

Employment News

Helpful updates & hints for Employment Systems & Business Process



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eMploy Facts

Did you know.....

That UMID's are created at the end of the hire process? Once an offer is moved to a hired status, the data migrates to Mpathways where a Search Match is performed. The new employee is notified via email of their UMID.

The new employee is then prompted to use the UMID and a one time password, to create a unique name and UMICH/Level One/Kerberos password prior to coming to New Employee Orientation.

Refer to the April 2007 newsletter for additional details regarding the new employee Onboarding

Want a Back Issue?

You can find all the back issues of this newsletter and loads of other helpful resources on the Employment Website at:

<http://www.hr.umich.edu/empse rv/department/employ.html>

The eMploy Documentation Guide is also available through MAIS LINC at: https://maisinc.umich.edu/mais /pdf/HR_EMP_employdocumenta tionguide_RD.pdf

JOB SEEKER ASSISTANCE NOW AVAILABLE!!

The Careers at the U Job Applicant Tutorial is now available on the jobs web site. This detailed tutorial will guide applicants through the process of registration, uploading or creating a resume and applying for jobs. It is full of many helpful tips and tricks to help applicants navigate the site and troubleshoot common issues.

The HR Payroll Service Center is also available to assist job seekers during regular business hours at 734-615-2000.

Position Count Panel: Mystery Unraveled

Of all the eMploy panels, this is one that was recently voted most confusing by frequent and infrequent users. This panel is used to distinguish new positions from replacement positions and allows you to store information about the candidate being replaced as well as any other information that might be needed by the job requisition approvers that were designated. Use the screen shot with the numbered boxes below as guide for the following information:

You don't need to enter information in Box 1, 2 and 6, as they automatically populate from information you enter in the other boxes.

If the position you are posting is a **NEW POSITION** (this sometimes requires a Position Description Form be submitted), enter a count of ONE into Box 3 if the position is funded, or Box 4 if the position is not currently funded and enter any desired comments in Box 5. This automatically populates the Total # of Positions in Box 1 and Additions in Box 2 as equal to "one" each.

If the position you are posting is a **REPLACEMENT POSITION** for an employee who has transferred or terminated, skip down to Box 7 and select a reason for the replacement, type in the first and last name of the employee being replaced in Box 8 (Note: use of the search finder is not required) and enter any desired comments in Box 9. This automatically populates, the Total # of Positions in Box 1 and the Replacements in Box 6 as equal to "one" each.

The screenshot shows a web form with the following elements:

- Total # of Positions:** Input field with value 1 (labeled 1).
- Additions:** Input field with value 0 (labeled 2).
- Count Table:**

Count	Explanation	Comments
<input type="text" value="3"/> (labeled 3)	Budgeted	<input type="text" value=""/> (labeled 5)
<input type="text" value="4"/> (labeled 4)	NonBudgeted	<input type="text" value=""/>
- Replacements:** Input field with value 0 (labeled 6).
- Delete** button.
- Employee Replaced Table:**

Explanation	Employee Replaced	Comments
<input type="text" value=""/> (labeled 7)	<input type="text" value=""/> (labeled 8)	<input type="text" value=""/> (labeled 9)
- Add** button.

Since we currently post one job posting for each vacancy, the Total # of Positions on any requisition should not be any greater than one. As the use of HUB requisitions for filling multiple openings with the same job title in a single unit is explored and rolled out for future use, this rule of thumb will most likely change.

CONTACT US: Employment Process Coordinators:

Jerri Atkins HSHR 647-1917	Lynda Lauerman HSHR 936-7593	Cindy Quine HSHR 647-1869	Jennifer Stalmack HSHR 647-1873	Michele Kinker UHR 615-1445	Shirley Sindlinger UHR 936-3863	Kristen Miller UHR 936-5518
Pam Quinlivan Internal Med HR 615-1590	Jolie Murphy MCIT HR 615-1263	Jerilyn Lowe Surgery HR 615-0867	Tammy Nipper Med School Admin HR 615-8354	Karyn Procter-Wicks Radiology HR 936-1919		