today I use</th>
<th>Beginning June 29 I will use</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor ID Change</td>
<td>PAR - Submittal Form or Upload process</td>
<td>PAR - Appt End Date, Supervisor ID or Unit PCN Change or Upload process</td>
</tr>
<tr>
<td>Temporary Staff Pay/Job updates</td>
<td>Temporary Employment Change Form</td>
<td>no change</td>
</tr>
<tr>
<td>Terminations</td>
<td>PAR - Termination</td>
<td>no change</td>
</tr>
<tr>
<td>Unit PCN Change</td>
<td>PAR - Submittal Form</td>
<td>PAR - Appt End Date, Supervisor ID or Unit PCN Change</td>
</tr>
<tr>
<td>View All DBE Effective Dates</td>
<td>PAR - View All DBE Effective Dates</td>
<td>Review Job Information - View All DBE Effective Dates</td>
</tr>
<tr>
<td>View All Job Effective Dates</td>
<td>PAR - Submittal Form</td>
<td>Review Job Information – Workforce Job Summary</td>
</tr>
<tr>
<td>View Comp Rate Distribution</td>
<td>PAR - Comp Rate Distribution</td>
<td>Review Job Information - View Comp Rate Distribution</td>
</tr>
<tr>
<td>Work Address Change</td>
<td>Address Personal Data Form or HR Batch Toolkit –</td>
<td>no change</td>
</tr>
<tr>
<td>Working Title Change</td>
<td>PAR - Submittal Form</td>
<td>PAR - Working Title Change for Job Families 100-290 (single appt)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>PAR - Correction / Deletion for others</td>
</tr>
</tbody>
</table>
Transaction Types – Temporary Employees

- Termination
- Additional Pay
- Department Budget Earnings (DBE)
# Transaction Types – Regular Employees

<table>
<thead>
<tr>
<th>Employee Level Changes</th>
<th>Job Data Changes at the Employment Record Level</th>
<th>Job Data Changes at the Employment Record Level</th>
<th>Other Changes at the Employment Record Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Rehire to the University/ New Employment Record Number/ Additional Appointment</td>
<td>• Comp Rate Change</td>
<td>• Change Unpaid Leave End Date</td>
<td>• Additional Pay Changes</td>
</tr>
<tr>
<td>• Administrative Department Changes</td>
<td>• Salary Period Change</td>
<td>• Process Return from Unpaid Leave or Term(s) Break</td>
<td>• Department Budget Earnings Changes</td>
</tr>
<tr>
<td>• Working Title Changes</td>
<td>• Effort Change</td>
<td>• Initiate RIF Notification</td>
<td></td>
</tr>
<tr>
<td>• Person Modifier Changes (Medical Facility Assignment, Support from Outside Source, Phased Retirement)</td>
<td>• Reclassification, Transfer, or Promotion</td>
<td>• Renewal of Summer Salary / Overload</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Other Job Changes (Appointment End Date, Supervisor ID or Unit PCN Change)</td>
<td>• Termination / Retirement</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Process Faculty Leave of Absence</td>
<td>• Correction or Deletion of Data</td>
<td></td>
</tr>
<tr>
<td></td>
<td>• Process Unpaid Leave of Absence</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# Requires Manual Data Entry

<table>
<thead>
<tr>
<th>Correction or Deletion of Data</th>
<th>If a job code is involved that requires Regental Approval</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty Leaves of Absence</td>
<td>Effort Changes that involve Extended Sick</td>
</tr>
<tr>
<td>Employees on Long Term Disability</td>
<td>Transactions that have future dated rows on top of the row being inserted</td>
</tr>
<tr>
<td>Different transaction types being processed on different employment records in the same PAR</td>
<td></td>
</tr>
</tbody>
</table>
Improvements

• Create PAR Search Page
• Elimination of submittal form .pdf – replaced with multiple PAR transactions
• Auto selects the job row in effect based on the effective date entered on PAR Launchpad
• Smart transaction selection
• Only specific fields are updateable depending on the transaction type, all other fields will be view only
Improvements

• Initiates related transactions
• New PAR transaction for Admin Department changes
• Graduate Students included in PAR Termination transaction
• Various workflows integrated
• Side by Side before and after pictures for Job transactions
• Ability to attach supporting documentation for all transactions
• Direct data entry/real-time load wherever possible
View Only Pages
Workforce Job Summary

1 – Shows all history
2 – Expand all columns or tab through pages
3 – Link to Job Data for more details
PAR Demo

- PAR – Comp Rate Change on one appointment
- PAR – Approver View of Comp Rate Change on one appointment
- PAR – Comp Rate Change, DBE, Additional Pay change on multiple appointments
PAR Navigation

Demonstration links:
https://maislinc.umich.edu/mais/flash/HR_PAR_1.htm
https://maislinc.umich.edu/mais/flash/HR_PAR_2.htm
Central and SSC Key Changes

• HR Data Management Calendar displays key cut-off dates

• Monthly update to University Long Title based on audit of appointment changes and honors with limited need to contact the unit

• HRRIS and Payroll will audit and update the system with a 7/1 job row for Fall U-Year appointments
Notable Changes for Units

• If a U-Year Fall Appointment update begins on September 1\textsuperscript{st}, create the PAR transaction with a September 1\textsuperscript{st} effective date
• All appointments will require a DBE, including those without salary
• Changing the appointment end date only will not change the pay status on the applicable employee record number
PAR Support

- **Personnel Action Request (PAR) User Resources** in **My LINC** has instructions, simulations, and courses.
- HRRIS Job Aids has supplemental information on specific scenarios for each transaction type and error message management. HRRIS Job Aids (Using Google Drive, search for HRRIS Job Aids or visit the [HRRIS Website](#) for additional information)
- Units may sign up for work support by using Google Drive, HRRIS Job Aids, and finding unit support
- SSC, UHR and ITS will manage a common issues list
HELP Resources

**Employment**

**APPLICANT**
Phone: 734-615-2000, option 1 then option 2
Email: jobsweb@umich.edu

**UNIT PARTNERS (SSC) - NAVIGATION**
Phone: 734-615-2000, option 1 then option 5
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**TECHNICAL (ITS)**
Phone: 734-764-HELP (764-4357)
Email: 4HELP@umich.edu
Online: Submit a Service Request Online (login required)

**PAR**

**HRRIS JOB AIDS**
Email: HRRIS.Job.Aids@umich.edu

**UNIT PARTNERS (SSC) - NAVIGATION**
Phone: 734-615-2000, option 1 then option 3
Email/Case Connect: ssc.hr.transaction.support.edu

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**Time and Labor**

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Phone: 734-615-2000, option 2
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**TECHNICAL (ITS)**
Phone: 734-764-HELP (764-4357)
Email: 4HELP@umich.edu
Online: Submit a Service Request Online (login required)
Important Notes

• Approval groups not changing and no security changes
• The PAR Data Selection report will be modified to accommodate the new design and can be a great tool for units to track PAR transactions

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/22</td>
<td>Units must approve all PAR transactions by end of business day</td>
</tr>
<tr>
<td>6/23</td>
<td>SSC HR must approve all PAR transaction for LEO by end of business day</td>
</tr>
<tr>
<td>6/24</td>
<td>SSC HR and Central HSHR must approve all PAR transactions by end of business day</td>
</tr>
<tr>
<td>6/25</td>
<td>All transactions that do not have an approved status by end of business day will be deleted from the system.</td>
</tr>
</tbody>
</table>
Q & A
eRecruit

Chris Fillmore, ITS
Katie McCollum, UHR
Job Opening Search

• Job Opening status defaults to “blank”

• Search parameters include Career Interests
Manage Applicants

- Onboarding status displays from Manage Applicants page using the “Other Actions” drop-down list.
- Offer page displays from Manage Applicants page by choosing “Prepare Job Offer” from the “Other Actions” drop-down list.
Manage Applicants

• One-click applicant disposition for Interview, Reject and Review from the Manage Applicants page
Changing an Existing Job Offer

• New functionality allows users to submit a new job offer for a previously denied job offer
• Edit existing job offer details or submit a revised job offer from within the job offer page
• Save as draft functionality added
Clone Job Openings

• Provides live link directly to newly created job opening from the clone page
Recruiting Home Page

• A customizable collection of pagelets are available that provide users with a central dashboard for launching and performing recruiting activities
Applicants

• More secure password requirements
• Cannot register more than once with the same email address
• Progress bar or “train stop” functionality
• New look and feel to applicant home page
eRecruit Demo

Demonstration links:
https://maislinc.umich.edu/mais/flash/HR_eRecruit_1.htm
https://maislinc.umich.edu/mais/flash/HR_eRecruit_2.htm
https://maislinc.umich.edu/mais/flash/HR_eRecruit_3.htm
https://maislinc.umich.edu/mais/flash/HR_eRecruit_4.htm
# Important Dates

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/15</td>
<td>Hire cut-off for June 22nd New Employee Orientation (NEO) session</td>
</tr>
<tr>
<td>6/16</td>
<td>Last day to post Regular jobs with 7 day minimum posting period</td>
</tr>
</tbody>
</table>
| 6/17  | Hire cut-off for June 29th New Employee Orientation (NEO) session  
Jobs posted must have 6/30 end date |
| 6/18  | Jobs posted must have 7/1 end date |
| 6/19  | Jobs posted must have 7/2 end date |
| 6/22  | Jobs posted must have 7/6 end date |
| 6/23  | Jobs posted must have 7/7 end date |
| 6/24  | Last day to apply for jobs or complete onboarding tasks  
Jobs posted must have 7/8 end date |
Regional I-9 Centers Impact

Centers are open with limited service on 6/26

- Utilize data queries for employment start dates
- Units may also send a confirmed employment start date with the new hire to the I-9 Center

<table>
<thead>
<tr>
<th>Date</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/24</td>
<td>Contact Notes must be entered in eRecruit by 6/24 (end of day)</td>
</tr>
<tr>
<td></td>
<td>Student Temporary hires must be entered by 6/24 (end of day)</td>
</tr>
</tbody>
</table>
# HELP Resources

<table>
<thead>
<tr>
<th><strong>Employment</strong></th>
<th><strong>PAR</strong></th>
<th><strong>Time and Labor</strong></th>
</tr>
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| **APPLICANT**  | **HRRIS JOB AIDS**  
Phone: 734-615-2000, option 1 then option 2  
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Email: 4HELP@umich.edu  
Online: Submit a Service Request Online (login required) | **Submit a Service Request Online** (login required) |
Q & A
Additional Resources

- **Overview of Changes** – Summarizes everything you heard today
- **HRMS Upgrade Project web site** – Important dates and other key upgrade information
- **My LINC** - Training & documentation
HELP Resources

**Employment**

**APPLICANT**
Phone: SSC Option 1 then 2
Email: jobsweb@umich.edu

**UNIT PARTNERS - NAVIGATION**
Phone: SSC Option 1 then 5
Email/Case Connect:
ssc.hr.recruiting.employment@umich.edu

**TECHNICAL**
Phone: 734-764-HELP (764-4357)
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**PAR**

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Thank you!