NOTE: Any changes to process due to remote work should be documented in procedures.

FINANCE
UNIVERSITY OF MICHIGAN

SECTION: Human Resources

SUBJECT: Employment Hiring Process - - Change in Appointment (Including New Appointments) Process Documentation

APPLIES TO: All Regular Staff Members (Excludes Temporary Employees)

NOTE: This document has been revised as part of the Annual Internal Controls Update

Change in Appointment Process Overview

The objective of the change in appointment process is to ensure the appointment contains the appropriate revised pay rate, level of effort, effort distribution and funding sources, end dates, employment status, etc.

Change in Appointment Process

Activity	Responsibility	Reference/Comments
If the position is a bargained-for position, refer to the appropriate contract for process activities.	EBS Director	For information on Unions and Contracts: Union Contracts and Wage Schedules Academic Contracts
If the position is a Regent approved position, refer to the Board of Regents Bylaws and Academic Personnel Regents Communication Manual for process activities.	EBS Director	
Confirm Fair Labor Standards Act (FLSA) status with University Human Resources Compensation and Classification Office, where employee is currently non-exempt and changing to an exempt job classification.	Department Hiring Manager (See Appendix A)	Fair Labor Standards Act on the HR website provides overview, information, and FAQ
Determine appropriate Shortcode(s) and percentages of effort for the employee's salary distribution for the Department Budget Earnings (DBE).	Department Hiring Manager (See Appendix A)	SPG 501.10, Policy on Effort Certification Effort Reporting, on the payroll website provides detailed information, including process documentation. See process documentation for Effort Certification Reporting Process.
Ensure online Remote Worker Agreements are kept on file for hybrid or mobile/remote work arrangements, if applicable. See Remote Worker System Approver Step by Step Review Guide for guidance on approval process.	Department Hiring Manager (See Appendix A)	Remote Employment on the HR website provides information on policies and resources.

Review agreements at least once a year, or whenever an employee's work mode or work location changes for more than 30 days.		See Modes of Work on the HR website for descriptions of the three modes.
Complete appropriate fields pertaining to the items changing on the appointment (including salary redistributions **with** job data changes) via PAR Launchpad. For salary redistributions **without** job data changes (i.e., no changes to job effort or base salary), create a DBE transaction via the DBE Workflow Both can be found in Wolverine Access/ Human Resource Management System Workforce Administration → Job Information → Personal Action Request (PAR) → Create PAR	Department Hiring Manager (See Appendix A)	For instructions and information on how to use PAR Launchpad, login to My LINC, and enter Personnel Action Request (PAR) User Resources in Search Box and select result.
Route PAR workflow transaction to appropriate approver(s). Route transaction to appropriate person(s) to review/approve.	Department Hiring Manager (See Appendix A)	Approval should be done by someone with higher level authority. Review HRRIS Job Aid knowledge article entitled All Units Approved checkbox, When do I select the (Google-doc).
Documentation to support the types and reasons for appointment changes should follow the applicable SPG policy and procedures.	Department Hiring Manager (See Appendix A)	SPG 201.30, Unpaid Leaves of Absence SPG 201.30-3, Seasonal Leave of Absence. A Seasonal Leave of Absence Appointment must be prearranged with the employee and approved by the department head of the employing department. Seasonal Leave of Absence Appointment Procedures SPG 201.30-5, Federal Intergovernmental Personnel Agreements SPG 201.34, New and Changed Positions New and Changed Positions Procedures SPG 201.61, Transfer: Promotional, Lateral, and Demotional

		Salary increase may be done as part of SPG 201.41, Performance Management. Procedures can be found in My LINC. See "Performance Management – Quick Reference Guide" and "Performance Management Essentials for Supervisors". Compensation and Classification on the HR website provides information on ~~Co~~mpensation SPGs and U-M Total Compensation Philosophy. SPG 201.51, Remote Location Pay and Reimbursement of Dependent Relocation Costs SPG 201.61-1, Temporary Promotion/Salary Adjustment SPG 201.72 Reduction in Force. Department resources concerning Reduction in Force can be accessed at Reduction in Force (RIF) Resources for Administrators In accordance with SPG 201.83, Retirement, The University offers staff members the option of "phasing" into retirement by various combinations of partial appointments, partial annuities, and for eligible professorial staff a partial furlough. "Phased" retirement must have departmental approval.
If the change in appointment is related to the Merit process, units are encouraged to submit merit increases and lump sum recommendations via the electronic spreadsheet process.	Department Hiring Manager (See Appendix A)	Procedure related to the Annual Salary Program can be found in My LINC. See "Pay Rate Change" and "Pay Rate Change Template Spreadsheet." For instructions and information on how to use PAR Launchpad, login to My LINC, enter Pay Rate Change in Search Box, and select result.

Retroactive salary distribution changes must comply with effort reporting and transfer guidelines.	Department Hiring Manager (See Appendix A)	SPG 501.09, Policy on Retroactive Salary Distribution Changes Procedures on how to process a Retroactive Salary Transfer can be found on Sponsored Programs website at: http://www.finance.umich.edu/resource/retroactive-salary-transfers
For temporary employee appointments qualifying as "Full-Time" under Employer Shared Responsibility (ESR) regulations, complete the Employer Shared Responsibility Eligibility Certification form and submit to Human Resources at the start of the appointment to trigger an offer of health care coverage.	EBS Client	For variable-hour temporary employee appointments, Human Resources will track hours worked, and if indicated, trigger offer of health care coverage at end of measurement period.
Discuss all actual and potential conflicts of interest or commitment with candidate and any disclosures as necessary.	Department Hiring Manager	SPG 201.65-1, Conflicts of Interest and Conflicts of Commitment Consult department's policy if available.
Ensure new hires have completed required training as appropriate, including within the first 60 days the on-line module "Cultivating a Culture of Respect: Sexual Harassment and Misconduct Awareness."	Department Hiring Manager	Check with HR Representative to track training or supervisors can track in My LINC – Team icon/Manager Dashboard
For Units out of scope for SSC, ensure change in appointment is processed correctly by comparing the gross pay register with the source documentation (i.e., PAR Transaction). For Units in scope for SSC, monitor management reports (Gross Pay Register, Payroll Yearly Trend, eNotification HR DEPT, and HR ORG) as applicable for valid approvers, reasonableness, and appropriateness. Reports can be found by going to Find an Existing or Standard Report on the Human Resources website.	Financial Analyst	Payroll Yearly Trend Report can be found under the MGMT REPORTS tab of M-Reports (go to Wolverine Access/M-Reports) For HR Reports contact uhr-report-issues@umich.edu

Other related information:

Key Contacts:

- Additional employment resources for departments can be found on the Talent Acquisition website and My LINC *eRecruit: User Resources*.
- Contact your HR Unit Liaison for eRecruit access questions.
- Contact HR Officer for any concerns.
- For University HR assistance contact University HR Rep.

Related Standard Practice Guides:

- In accordance with SPG 201.65-0, Work Outside the University, University employees may be employed outside of the University, but the outside employment must not detract from the performance of the duties and responsibilities of the University position, nor may it create a conflict of interest.
- In accordance with SPG 201.35, Non-Discrimination, the University, in its employment and human resource policies and practices, will not discriminate against any individual because of race, color, religion, creed, national origin or ancestry, age, marital status, sexual orientations, gender identity, gender expression, disability, special disabled veteran and Vietnam-era veteran status, and height or weight, except as allowed by the need for bona fide occupational qualifications. Reasonable accommodation will also be provided to persons with disabilities, to disabled veterans, and to accommodate religious practices.
- In accordance with SPG 201.46, Personnel Records - Collection, Retention and Release, the collection, availability and disclosure of the contents of personnel files is governed by regulations established by the University and applicable laws. The Faculty and Staff Records Office, the Medical Center Staff Records Office and the custodian of personnel files or records in various departments, schools, colleges or other University offices are subject to these regulations.
- Refer to SPG 604.01, Departmental Record Retention for Business and Financial Records, to determine the proper record retention period relating to the job posting process.
- In accordance with SPG 201.53, Security Clearance, The University may require a security clearance of its staff members, as a condition of employment in certain positions. Such clearance may be necessary for incumbents or applicants for employment, if their work requires access to information classified by the Federal Government. The determination of need for security clearance for specific positions or projects will be mutually determined by the University and the responsible Government Agency.
- To ensure the proper internal controls are in place when paying faculty, staff and independent contractors, please refer to SPG 518.01, Payroll Controls.
- In accordance with SPG 201.43, Probationary Period, during the initial six months of regular employment, employees are considered probationary. There is no obligation to continue employment through the probationary period.
- In accordance with SPG 201.23, Appointment of Relatives or Others with Close Personal or External Business Relationships; Procedures to Assure Equal Opportunity and to Avoid the Possibility Of Favoritism (Nepotism), the basic criteria for appointment and promotion of all University staff shall be appropriate qualifications and performance. Relationship to another individual employed by the University shall constitute neither an advantage nor a deterrent to appointment by the University, provided the individual meets and fulfills the appropriate University appointment standards.

Record of Revisions:

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Date of Issue	Description of Change	Page(s) Affected	Approved By
8/1/2007	Original template created	All	Eric Sortor
11/20/2008	Updated with SPG revisions and corrected links		
1/3/2012	Updated for FY2012 Certification – references to new DBE Workflow functionality	1,2	
1/15/15	PAR Launchpad, new management reports, in scope for SSC vs out of scope	1,2,4	
1/18/16	Updated links; ESR Eligibility;	1,2,4	
12/2016	Added FLSA language (not new)	1	
11/2017	Updated links	2 & 4	
11/2018	Updated paths to instructions and information	2 & 4	
11/2019	Added clarifying language, updated links and added ensure all new employees have taken required training.	1,3,4,5	
11/2020	Added how to check on training - cultivating a culture of respect…, updated link, and added tableau dashboard link.	4	
12/2021	Added note on Remote/Flexible Work Agreements	2	
12/2022	Updated link and site name	3, 4, 5	
12/2023	Link updated	5	
11/2024	Updated for online remote worker	2	
11/2025	Updated links per Accessibility Quick Tips, added clarifying language	1-5	

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