

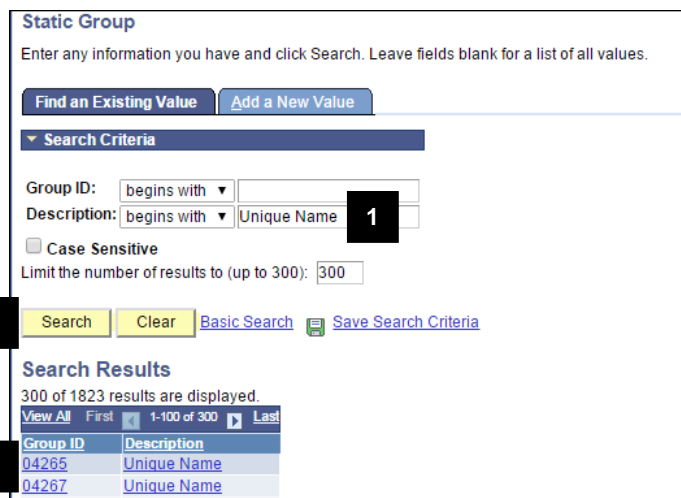
Assign or Unassign a Static Group

Important Information

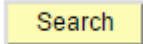
- The Shared Services Center (SSC) and the Michigan Medicine Payroll Office can assign them to units or change them back to an “unassigned” state. Units use Static Groups to organize employees for time reporting and/or review purposes within the Time and Labor module of M-Pathways.
- Thousands of Static Group ID numbers exist in the M-Pathways Human Resource Management System (HRMS). The existing Static Groups may be categorized as follows:
 - Many Static Groups are already assigned to units and actively maintained. The groups contain actual employees, and they should also have a unit-specific name in the **Description** field.
 - Some Static Groups have not been assigned yet. Those numbers can be identified as having **Unique Name** in the **Description** field and the single individual in the group is a fake person named **HD3 XXXTESTSTUDENT**.
 - Some Static Groups have been “given up” by timekeepers who didn’t need them. In those cases, a unit’s employees were removed from the group, the description updated to **Unique Name**, and an ITS staff person (Melissa Kokenakes) was added and saved as the single group member. These groups may be reassigned to units.
- When a unit receives a Static Group, the unit may choose to maintain the group’s **Description** and add or remove employees as needed. The unit may also request that the SSC assist in maintaining the group.
- This procedure details how to:
 - assign a Static Group to a unit
 - add or remove employees from a Static Group
 - unassign a Static Group from a unit

Navigation: NavBar > Navigator > Set Up HRMS > Security > Time and Labor Security > **Static Group**

Find an Existing Value Page



Search for Unassigned Static Groups

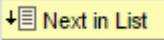
1. Type **Unique Name** in the **Description** field.
2. Click .
3. Select the first Static Group in the Search Results.

Note: The search results indicate how many Static Groups have a Description of Unique Name. When more are needed, contact the ITS Service Center (its.umich.edu/help) and submit a request to the ITS Time & Labor team. They run a batch process to create multiple static groups at once.

Current Group Members Page

The screenshot shows the 'Current Group Members' tab selected. At the top, there are tabs for 'Selection Criteria', 'Current Group Members', and 'Security by Group'. Below the tabs, there is a 'Group ID' field with the value '04265' and a 'Unique Name' field. There are 'Remove All' and 'Remove' buttons. A table titled 'Group Members' contains one row with columns 'Empl ID', 'Empl Rcd Nbr', 'Name', and 'Delete Row'. The row contains the values '36539980', '0', 'HD3 XXXXTESTSTUDENT', and a delete icon. Below the table is a 'Comments' text area. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Add', and 'Update/Display'. Callout 4 points to the 'Current Group Members' tab, callout 5 points to the 'Comments' text area, and callout 6 points to the 'Next in List' button.



Identify an Unassigned Static Group

4. Click the **Current Group Members** tab.
5. Review the member(s) of the group:
 - If the only employee in the group is HD3 XXXXTESTSTUDENT or Melissa Kokenakes, the group is currently unassigned.
 - If the group has a different member or members, it is assigned to a unit although the description was not updated.
6. If the group is already assigned, click  and repeat steps 4-5 until you identify an unassigned group.
7. When you identify an unassigned group, click the **Selection Criteria** tab.

Selection Criteria Page

The screenshot shows the 'Selection Criteria' tab selected. At the top, there are tabs for 'Selection Criteria', 'Current Group Members', and 'Security by Group'. Below the tabs, there is a 'Group ID' field with the value '04265'. A 'Static Group Details' section contains a 'Description' field with the value 'ITS Student Temps' and a 'Short Description' field with the value 'ITS Studen'. Below this is a 'Group Parameters' section with 'Group 1', 'Operator', and 'Group 2' fields, and an 'Add to Group' button. A 'Select Parameters' table contains columns for 'Record', 'Field Name', 'SetID', 'Operator', and 'Value'. The row contains the values 'JOB', 'EMPLID', 'UMICH', '=', and '82752504'. Below the table is a 'Where Clause SQL' section with a text area containing the SQL query: 'FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL(TL_GRP_BATCH_WHERE_BASE,%P(1)) AND (JOB.EMPLID = '')'. There is an 'Add to Group' button and a 'View SQL' link. Callout 8 points to the 'Description' field, callout 9 points to the 'JOB' field, callout 10 points to the 'EMPLID' field, callout 11 points to the '=' operator, callout 12 points to the '82752504' value, and callout 13 points to the 'Add Row' button.

Add an Employee ID to the New Static Group

8. Type a unit-specific description for the Static Group in the **Description** field.
- Note:** The **Short Description** field defaults to the first ten characters of the description when the group is saved.
9. Select **JOB** from the drop-down list in the **Record** field.
 10. Type **EMPLID** in the **Field Name** field or click  to select it from a list.
 11. Select **=** from the drop-down list in the **Operator** field.
 12. Type the EmplID of the employee you want added to the static group in the **Value** field.
 13. Click **Add Row**  to add a second row.

Selection Criteria Page (Continued)

Specify Employee Record Number

14. Verify **AND** displays in the **WHERE** field or select it from the drop-down list.
15. Select **JOB** from the drop-down list in the **Record** field.
16. Type **EMPL_RCD** in the **Field Name** field or click Lookup to select it from a list.
17. Verify **=** displays in the **Operator** field or select it from the drop-down list.
18. Type the appropriate employee record number (EMPL_RCD) associated with the employee's job in the **Value** field.
19. Click in the Where Clause SQL box.

- Note:** Do not click the button above the Select Parameters box.
20. Repeat steps 8-18 for each additional employee to be added to the group.

Current Group Members Page

Review the Static Group Member(s)

21. Click the **Current Group Members** tab.
22. To remove the non-unit "employee," select the **Delete Row** checkbox next to the row and click .
23. Verify the correct employee or employees were added to the list.
24. Click .
25. After the correct description and members of the Static Group are saved, notify the unit of the Static Group number.

Security by Group Page

Static Group
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

▼ Search Criteria

Group ID: begins with ▼ 12345 **26**

Description: begins with ▼

Case Sensitive

Limit the number of results to (up to 300): 300

27 Search Clear Basic Search Save Search Criteria

Change a Static Group to “Unassigned”

26. Type the Static Group number in the **Group ID** field.

27. Click **Search**.

Current Group Members Page

31 **28** **30**

Selection Criteria **Current Group Members** Security by Group

Group ID: 12345 Training Group **29** Remove All Remove

Empl ID	Empl Rcd Nbr	Name	Delete Row
12345678	0	Callie Pstrain23	<input type="checkbox"/>
23456789	0	Richard Pstrain31	<input type="checkbox"/>
34567891	0	Abigail Pstrain44	<input type="checkbox"/>
45678912	0	Susan Pstrain54	<input type="checkbox"/>
56789123	2	Charles Pstrain66	<input type="checkbox"/>
67891234	0	Paul Pstrain68	<input type="checkbox"/>

Comments:

28. Click the **Current Group Members** tab.

29. Review the group’s description and members to verify you opened the correct Static Group.

30. Click **Remove All**.

31. Click the **Selection Criteria** tab.

Note: Before saving, you need to update the group’s description and add a fake person.

Selection Criteria Page

37 **32**

Selection Criteria **Current Group Members** Security by Group

Group ID: 12345 **32**

Static Group Details

*Description: Unique Name Short Description: UniqueName

Group Parameters

Group 1: 05506 Operator: Plus Group 2: 05507 Add to Group

Select Para **33** record *Field **34** SetID *Oper **35** Find | Vi **36**

WHERE UMICR =

Where Clause SQL

Where Clause: FROM %SQL(TL_GRP_FROM_BASE) WHERE %SQL(TL_GRP_BATCH_WHERE_BASE,%P(1)) AND ((JOB.EMPLID = '18266073')) Add to Group View SQL

32. Overwrite the names in the **Description** and **Short Description** fields with **Unique Name** and **UniqueName**.

33. Type **51998** in the **Group 1** field.

34. Select **Plus** from the drop-down list in the **Operator** field.

35. Type **51999** in the **Group 2** field.

36. Click **Add to Group** in the **Group Parameters** section to add the fake person to the group.

37. Click the **Current Group Members** tab.

Current Group Members Page

Selection Criteria | **Current Group Members** | Security by Group

Group ID: 12345 Unique Name [Remove All](#) [Remove](#)

EmpID	EmpI Rcd Nbr	Name	Delete Row
36539980	0	HD3 XXXXTESTSTUDENT	<input type="checkbox"/>

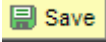
Find | View All | First 1 of 1 Last

Comments:

[Save](#) [Return to Search](#) [Notify](#) [Add](#) [Update/Display](#)

[Selection Criteria](#) | [Current Group Members](#) | [Security by Group](#)

38. Verify **HD3 XXXXTESTSTUDENT** displays in the **Name** field.

39. Click  to update the Static Group to “unassigned.”