

Employment News

Helpful updates & hints for Employment Systems & Business Process



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eMployment Facts

Did you know.....

that a recent high level decision was made to replace the eMploy applicant tracking system? A fit gap assessment of the PeopleSoft eRecruit product as a possible replacement is under way. System configuration training was completed in October, and system set up in a demo environment is in process. Plans for large group overviews have been made and tentative dates set, so mark your calendars for one of the following dates and come, see and learn about this product offering. Contact Jane Miller at janekm@umich.edu for more information.

January 9, 1:00 – 4:00
Cardiovascular Center Danto Auditorium

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January 16, 1:00 – 4:00
Lurie Engineering Center, Johnson Room

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January 23, 9:00 – 12:00
Pierpont Commons – East Room

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January 30, 1:00 – 4:00
BSRB Room A, B, & C

Have an idea or suggestion for a Newsletter topic?

Please forward your ideas and suggestions for Employment Newsletter to Katie McCollum at:

kakasper@umich.edu

Holiday Deadlines for Postings & Hires

Campus (including Flint & Dearborn): University HR offices will be closed beginning on December 25th and will reopen on January 5th. Offers need to be approved by the EPC prior to 4:30 pm on Tuesday, December 23rd for the January 5th new employee orientation. Note that space is limited for the NEO at Wolverine Tower and you'll want to check with your EPC to ensure availability. Postings received by Noon on December 24th will be posted that day. Postings received after Noon will post on January 5th.

Health System: Health System Human Resources offices will be closed on December 25th and January 1st in observance of the holiday, but will be open and operating with reduced staff on the business days in between. Please contact your Employment Process Coordinator with any questions regarding postings or offer approvals during that time period.

Work Address Guidelines

One of the steps in completing the Offer details on a job requisition in eMploy includes entering the Work Address information under the Candidate: Contact Information panel. This can be a difficult step to remember because it is not part of the standard offer panel and the user is required to access a new panel to complete the information. Then, once you've arrived at the right panel, there are a whole set of rules on how the information needs to be added. The rules are needed because the information populates and subsequently propagates to many different locations including the UM Online Directory. The information below is intended to assist you with correctly entering the work address information. For detailed step by step instructions, please refer to the eMploy MyLinc step by step document titled "[Entering an Employee's Work Address in eMploy](#)".

Work Address	
Address:	DEPARTMENT NAME
Address(cont):	ROOM NUMBER AND BUILDING
Address(cont):	leave this field blank
City:	leave this field blank
State/Province:	leave this field blank
Campus Zip/Postal Code:	FOUR DIGIT CAMPUS ZIP/POSTAL CODE
Country:	
Primary Contact Information	
Work Phone:	xxx-xxx-xxxx (10 digit campus phone include area code & prefix)
Home Phone:	leave this field blank
Cell Phone:	leave this field blank
Fax:	leave this field blank
Primary Email:	Validate address: for external hires should be external (non UM) email address.
Web Address:	leave this field blank

By following these Work Address Guidelines and validating the Primary email address before submitting your Offer for approval, it will ensure that the new employee will not only receive the appropriate onboarding emails to complete the hire process, but will also ensure that correct campus contact information is stored for the new employee so that they will receive all future campus mailings.

CONTACT US: [Employment Process Coordinators](#)

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