

UNION COMPARABLE EXPERIENCE REVIEW

Resource for submitting a union comparable experience review request
in Michigan Medicine's ServiceNow ticketing system –June 2025

Job Aid

Union Comparable Experience Review Job Aid

1. Accessing the HR Portal via Michigan Medicine Help Center
 - a. Open a web browser (Microsoft Edge or Chrome)
 - b. Enter URL - [Union Comparable Experience Review - HR Service Management](#)
 - c. Enter Level 2 login credentials

Complete the Union Comparable Experience Review Form. Complete all required fields, attach Employment History Form and other supporting documentation under Add attachments and click Submit.

The screenshot shows the 'Union Comparable Experience Review' form in a web browser. The breadcrumb trail is: Home > All Catalogs > HR Service Catalog > HR Service Management > Compensation Services > Union Comparable Experience Review. A search bar is at the top right. The form title is 'Union Comparable Experience Review' with a subtitle: 'Request a comparable experience review as outlined in the applicable Collective Bargaining Agreement'. Below the title is a hand icon and a note: 'Please refer to the collective bargaining agreement for documentation that must be submitted as part of the comparable experience review request and for associated timeframes.' A 'Submit' button is highlighted with a red box and a red arrow pointing to it. The form contains several required fields, each marked with a red asterisk and a red box: 'Submitter' (Jane Doe), 'Who the case is about' (Jane Doe), 'Preferred email' (myname@example.com), 'Supervisor Name' (Supervisor Name), 'Union affiliation' (UMMAP), and 'Current Job Title' (Current Job Title). There are also checkboxes for 'Current' (selected), 'External', and 'Requested for same as Submitter' (checked). A 'Preferred phone' field is present with a consent message. At the bottom right, an 'Add attachments' button is highlighted with a red box and a red arrow pointing to it.

Home > All Catalogs > HR Service Catalog > HR Service Management > Compensation Services > Union Comparable Experience Review

Search Catalog

Union Comparable Experience Review

Request a comparable experience review as outlined in the applicable Collective Bargaining Agreement

Please refer to the collective bargaining agreement for documentation that must be submitted as part of the comparable experience review request and for associated timeframes.

* Indicates required

Scroll to the bottom of the page for the attachment icon. Attachments can also be added after submission.

Submitter
Jane Doe

is this requested for a current staff member or someone external to Michigan Medicine
 Current External

Requested for same as Submitter

* Who the case is about
Jane Doe

* Preferred contact method
 Phone Email

* Preferred email
myname@example.com

Preferred phone

Michigan Medicine HR may attempt to reach out to employees from time to time regarding time sensitive leave-of-absence matters. By sharing your cell phone number, you consent to receiving text messages alerting you to these time-sensitive matters. Message and data rates may apply. Message frequency varies. Reply STOP to opt out at any time.

NNN-NNN-NNNN

CC: For Email Notifications

Employee type
-- None --

* Supervisor Name
Supervisor Name

* Union affiliation
UMMAP

* Please provide more information about your request
Requesting a review of my experience.

* Current Job Title
Current Job Title

Add attachments