

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

Link to Wolverine Access: <https://wolverineaccess.umich.edu/f/u241s13/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 must be the final approver on all PAR transactions. 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 Approver Order	Regular Staff/GSRA/GEO Approver Order	Regular Staff/GSRA/GEO Approver Order	Student/Non-Student Temporary Approver Order	
1st: Dee Dee Hurley (Individual) 2nd: Supervisor/Director/Dept Head/Dean (per dept requirements)	1st: Tawana Branch (Individual) 2nd: Supervisor/Director/Dept Head/Dean (per dept requirements) Departments Covered: SEHS CHS SON Business & Finance Enrollment Mgmt	1st: Tonja Lucas (Individual) 2nd: Supervisor/Director/Dept Head/Dean (per dept requirements) Departments Covered: Assoc Provost/Grad Programs CAS Chancellor Provost SOM Student Affairs University Advancement	1st: Tawana Branch (Individual) 2nd: Supervisor/Director/Dept Head/Dean (per dept requirements) Departments Covered: SEHS CHS SON Business & Finance Enrollment Mgmt	1st: Tonja Lucas (Individual) 2nd: Supervisor/Director/Dept Head/Dean (per dept requirements) Departments Covered: Assoc Provost/Grad Programs CAS Chancellor Provost SOM Student Affairs 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.

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

Order of Approvers

All Faculty	Regular Staff	Regular Staff	Student/Non-Student Temporary	
Approver Order	Approver Order	Approver Order	Approver Order	
1st: Dee Dee Hurley (Individual)	1st: Tawana Branch (Individual)	1st: Tonja Lucas (Individual)	1st: Tawana Branch (Individual)	1st: Tonja Lucas (Individual)
2nd: Supervisor	2nd: Supervisor	2nd: Supervisor	2nd: Supervisor	2nd: Supervisor
3rd: Director/Dept Head/Dean (per dept requirements)	3rd: Director/Dept Head/Dean (per dept requirements)	3rd: Director/Dept Head/Dean (per dept requirements)	3rd: Director/Dept Head/Dean (per dept requirements)	3rd: Director/Dept Head/Dean (per dept requirements)
4th: Cabinet Member*	4th: Cabinet Member*	4th: Cabinet Member*	4th: Cabinet Member*	4th: Cabinet Member*
	Departments Covered:	Departments Covered:	Departments Covered:	Departments Covered:
	SEHS CHS SON Business & Finance Enrollment Mgmt	Assoc Provost/Grad Programs CAS Chancellor Provost SOM Student Affairs University Advancement	SEHS CHS SON Business & Finance Enrollment Mgmt	Assoc Provost/Grad Programs CAS Chancellor Provost SOM Student Affairs 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 must be the final approver on all PAR transactions. Flint HR will be automatically added as the final approver when the creator hits "Save & Submit" on the transaction.

***Cabinet Approvers:**

Chancellor's Office transactions - Maria (Tess) Barker

Provost/Academic Affairs transactions - Keith Moreland

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 - BJ Hull

Order of Approvers

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

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 and replace 1st approver with Suzi.

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Order of Approvers

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

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.

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Order of Approvers

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

Please note:

Phone Stipends must include phone number in comments section and attached signed Verification Statement

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