### UM-Flint Campus, University Human Resources

**Personnel Action Request (PAR)**

**Quick Tip Sheet**

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**Link to Wolverine Access:**
[http://wolverineaccess.umich.edu/render.userLayoutRootNode.up?uP_tparam=cosignAuthenticated&cosignAuthenticated=true](http://wolverineaccess.umich.edu/render.userLayoutRootNode.up?uP_tparam=cosignAuthenticated&cosignAuthenticated=true)

**Link to MyLINC:**

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#### Additional Pay PAR Process

<table>
<thead>
<tr>
<th>Required Training (Preparer):</th>
<th>HRE107</th>
<th>Required Training (Approver):</th>
<th>HRE104</th>
</tr>
</thead>
</table>

**Path:**
Main Menu > Workforce Admin > Job Information > Personnel Action Request (PAR) > Create PAR

**Order or Approvers:**
- Supervisor
- Individual Approver
- Director/Dept Head/Dean
- Individual Approver
- **Provost/Vice Chancellor**
- Individual Approver

**Flint Campus HR Office:**
See Below

**Approver for all Additional Pay Transactions:**
Beth Manning
Flint Campus

**To view submitted requests:**
Main Menu > Workforce Administration > Job Information > Personnel Action Request (PAR) > Find PAR

*Please note if using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.*

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#### Department Budget Earnings (DBE) PAR Process

<table>
<thead>
<tr>
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<th>HRE107</th>
<th>Required Training (Approver):</th>
<th>HRE104</th>
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- Individual Approver
- Director/Dept Head/Dean
- Individual Approver

**Flint Campus HR Office:**
See Below
Flint Campus

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### Termination PAR Process

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</thead>
<tbody>
<tr>
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<td>HRE104</td>
</tr>
</tbody>
</table>

**Path:**
Main Menu > Workforce Admin > Job Information > Personnel Action Request (PAR) > Create PAR

**Order or Approvers:**
- Supervisor: Individual Approver (as appropriate per your internal processes)
- Director/Dept Head/Dean: Individual Approver

**Flint Campus HR Office:**
- See Below
- Flint Campus

**To view submitted requests:**
Main Menu > Workforce Administration > Job Information > Personnel Action Request (PAR) > Find PAR

- *NO REHIRE* Termination Transactions:
  - Beth Manning * Only for NO REHIRE* Flint Campus

- **Provision/Individual Approver**
  - Only required if stipend is over $50 per month

**Flint Campus HR Office:**
- Dee Hurley
- Flint Campus

**Approver for all Tech Tools Transactions:**
- Beth Manning
- Flint Campus

**To view submitted requests:**
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### Tech Tools Stipend PAR Process

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**Order or Approvers:**
- Supervisor: Individual Approver (as appropriate per your internal processes)
- Director/Dept Head/Dean: Individual Approver

**Flint Campus HR Office:**
- Dee Hurley
- Flint Campus

**Approver for all Tech Tools Transactions:**
- Beth Manning
- Flint Campus

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**Please Note:**
- *NO REHIRE* Termination PAR Transactions
- *SHPS* Associate Provost - Graduate
- *CAS* Associate Provost - Undergraduate
- *SOM* Chancellor
- *ITS* Provost

** Regular Faculty & Staff **

<table>
<thead>
<tr>
<th>Regular Faculty &amp; Staff</th>
<th>Temporary / Workstudy Breakout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dee Dee Hurley</td>
<td>Tawana Branch manages:</td>
</tr>
<tr>
<td></td>
<td>SEHS</td>
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<tr>
<td></td>
<td>SHPS</td>
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<tr>
<td></td>
<td>VC for Student Affairs</td>
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<tr>
<td></td>
<td>VC for Business &amp; Finance</td>
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<td>ITS</td>
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<td>Associate Provost - Graduate</td>
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<td>Provost</td>
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<tr>
<td></td>
<td>SOM</td>
</tr>
</tbody>
</table>

**Please Note:**
- Beth Manning is required as the final approver for all Additional Pay and only for
  - SEHS
  - SHPS
  - VC for Student Affairs
  - VC for Business & Finance
  - ITS

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**Updated on 11/5/2015**