

UMHS HR PROCESSES
Summer 2011-Planning Document
 PREPARED BY HR, MAY 2011

PROCESS	BEGIN DATE	COMPLETION DATE	WHAT TO USE	NOTES
Update Supervisor Name in Wolverine Access	5/1/2011	7/1/2011	<ul style="list-style-type: none"> - Go to Wolverine Access/University Business/My Linc. Type in search box: Uploading Employee Supervisor and click on small green arrow on right which opens a pdf document with instructions. - Questions? <ul style="list-style-type: none"> o MAIS Help Desk – 936-7000, select opt. 5 or o e-mail: maishelpdesk@umich.edu. - <i>Note: On-going ability to update supervisor name. However, for salary program purposes, please complete supervisor changes by 7/1/2011.</i> 	Benefits include: <ul style="list-style-type: none"> - Ability to sort Salary Program spreadsheets by manager - No need to maintain supervisor information in MLearning; - Quick view of appointment information for managers and their employees in organizational structure; - Supervisor/Manager names automatically update on job requisitions.
Performance Planning and Evaluation for Faculty and Non-bargained-for Staff	5/1/11	8/12/11	Use appropriate format, available online at: http://www.med.umich.edu/umhshr/supervisor/performance-planning.html The format for faculty evaluations is at the discretion of the department. Questions? UMHC - call Nancy Dashner at 647-0553 UMMS - call Jerilyn Lowe at 936-8736	Performance evaluation period: July 1, 2010 – June 30, 2011.
UMHS Faculty and Staff Salary Program (Non-bargained-for Staff)	7/25/11	8/12/11	Pre-populated online worksheets provided for units to record base rate changes and/or salary supplement payments. Funding changes must be processed separately using Wolverine Access at: http://wolverineaccess.umich.edu . Questions? UMHC - E-Mail UMHS-Compensation@med.umich.edu UMMS - call Jerilyn Lowe at 936-8736	Faculty & Staff Salary Program Guidelines to be distributed via email by 6/17/2011.
Faculty Salary Program	6/29/11	7/25/11	Deb Komorowski 764-9140 or dkomorow@umich.edu	

<p>Competency Reporting (7/1/10-6/30/11) - All Staff (UMHHC Staff Requirement)</p>	<p>7/1/11</p>	<p>10/31/11</p>	<p>Required for all staff groups, including staff represented under terms of collective bargaining agreements.</p> <p>Mandatories should be done through MLearning. Questions on MLearning? Call 615-5146</p> <p>Performance ratings into Manage Competencies by October 31, 2011 at: http://wolverineaccess.umich.edu/ . Questions on Manage Competencies? Call Nancy Dashner at 647-0553 or Vicki Venable at 647-1909</p>	<p>MLearning Mandatories data are transferred into MPathways in October. (See attached data entry cheat sheet/instructions.)</p>
<p>Update "Blue" Folders (with 2011 evaluations and competency assessments) All Staff (UMHHC Staff Requirement)</p>	<p>4/1/11</p>	<p>12/31/11</p>	<p>Find more information online: http://www.med.umich.edu/umhshr/supervisor/bfb.htm Questions? Call Nancy Dashner at 647-0553</p> <p>Self-audits resume for 2011. Due by December 31, 2011.</p>	<p>New audit tool in MPathways.</p>