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
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
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
   o 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 uniqname; 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)
**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](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-temps 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-temps (hard copies stay with them)
• Begins after job requisition is approved (by R. Robben) and sent to PPAP for posting
• Job posting is created in eMploy system
  – EPC reviews
• PPAP 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)
• PPAP forwards resumes (every Tuesday) to the designated hiring manager
  – Once posting expires, hard copy of candidate list sent out
• Unit makes hiring decision