

AST HR Interchange

HR Process Sharing Session
February 2015



ADMINISTRATIVE SERVICES
TRANSFORMATION
UNIVERSITY OF MICHIGAN

Agenda

- Background
- Purpose of the Interchange
- Overview of SSC Time and Leave Processes
- Overview of SSC Employment Processes
- Next Steps

Background

- Overall timeline and processes transitioning April 20th
- Presentation focus is on changes that effect the units so they can update local unit websites, communications and processes
- Changes in the process are designed to increase efficiency and compliance wherever possible

Purpose of Interchange

Share Process information with Units

- SSC Time and Leave Administration
 - Static Group Services
 - Dynamic Group Service
 - eNotification Services
 - Add employee(s) to payroll cutoff notification (by static group)
 - Add employee last approver payroll cutoff notification (by static group)
 - Add employee(s) to missing time notification (by dept id)
- SSC Employment Administration
 - Scope of Changes
 - Regional I-9 Centers
 - Fall Peak Processing
 - Other Processes and Services
 - Communications
 - Supporting Materials



TIME & LEAVE ADMINISTRATION

Regional Campuses (UMHS, Dearborn, Flint)

- Health System should contact the UMHS-HR Payroll Office for new static groups and will continue to manage add/remove employees
- Recommend Health System not request dynamic group and eNotifications due to Scheduling System project
- Dearborn and Flint can use the services through SSC

Static Group Services

- Can request three different services
 - Assign new static group(s) and/or add employees
 - Add or remove employees from static groups(s)
 - Inactivate static groups

Static Group Services

- No longer call Payroll for this service; UMHS call pay assistant
- Units can still add employees; *MyLinc: Add or remove employees in static groups step-by-step procedure*
- eForm (requires unqname and umich password) that creates a ServiceLink case will be available at *ssc.umich.edu-HR Services, Time and Leave Admin and Forms*
- SSC associate will receive request and perform M-Pathways steps
- SSC associate will email requester from case with static group numbers



Static Group Services Request Form

Re: Forms and Materials Upd... Case Record Producer x Getting Started x

https://umichqa.service-now.com/ess/case_rp.do?sysparm_id=fb706f316f6d3100fe2a884f8e3ee4b1

Case Self Service Shared Service Center

Static Group Management

Instructions:

This form can be used to request the following services:

- Creation of new static group numbers
- Adding or removing employees from a static group
- Inactivating a static group (removing all employees)

If you want to add or remove more than 10 groups or employees, please click [the paperclip icon](#) to add an attachment. Click Choose Files, navigate to the file(s) you'd like to attach, and click Open. Then click Attach to include the file in your request. Attached files appear at the top of the page.

Requests are typically completed in 2 to 3 business days; for urgent requests, please xxxxxxxxxxxxxxxxxxxxxxxxxxxxxx. You will receive email notification once your request is complete; if you requested new static groups, the information will be included in the email.

If you have questions, or need assistance completing the form, please contact:
SSC – 734 615-2000, option xx

Type of Request

Create New Static Group Add or Remove Employee from Static Group Inactivate Static Group

Requester Name
Denise Stegall

Preferred Contact Number

Create New Static Group

Static Group Description
[More information](#)

New Group Information
[More information](#)

1. Empl ID	1. Employee Record Number
<input type="text"/>	<input type="text"/>
2. Empl ID	2. Employee Record Number
<input type="text"/>	<input type="text"/>
3. Empl ID	3. Employee Record Number
<input type="text"/>	<input type="text"/>
4. Empl ID	4. Employee Record Number
<input type="text"/>	<input type="text"/>

Dynamic Group Services

- Can request three different services
 - Assign new dynamic group(s)
 - Modify an existing dynamic group
 - Inactivate dynamic group

Dynamic Group Service

Once a dynamic group is setup in M-Pathways, hired, transferred or terminated employees are automatically added or deleted from the group.

- eForm (requires unqname and umich password) that creates a ServiceLink case will be available at *ssc.umich.edu-HR Services, Time and Leave Admin and Forms*
- SSC associate will receive request and perform M-Pathways steps; may contact requester
- SSC associate will email requester from case when complete



Dynamic Group Criteria

Unit should identify criteria that is common for the employees in this group

- Are they all in certain dept ids or fund codes?
- Are they all regular employees?
- Are they all union employees?

Dynamic Group Service Request Form

Case Self Service Shared Service Center

Dynamic Group Creation

M SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

Instructions:

Use this form to request the creation of a dynamic group. A dynamic group is similar to a static group in that it groups together employees for the purposes of time approval. The added feature of a dynamic group is that criteria is identified and entered into M-Pathways to define this group of employees. After it is established, employees who are hired, transferred or terminated will automatically be added or removed from the dynamic group. Dynamic groups are defined by five letters instead of numbers (used in static group creation).

You will need to complete a new form for every new dynamic group. If you have questions, or need assistance completing the form, please contact:

SSC – 734 615-2000, option xx

Enter a new Dynamic Group Description

Is this new Dynamic Group replacing a current Static Group?
No

What is the employment status of the employees in the group?
 Regular
 Temporary
 Both

Enter the Job/Appointing DeptID number for this employee group

Job/Department ID	Job/Department ID	Job/Department ID	Job/Department ID

Enter the shortcode/combo code for this employee group

Shortcode/Combo Code	Shortcode/Combo Code	Shortcode/Combo Code	Shortcode/Combo Code

What is the employees' pay frequency?
 Monthly
 BiWeekly

Are the employees in this group part of a Union?
Yes

If employees in the group are PUNCHTIME, please enter the PUNCHTIME clock ID

eNotification Services

There are three new eNotification services:

- Employee prior to payroll cutoff-by static or dynamic group (*morning of 7pm cutoff*)
- Employees' last approver prior to payroll cutoff-by static or dynamic group (*late afternoon day prior to 10 am cutoff*)
- Employee who missed reporting time after payroll cutoff-by dept id (*after payroll*)

eNotification Services

- eForm (requires unqname and umich password) that creates a ServiceLink case will be available at *ssc.umich.edu, HR Services, Time and Leave Admin and Forms*
- SSC associate will receive request and update eNotification system
- SSC associate will email requester from case that work is complete
- Employee(s) will begin receiving notifications
- Time and Leave Admin will be cc on all notifications for inquiry follow-up



eNotification Considerations

- You may only want to add a static group with temporaries to the employee prior to cutoff notification if they regularly work and report time. (if they work sporadically, they would receive the notice each pay if there are no time)
- You may not want to use the last approver notification if the approver is faculty and they do not like receiving administrative emails
- The missing time eNotification is to regular employees only

eNotification Services Request Form

Time Entry and Approval eNotification Request

M SHARED SERVICES CENTER
UNIVERSITY OF MICHIGAN

Instructions:

Use this form to request Time and Labor eNotification services for three different types of notifications:

- Employee who has not reported time prior to the payroll cutoff
- Last Approver who has not approved time prior to the payroll cutoff
- Employee who did not report time and missed the payroll cutoff

If you want to notify more than 8 groups, please click [the paperclip icon](#) to add an attachment. Click Choose Files, navigate to the file(s) you'd like to attach, and click Open. Then click Attach to include the file in your request. Attached files appear at the top of the page.

If you have questions, or need assistance completing the form, please contact:
SSC – 734 615-2000, option xx

Notify an employee who has not reported time prior to the payroll cutoff
[More information](#)

Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notify the last approver when they have not approved time prior to the payroll cutoff
[More information](#)

Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number	Static/Dynamic Group Number
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Notify an employee who has missed reporting time after the payroll cutoff
[More information](#)

Department ID	Department ID	Department ID	Department ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Department ID	Department ID	Department ID	Department ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Comments
[More information](#)

eNotification Services – Employee prior to payroll cutoff

SAMPLE NOTIFICATION:

You are receiving this notification because you have not yet reported time for this pay period.

Please disregard this notice if you have since reported your time.

Timesheet Steps:

1. Go to the Wolverine Access website. For security reasons, this email does not include an active link to Wolverine Access.
2. Select the Faculty & Staff tab, select Employee Self-Service, log in and select Report Time.
3. Enter and submit your timesheet(s) by the 7 pm (EST) cutoff.

Notes:

- It is the responsibility of all University employees to submit timely, accurate and complete timesheet(s) in accordance with University policy (SPG 518.01).
- Timely approval of timesheets ensures accurate payments to employees and displays accurate leave balances on their pay stubs, electronic timesheets and leave balance pages in Employee Self-Service.

Questions or assistance?

Please call the Shared Services Center at 734-615-2000 and select the option for Payroll.

eNotification Services – Employee last approver prior to payroll cutoff

SAMPLE NOTIFICATION:

You were the last approver of the following employee(s) who have entered time that still needs approval prior to the payroll cutoff. You need to approve or edit the timesheet(s) and submit by 10 am for the reported time to be included in the upcoming payroll.\r\n

Please disregard this notice if the time is already approved. Or, if a different approver should approve one or more of these timesheets, please notify the appropriate approver(s).

Information on Employees (list emplid, emp rcd #, name and job description, supervisor name)

Approval Steps:

1. Go to the Wolverine Access website. For security reasons, this email does not include an active link to Wolverine Access.
2. Select the Faculty & Staff tab, select M-Pathways Human Resource Management System and log in.
3. Use the menu to navigate to: Main Menu > Manager Self Service > Time Management > Approve Time and Exceptions > Reported Time
4. Review and approve the entered time by the 10 am (EST) cutoff.

Notes:

- It is the responsibility of all University approvers to ensure that collected time is accurate, complete, and approved in a timely manner in accordance with University policy (SPG 518.01).
- There may also be prior period adjustments that need approval.
- To learn about other navigation options for timesheets and when you would use them, refer to: .
- Timely approval of timesheets ensures accurate payments to employees and displays accurate leave balances on their pay stubs, electronic timesheets and the View Leave Balances pages in Employee Self-Service.

Questions or assistance?

Please call the Shared Services Center at 734-615-2000 and select the option for Payroll.

Timesheet Steps:

1. Go to the Wolverine Access website. For security reasons, this email does not include an active link to Wolverine Access.
2. Select the Faculty & Staff tab, select Employee Self-Service, log in and select Report Time.
3. Enter and submit your timesheet(s) by the 7 pm (EST) cutoff.

Notes:

- It is the responsibility of all University employees to submit timely, accurate and complete timesheet(s) in accordance with University policy (SPG 518.01).
- Timely approval of timesheets ensures accurate payments to employees and displays accurate leave balances on their pay stubs, electronic timesheets and leave balance pages in Employee Self-Service.

Questions or assistance?

Please call the Shared Services Center at 734-615-2000 and select the option for Payroll.

eNotification Services – Employee after payroll cutoff

SAMPLE NOTIFICATION:

You are receiving this notification because you have not submitted one or more Wolverine Access timesheets by the payroll cutoff. The missing timesheet(s) is detailed in the attached spreadsheet.

Please disregard this notice if you have already submitted your timesheet.

Steps for timesheets less than six months old:

1. Go to the Wolverine Access website. For security reasons, this email does not include an active link to Wolverine Access.
2. Select the Faculty & Staff tab, select Employee Self-Service, log in and select Report Time.
3. Click the << Previous Time Period link to navigate to each missing timesheet.
4. Enter and submit the timesheet(s).

Steps for timesheets older than six months:

1. Complete a hardcopy timesheet available at: <http://www.finance.umich.edu/finops/payroll/forms/timereportsdocs>
2. Deliver the timesheet to your approver or timekeeper to be approved and submitted to University Payroll.

Notes:

- It is the responsibility of all University employees to submit timely, accurate and complete timesheet(s) in accordance with University policy (SPG 518.01).
- Timely completion of timesheets ensures accurate payments and displays accurate leave balances on your pay stubs, electronic timesheets and leave balance pages in Employee Self-Service.

Questions or assistance?

Please call the Shared Services Center at 734-615-2000 and select the option for Payroll.



EMPLOYMENT PROCESSING

Scope of Changes

- Employment changes presented during this interchange apply to Ann Arbor Campus schools, colleges, units, departments
 - Informational meetings are being scheduled with Flint, Dearborn, and UMHS HR Directors
 - Larger informational interchanges can be scheduled in those areas if desired

Scope of Changes (cont)

- Regional I-9 Centers
- eRecruit Services
 - Employment Processor One-to-One
 - Job Opening and Posting/Posting Waivers
 - Application Process
 - Interviewing and Selection
 - Background Checks
 - Job Offers (updated to add an Applicant Contact Note)
 - Prepare for Hire
 - Onboarding (new communication to new hires)

Scope of Changes (cont)

- Minor Changes in Processing
 - Student Temporary Employment Process (STEP)
 - Remote I-9's
 - Special Program Background Checks
 - Reinstatement and Credit for Prior Years of Service
- Communications

Regional I-9 Centers

- Non-Peak
 - Student Activity Building
 - Pierpont Commons
 - Wolverine Tower
- Peak Processing
 - Additional Sites
 - Check the SSC HR Employment website for up-to-date information about locations and hours of operation
- Special Event Attendance



Regional I-9 Centers

- Collect I-9's routinely for these job family new hires/rehires:
 - eRecruit
 - Instructional
 - Supplemental
 - Primary
 - Graduate Student
 - Non-Student Temporaries
 - Student Temporary Employment Process (STEP)
 - Student Temporaries

Note: Regular Staff hires and rehires should attend New Employee Orientation and do not require a contact note unless off-cycle hire

Regional I-9 Centers (cont)

- Also Collect I-9's for the following:
 - VISA extensions or changes
 - Missing I-9s
 - Corrections
 - NEO No Shows
 - Off Cycle Regular Staff Hires

First Day of Employment Communication

- Date of the employee's first day of employment to use on Section 2 of the I-9
 - Day the person actually starts working “on the job” (on-site) which is probably different than Appointment Begin Date for these appointment periods:
 - U-Year AA, U-Year T, Term, Half Term
 - Day the person actually begins working on-site is probably the same as the Appointment Begin Date for these appointment periods:
 - 12 Months, Biweekly, Hourly, Period

First Day of Employment Communication

- eRecruit job families use the Applicant Contact Note
 - Find Job Opening
 - Click on candidate's name
 - Click on Add Contact Note
 - Click on Contact Method drop down
 - Click on I-9 Emp Start Date
 - Enter "I-9 Date mm/dd/yyyy" in Subject:
 - Click Save and Return
 - Click Applicant List
 - Continue with Prepare Job Offer


Note: Contact notes are also used for tracking I-9 completion and generating reports

eRecruit: Manage Applicant, Contact Note





Favorites | Main Menu > Recruiting > Find Job Openings


Manage Applicant: Jane Miller

Name: Jane Miller **Applicant Type:** External Applicant
Applicant ID: 611111
Contact: None **Status:** 020 Hired
Phone: 248 5782222 **RIF Status:** N
Email: janekm25@gmail.com

 *Take Action: [Previous](#) | [Next](#) | [Applicant](#)
[Applicant](#) [Applicant](#) [List](#)

[Contact Notes](#) [Applicant Activity](#) [Applicant Data](#) [Additional Information](#)

Contact History [Personalize](#) | [Find](#) | [View All](#) |  |  [First](#)  1 of 1  [Last](#)

Owner ID	Recruiter Name	Contact Date	Subject	
81591242	Miller, Jane	01/28/2015	I-9 Start 05/01/2015	

[+ Add Contact Note](#)

eRecruit: More Information

MyLINC


Learner

Assess ▾


Learn ▾

Home > Search

Search:

Go

[Advanced Search](#) | [Search Tips](#)

 **Learning activities (17)**











Filter by:

▸ [Categories \(5\)](#)

▸ [Activity Type \(4\)](#)

17 search results found

Expand an activity structure to view child activities that match your search criteria.

Activity Name ^	Activity Type	Code
 *eRecruit: Overview of Change	Document	
 eRecruit: Approver/Additional Hiring Team Member Resources	Document	
 eRecruit: User Resources	Document	
 eRecruit: Webcast Overview of Recruit, Select, and Hire	Document	
 HR EMP GSA JOB OPEN UPDATER	Training For	
 HR EMP JOB OPEN UPDATER	Training For	
 HR EMP PRCS COORDINATOR USER	Training For	
 HR EMP RESUME VIEWER	Training For	
 HR EMP UNIT USER	Training For	
 HRC206 Activities Page	Document	

1 2 [Next](#)



eRecruit: User Resources

Start [→](#)

Student Temporary Appointments

- For Student Temporaries complete the STEP process first
- Can future date the appointment
- For Workstudy dates refer to Student Employment website:
https://studentemployment.umich.edu/Cmx_Content.aspx?cpId=10
- Instruct the student to complete the I-9 process once offer is accepted and appt is on system (can be done before but no later than job effective date)
- If student doesn't show up for I-9 as directed
 - [Correct Job Data](#) to accurately reflect start date
 - Terminate appointment
 - May not have an appointment online without an I-9 even if the person is not working

Note: If student is working but hasn't shown up for I-9, by law the person must be paid for time worked. However, the appointment should be terminated with instructions for student to stop work unless the I-9 is completed immediately

STEP: More Information

The screenshot shows the MyLINC interface. At the top left is the MyLINC logo. A navigation bar contains 'Assess' and 'Learn' dropdown menus. A 'Learner' profile button is on the right. Below the navigation bar, the breadcrumb 'Home > Search' is visible. A search box on the left contains the text 'Student temporary' and a 'Go' button. Below the search box are links for 'Advanced Search' and 'Search Tips'. A 'Learning activities (11)' section is below the search box, with filters for 'Categories (13)' and 'Activity Type (4)'. The main content area displays '11 search results found' and a table of results. The table has columns for 'Activity Name', 'Activity Type', and 'Code'. The second row is highlighted. Below the table is a 'Next' button. At the bottom, a PDF icon is next to the title 'Complete Processing for Student Temporary Hire (Ann Arbor) - Step-b...' and a 'Start' button with a right arrow.

MyLINC

Assess Learn

Learner

Home > Search

Search: Student temporary Go

Advanced Search Search Tips

Learning activities (11)

Filter by:
Categories (13)
Activity Type (4)

11 search results found

Expand an activity structure to view child activities that match your search criteria.

Activity Name	Activity Type	Code
Assist Students with Student Employment Applications - Step...	Document	
Complete Processing for Student Temporary Hire (Ann Arbor...	Document	
Hire a Temporary Student Employee (Ann Arbor) - Quick Ref...	Document	
HR TEMPORARY EMPLOYEE UPDATER	Training For	
HR TEMPORARY EMPLOYEE VIEW	Training For	
HRE120 Hiring Student Temporary Employees (Ann Arbor)	Course	HRE120
HRMS Update, Issue #49, August 2011	Document	
IHS061 REQUIRED Housing New Employee Orientation (2 Ho...	ILT Course	IHS061
Review Student Information for Temporary Employment (An...	Document	
Use the Student Temporary Processing Report - Support Mat...	Document	

1 2 Next

Complete Processing for Student Temporary Hire (Ann Arbor) - Step-b...

Start

Regional I-9 Collection Process

Those staffing the I-9 centers:

- Determine who the person is
- Determine type of appointment
- Find first day of employment date
- Review Section 1
- Review eligibility and identity documents
- Complete Section 2
- Validate accuracy of completed I-9
- Scan I-9 into HR I9 drawer and create a Service Link Case for Data Management

Problem Process

- No first day of employment information found
- Documents are not originals, not the right combination, forgotten:
 - Complete Section 1 of I-9
 - Fill out I-9 Center Return Notice telling person and/or unit/department what is needed to complete I-9 process
 - Add name to the I-9 Center Application for active management
 - File incomplete I-9
 - Ask person to return to same center by xx date
 - Send email reminders to person and appointing department personnel recipient until person returns
 - If non-compliant, ask department to terminate appointment

I-9 Center Return Notice

- **Purpose:** This form is used by the staff in the Regional I-9 offices to communicate information that is needed to complete the I-9 process. Bring this form with you when you return.
- Name: _____ Department: _____
- Current Date: _____ Return on or before: _____
- Reference Number: _____
- Type of Appointment:
- Instructional, Supplemental, Primary
- Graduate Student
- Regular Staff
- Non-Student Temporary
- Student Temporary
- Reason for Return:
- No appointment information found
- Department needs to complete Student Temporary Employment Process for the student
- No contact note found with employee's actual first date of hire
- Present original documents (no copies, or faxes)
- Present valid documents (must have current dates)
- Present correct combination of documents (reference I-9 Form, page 9, for options)
- I-9 Correction required
- Go to the indicated Regional I-9 Office to complete the I-9 process:
- 512 Student Activity Building, 515 E Jefferson St,
- B430 Pierpont Commons, 2101 Bonisteel Blvd,
- G250 Wolverine Tower, 3003 S State St,
- Comments:

- If you need additional information, please call 734 615-2000, #1, #5. Be prepared to give your UMID when calling.
-
- Regional I-9 Center Staff Member: _____
-
- Note: Federal Law requires employers to complete the I-9 process within 3 business days of the employee's first day of employment. Please return with the correct information and this form as soon as possible. You will receive email notifications daily until the process is completed. If it isn't completed within the stated timeframe, by law your appointment must be terminated.

I-9 Complete?

- Use eRecruit, Manage Applicant, Contact Note, I-9 Complete Date
 - Nightly Report
 - Goes to Personnel Recipient of Appointing Department

Note: You can also check the Contact Note page to see the I-9 Complete Date

Use STEP audit table compared to Visa/Permit I-9 records

- Nightly Report
- Goes to Personnel Recipient of Appointing Department

VISA Extensions or Changes (Future)

A project workgroup is defining J1 processing. SSC may play a role in the future. At go-live:

- Unit works with International Center to manage extensions and changes
- Once VISA process complete and appointment is online
 - Send person to Regional I-9 Center to complete I-9 process on Monday

I-9 Audits

- Same Missing, Expired, 180, 90, 30 day about to Expire eNotifications
 - Actively manage the Missing I-9 reports
 - Person contacted to complete I-9
 - New five day email set to employee – progressively stronger
 - Appointing Department Personnel Recipient cc'd
- New Audit looking for I-9 records with no corresponding Appointment
 - Research and if the person really isn't an employee will be deleted

I-9 Corrections

- Transition time and beyond
 - Those I-9's completed by Departments are returned to the Unit Compliance Officer for correction
 - Those completed by Regional I-9 Center are returned to Employment Processor group for active management
 - Remote I-9's returned to Employment Processor group for active management

New Employee Orientation No Shows

- No show is actively working – needs an I-9
 - Work with Employment Processor
 - Add new NEO date
 - Add Contact Note indicating first day of employment (actual start date) to use
 - Send person to Regional I-9 Center to complete I-9 process
- No show is not working but intends to
 - Work with Employment Processor
 - Add new NEO date
 - Update dates in eRecruit or Job Data as appropriate
 - Send person to NEO on date appointed

Off-Cycle Regular Staff Hires

- Occasionally a unit/department wants to hire a regular staff member between New Employee Orientation dates
 - Work with Employment Processor
 - Add Contact Note with employee's first day of employment (actual start date)
 - Schedule for appropriate New Employee Orientation
 - Send person to Regional I-9 Center to complete I-9

Fall Peak Processing

- Additional Venues and Staff
 - Check SSC website
 - Watch for communications
- Check for I-9 Center line count information online
- If faculty are in town earlier in the year to sign documents, suggest doing the I-9 when getting the M-Card or Parking pass
- SSC attendance at special orientation event

Special Event eForm

- Link to Special Event eForm found on SSC HR website
 - Sign on with unqname and kerberos password
 - Create the request and Save
 - Attach a list of the attendees to the Case file using the file attach icon (paperclip at the top of the page)
 - Assigned Person contacts Preferred Contact to verify attendance and specifics
 - If attendee list is not available when submitting request, attach it no later than 5 business days before the scheduled event

Note: The earlier you can schedule the better to make sure your event date is still available

Remote I-9 Process

- Updated Forms found on HRRIS, Department Forms website
 - Form A: HR 29001
 - Form B: HR 29002
- Information/work aids:
http://hr.umich.edu/hrris/forms/I-9_WorkAids.html
- Sponsor the new employee if he/she doesn't have a UMID and write the UMID on the top of the forms
- Instructions on Forms A and B, and instructional email about how to submit material to Shared Services Center
- Completed I-9 mailed directly to imaging/case management
- Completion of I-9 managed by Employment Processors

Special Program Background Checks

- Submit request to ssc.hr.recruiting.employment@umich.edu
 - Starts a Case and assigns it to Employment assignment group

Note: Does not include Children on Campus background check process. Please continue to submit those on the Risk Management website.

Other Services

- Reinstatement and Credit for Prior Years of Service
 - New form on HRRIS Forms and SSC HR websites
- Restricted Table Appeal
 - Applicant still submits written request to discharging campus
- eVerify remaining with UHR except during New Employee Orientation - no change in how it is requested, arranged
- New Employee Orientation
 - Still schedule for employees through eRecruit Job Offer process
- eRecruit research, FOIA and Subpoena Requests
 - Submit email request

Communications to SSC

- There will be two email addresses to use. one for normal work, the other for urgent response
- Employment Processors will have their own queue line
- Forms may be mailed to the same fax number, and campus mail addresses as HR Data Management
- Exact information announced closer to April 20 go-live

Communications from SSC

- eNotifications to incoming eRecruit non-NEO hires/new hires about Regional I-9 centers locations
- Updated eNotifications about missing, expired, 180, 90, 30 Day about to expire I-9s
- Reports to units about who has completed the I-9 process
- Follow-up emails to faculty/staff about completing the I-9 process
- Regional I-9 Center Return Notice

Supporting Materials

- MyLINC documents are updated and will be available at go-live
- SSC, UHR websites under review and updates
- CTools, UTS self-joinable site is available
- Suggest updating your:
 - Employment related procedures
 - Websites for information about completing I-9s
 - Onboarding lists for incoming new hires/rehires

Questions Now?

Questions Later?

<http://ast.umich.edu/contact.html>