

## UM-Flint Campus, Human Resources Personnel Action Request (PAR) Quick Tip Sheet

Link to Wolverine Access: <https://wolverineaccess.umich.edu/f/u24l1s13/normal/render.uP>

Link to MyLINC: <https://maislinc.umich.edu/>

### Required Training:

Preparer HRE107

Approver HRE104

### To process requests:

Navigator Path: Workforce Admin > Job Information > Personnel Action Request (PAR) > Create PAR

Tile Path: Workforce Admin Home Page >Personnel Action Request> Create PAR

### To view processed requests:

Navigator Path: Workforce Administration > Job Information > Personnel Action Request (PAR) > Find PAR

Tile Path: Workforce Admin Home Page >Personnel Action Request> Find PAR

### Important Notices:

***For Additional Pay Transactions, when the payee is employed elsewhere within the University system, including the Flint Campus, appropriate Releasing Department Approval (RDA) must be obtained prior to the work being completed. The email or memo documentation must be attached to the PAR.***

***All PAR Transactions require an explanation in the comments section and may also require supporting documentation uploaded as an attachment i.e. Additional Pay, Resignations/Retirements, & Tech Tool.***

***Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.***

***The Flint HR Office processes PAR Transactions for Reclassification/Equity Reviews and involuntary terminations.***

**Order of Approvers**

| All Faculty<br>Approver Order  | Regular Staff/GSRA/GEO<br>Approver Order  | Regular Staff/GSRA/GEO<br>Approver Order  | Student/Non-Student Temporary<br>Approver Order   |   |
|--|---|---|---|---|
| 1st: Dee Dee Hurley<br>(Individual)<br>2nd: Supervisor/Director/Dept<br>Head/Dean (per dept<br>requirements) | 1st: Tawana Branch<br>(Individual)<br>2nd: Supervisor/Director/Dept<br>Head/Dean (per dept<br>requirements)<br><br><b>Departments Covered:</b><br><br>SEHS<br>CHS<br>SON<br>Business & Finance<br>Enrollment Mgmt | 1st: Tonja Lucas<br>(Individual)<br>2nd: Supervisor/Director/Dept<br>Head/Dean (per dept<br>requirements)<br><br><b>Departments Covered:</b><br><br>Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement | 1st: Tawana Branch<br>(Individual)<br>2nd: Supervisor/Director/Dept<br>Head/Dean (per dept<br>requirements)<br><br><b>Departments Covered:</b><br><br>SEHS<br>CHS<br>SON<br>Business & Finance<br>Enrollment Mgmt | 1st: Tonja Lucas<br>(Individual)<br>2nd: Supervisor/Director/Dept<br>Head/Dean (per dept<br>requirements)<br><br><b>Departments Covered:</b><br><br>Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement |

**Please note:**

**PAR Transactions must include a detailed explanation of requested change.**

**Temp Terminations require the last date work to be added in the bottom comment section.**

**For Correction or Deletion of Data, comments must include a detailed explanation of requested correction or deletion of the data.**

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

**Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.**

**\*To remove Workstudy - Complete and submit a Temp Appt Change Form to HR.**

**Order of Approvers**

| <b>All Faculty<br/>Approver Order</b>   | <b>Regular Staff<br/>Approver Order</b>   | <b>Regular Staff<br/>Approver Order</b>  | <b>Student/Non-Student Temporary<br/>Approver Order</b>  |  |
|---|---|--|--|--|
| 1st: Dee Dee Hurley<br>(Individual)<br>2nd: Supervisor<br><br>3rd: Director/Dept Head/Dean<br>(per dept requirements)<br>4th: Cabinet Member* | 1st: Tawana Branch (Individual)<br>2nd: Supervisor<br><br>3rd: Director/Dept Head/Dean<br>(per dept requirements)<br>4th: Cabinet Member*<br><br><b>Departments Covered:</b><br><br>SEHS<br>CHS<br>SON<br>Business & Finance<br>Enrollment Mgmt | 1st: Tonja Lucas<br>(Individual)<br>2nd: Supervisor<br><br>3rd: Director/Dept Head/Dean<br>(per dept requirements)<br>4th: Cabinet Member*<br><br><b>Departments Covered:</b><br><br>Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement | 1st: Tawana Branch<br>(Individual)<br>2nd: Supervisor<br><br>3rd: Director/Dept Head/Dean<br>(per dept requirements)<br>4th: Cabinet Member* | 1st: Tonja Lucas<br>(Individual)<br>2nd: Supervisor<br><br>3rd: Director/Dept Head/Dean<br>(per dept requirements)<br>4th: Cabinet Member*<br><br><b>Departments Covered:</b><br><br>Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement |

**Please note:**

**Additional Pay Transactions must have a detailed business reason including the amount to be paid, explanation of the work provided, duration of work and if work was performed outside of employees normal work hours.**

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

**Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.**

**\*Cabinet Approvers:**

**Provost/Academic Affairs transactions - Sonja Feist-Price**

**Vice Chancellor for Business & Finance transactions - Mike Hague**

**Vice Chancellor for Student Affairs transactions - Chris Giordano**

**Vice Chancellor for Enrollment Management - Kristi Hottenstein**

**Vice-Chancellor for University Advancement transactions - \*\* Contact Beth Manning for Instruction**

**Personnel Action Requests (PAR) Transactions - Termination Requests**

*Order of Approvers*

| All Faculty<br>Retirements   | Regular Staff/GSRA/GEO<br>Retirements                                  | Regular Staff/GSRA/GEO<br>Retirements   | Student/Non-Student Temporary<br>Termination                |   |
|--|--|---|---|---|
| Approver Order   | Approver Order   | Approver Order  | Approver Order  | Approver Order  |
| <i>1st: Suzi Bye (Individual)</i>                                      | <i>1st: Suzi Bye (Individual)</i>                                      | <i>1st: Suzi Bye (Individual)</i>   | <i>1st: Tawana Branch (Individual)</i>                      | <i>1st: Tonja Lucas (Individual)</i>  |
| <i>2nd: Supervisor/Director/Dept Head/Dean (per dept)</i>              | <i>2nd: Supervisor/Director/Dept Head/Dean (per dept)</i>              | <i>2nd: Supervisor/Director/Dept Head/Dean (per dept)</i>   | <i>2nd: Supervisor/Director/Dept Head/Dean (per dept)</i>   | <i>2nd: Supervisor/Director/Dept Head/Dean (per dept)</i>   |
| Terminations   | Terminations   | Terminations  |   |   |
| Approver Order   | Approver Order   | Approver Order  |   |   |
| <i>1st: Dee Dee Hurley * (Individual)</i>                              | <i>1st: Tawana Branch * (Individual)</i>                               | <i>1st: Tonja Lucas * (Individual)</i>  |   |   |
| <i>2nd: Supervisor/Director/Dept Head/Dean (per dept requirements)</i> | <i>2nd: Supervisor/Director/Dept Head/Dean (per dept requirements)</i> | <i>2nd: Supervisor/Director/Dept Head/Dean (per dept requirements)</i>  |   |   |
|  | <b>Departments Covered:</b>  | <b>Departments Covered:</b>   | <b>Departments Covered:</b>                                 | <b>Departments Covered:</b>   |
|  | SEHS<br>CHS<br>SON<br>Business & Finance<br>Enrollment Mgmt            | Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement | SEHS<br>CHS<br>SON<br>Business & Finance<br>Enrollment Mgmt | Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement |

**Please note:**

**All student/non-student terminations must include the last date worked in the bottom comments section.**

**Any dismissals that are no rehire or restricted must first be discussed with HR.**

**If the reason for termination is retirement, please confirm eligibility for retirement with Flint HR Benefits Coordinator, Suzi Bye.**

**Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.**

**Order of Approvers**

| <b>All Faculty Approver Order</b>  | <b>Regular Staff/GSRA/GEO Approver Order</b>   | <b>Regular Staff/GSRA/GEO Approver Order</b>   | <b>Student/Non-Student Temporary Approver Order</b>  |  |
|--|--|--|--|--|
| <p>1st: Dee Dee Hurley<br/>(Individual)<br/>2nd: Supervisor/Director/Dept Head/Dean (per dept)</p> | <p>1st: Tawana Branch<br/>(Individual)<br/>2nd: Supervisor/Director/Dept Head/Dean (per dept)</p> <p><b>Departments Covered:</b></p> <p>SEHS<br/>CHS<br/>SON</p> <p>Business &amp; Finance<br/>Enrollment Management</p> | <p>1st: Tonja Lucas<br/>(Individual)<br/>2nd: Supervisor/Director/Dept Head/Dean (per dept)</p> <p><b>Departments Covered:</b></p> <p>Assoc Provost/Grad Programs<br/>CAS<br/>Chancellor</p> <p>Provost<br/>SOM<br/>Student Affairs<br/>University Advancement</p> | <p>1st: Tawana Branch<br/>(Individual)<br/>2nd: Supervisor/Director/Dept Head/Dean (per dept)</p> <p><b>Departments Covered:</b></p> <p>SEHS<br/>CHS<br/>SON</p> <p>Business &amp; Finance<br/>Enrollment Mgmt</p> | <p>1st: Tonja Lucas<br/>(Individual)<br/>2nd: Supervisor/Director/Dept Head/Dean (per dept)</p> <p><b>Departments Covered:</b></p> <p>Assoc Provost/Grad Programs<br/>CAS<br/>Chancellor</p> <p>Provost<br/>SOM<br/>Student Affairs<br/>University Advancement</p> |

**Please note:**

**DBE requests must include comments on what is being changed and why.**

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

**Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.**

**Personnel Action Requests (PAR) Transactions - Tech Tools (Phone Stipend) Requests**

*Order of Approvers*

| <b>All Faculty Approver Order</b>   | <b>Regular Staff Approver Order</b>  | <b>Regular Staff Approver Order</b>  | <b>Student/Non-Student Temporary</b> |
|-------------------------------------|--|--|--------------------------------------|
| 1st: Dee Dee Hurley<br>(Individual) | 1st: Tawana Branch<br>(Individual)<br><br><b>Departments Covered:</b><br>SEHS<br>CHS<br>SON<br>Business & Finance<br>Enrollment Management | 1st: Tonja Lucas<br>(Individual)<br><br><b>Departments Covered:</b><br>Assoc Provost/Grad Programs<br>CAS<br>Chancellor<br>Provost<br>SOM<br>Student Affairs<br>University Advancement | <b>NOT ELIGIBLE</b>                  |

**Please note:**

**Earnings Code must be TTN. Phone Stipends must include phone number in comments section and attached signed Verification Statement  
 If using a sponsored program shortcode, you must add your appropriate Sponsored Programs approver.**

**Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.**