

SUMMARY POINTS

- Communication is key to making this a smooth process for the hiring department and candidate
- Candidate Summary Form no longer exists – a screen print of the bid list is the replacement
- Employees may not get considered if they do not go into the system and bid on a job by the closing date (exceptions will need to go through central HR/PPAPO)
- Roll out of eMploy Hiring Manager to the departmental HR contacts will take place when most of the flow issues are worked out
- Offer amounts still need to flow through FO-HR

Promotions/Reclassifications

Forms/reports you will need:

- Reclassification request form
(<http://www.umich.edu/~facops/guidelines.html>)
- Salary report (from PPAP0)

- 1) Unit
 - a. Can request form from FO-HR @umich.edu
 - b. Salary report obtained from PPAP0 at supervisor request only
 - c. Sign off is at Associate Director level ONLY
 - d. Forward to Executive Director's Office for review and sign off
- 2) Executive Director
 - a. Review paperwork
 - b. Send email to Unit when process moves forward
 - c. If approved, paperwork goes to AVPFO office; if denied, paperwork returned to Unit
- 3) AVPFO
 - a. Executive Director review across F&O
 - b. AVP review if change is greater than 10%, salary over \$100k or more than 3 employees changing in one department
 - c. If approved,
 - i. Job data change worksheet created, submittal form sent to HR Records if approved, official hardcopy notice sent to Executive Director's office
 - ii. Ex Director's office notifies Unit and PPAP0
 - d. If denied, paperwork sent back to Ex Director's office

NOTE: Communication to employees SHOULD NOT take place until approval is received from AVPFO office

Job Requisition for Vacant Position* (Use Job Reg Form)

Forms/reports you will need:

- Job Requisition Form
(<http://www.plantops.umich.edu/workcontrol/toolbox.html>)

- 1) Unit
 - a. FO-HR can assist with setting posting salary ranges
 - b. Sign off is at Associate Director level ONLY
 - c. Fully completed form must be sent electronically to PPAPO
- 2) PPAPO
 - a. Plant Payroll will input information into the system which is automatically submitted to University HR
 - b. Reviewed by Employment Process Coordinators
 - c. Job is posted on University Employment website

* Unit must post TRADES positions internally for 5 days before utilizing this process; AFSCME positions can only be posted Monday – Friday; if hiring goals exist for a position, unit will receive a report from PPAPO stating such

Candidate/Bid Lists (process begins *after* job is posted)

Forms/reports you will need:

- Candidate Selection Form
(<http://www.plantops.umich.edu/workcontrol/toolbox.html>)

- 1) PPAPO
 - a. Resumes/AFSCME bid lists are forwarded to the hiring supervisor electronically on Tuesdays
 - b. When posting expires, hardcopy of candidate list is sent (replaces Candidate Summary list)
- 2) Unit
 - a. Review and interview candidates
 - i. RIF candidates should be interviewed, if qualified; a detailed explanation of non-acceptance is required
 - b. Upon a hiring decision, complete Candidate Selection form
 - c. Review salary offer amount with FO-HR
 - d. Make **contingent verbal** offer to candidate including tentative start date and
 - i. If offer is accepted, discuss tentative start date and overview of background check and hiring process (if outside candidate)
 - ii. If offer is declined, go back to candidate list
 - e. Submit Candidate Selection form to PPAPO

NON-UNIVERSITY HIRE BACKGROUND CHECK AND HIRING PROCESS:

- Background check process begins when Candidate Selection is entered into the system by PPAPO (process can take up to 2 weeks)
- **Hiring supervisor** should notify candidate that all background check information will come via email to the candidate from a company called HireRight
- Candidate must reply to HireRight to get process going
- **Hiring supervisor** should follow up with employee
- *University HR Employment Process Coordinators* (EPC's) notify PPAPO of background results
 - If there are problems at this point the unit will be notified
- PPAPO changes offer to a final offer in the system and the department is notified that the hire is being processed
- EPC sends the employee a welcome letter with an Orientation date and instructions for creating a username; PPAPO sends a copy of this to the department
- **Hiring supervisor** has the option to send a departmental welcome letter

Brand New Position **(position does not currently exist in our system)**

Forms/reports you will need:

- Position Description Form
- Job Req Form

<http://www.plantops.umich.edu/workcontrol/toolbox.html>

- 1) Unit
 - a. Complete Position Description & Job Req Forms
 - b. Work with FO-HR to determine job title and salary range
 - c. Sign off is at Associate Director level ONLY
 - d. Forward to Executive Director's Office for review and sign off
- 2) Executive Director
 - a. Review paperwork
 - i. If approved, paperwork goes to PPAPO and department is notified
 - ii. If denied, paperwork returned to department
- 3) PPAPO
 - a. Posting process begins (see Job Requisition Flow)

*****Non-Bargained For Only (includes Barg-for going to temp Non-Barg For positions)***
Temporary \$Adjustments (Working Out of Class, Added Duties, Etc.)**

Forms/reports you will need:

- Temporary Rate Adjustment Form
(<http://www.plantops.umich.edu/workcontrol/toolbox.html>)
- Salary Report from PPAPO (for determining new salary only)

- 1) Unit
 - a. Obtain Salary Report from PPAPO
 - b. FO-HR can assist in determining salary and finding comparable positions
 - c. Sign off is at Associate Director level ONLY
 - d. Submit Temporary Rate Adjustment Form to Executive Director
 - i. Hardcopy signature required unless electronically submitted to Ex. Dir.'s office
- 2) Executive Director
 - a. Review paperwork
 - i. If approved, paperwork goes to PPAPO; department is notified with cc to FO-HR (employee can be notified at this point)
 - b. If denied, paperwork returned to department
- 3) PPAPO
 - a. Creates job data change and submits it to the system

NOTE: FO-HR and PPAPO should be notified of extensions

Hiring of Temporaries

Forms/reports you will need:

- Temporary Employment Application/Student Application
- Federal/State tax forms
- I-9 form
- Direct deposit
- Nepotism letter, if applicable
- HIPPA privacy notice sign off letter
- UM id number

1) Unit

- a. Submit forms listed above to PPAPO

2) PPAPO

- a. Makes copies of forms
- b. Sends temp apps to HRRIS or Student Employment
- c. If new, issue a 4 digit temp number and enter info Into FMS
- d. Notify dept they are ready for time entry
- e. Monitor M-Pathways to see when active
- f. Update FMS to make temp employee active

IF HIRED THROUGH TEMPORARY STAFFING:

- g. All required paperwork completed there
- h. Unit must notify PPAPO via email
- i. M-temp's faxes paperwork to PPAPO
- j. If new, issue a 4 digit temp number and enter info Into FMS
- k. Notify dept they are ready for time entry
- l. Monitor M-Pathways to see when active
- m. Update FMS to make temp employee active
- n. Hire source is M-temp's (hard copies stay with them)

eMploy process

- Begins after job requisition is approved (by R. Robben) and sent to PPAPO for posting
- Job posting is created in eMploy system
 - EPC reviews
- PPAPO sources the requisition to the internal and/or external websites
 - EPC reviews & releases it to job boards
- Job is on website for predetermined amount of time (generally at least 7 days)
- PPAPO forwards resumes (every Tuesday) to the designated hiring manager
 - Once posting expires, hard copy of candidate list sent out
- Unit makes hiring decision