Initial contact with the candidate originator needs to inform them:
1) terms of employment, duties, pay rate, responsibilities
2) ask them to verify current email address, validate it same on application
3) look for an email from UofM about information to initiate the background check – if needed
4) background check is required if candidate has not been employed last 2 years. Inform them eContract cannot be initiated until background check cleared.
Temporary Staff Appointment NEW or Non-Employee Affiliation with University – TO BE

WorkForce Management

- Validate contract
- Validate No Affiliation or PEAEMPL
- Bkground Needed?
  - NO
    - Return for Correction?
    - YES: Go To Pg1 C
    - NO
  - YES
    - eMail Candidate
    - Bkground Cleared?
      - NO
        - Auto Notification
        - Dept. Originator
          - Go To Pg3 F
      - YES
        - Employee New?
          - YES
            - Create PPAIDEN PEAEMPL
            - Go To Pg3 G
          - NO
            - Accept/Reject Contract
              - Accepted Contract?
                - YES: Go To Pg3 G
                - NO: Go To Pg1 H

Candidate

Type of Letter generated based on:
1) Have former affiliation as Student, Alumni, Vendor (no PEAEMPL)
2) Current or Previous employee
3) Need to determine if need to re-activate UofM account
Approval Process for Temporary Staff New eContracts

Dept Originator → Chair/Director → WorkForce Management → Candidate → Shared Services → HR Records

Create eContract → Approve? → YES → Approve? → YES → Background Check Clear? → YES → Accept? → Create EPAF → Apply EPAF

NO → Revise eContract

NO → Approve? → NO → Review Approve? → YES

NO → Cancel eContract

NO → Return eContract For Correction

NO → Notify Dept Orig Correct eContract

NO → EPAF Correction needed

Accept? → NO

Notify Dept Orig Correct eContract → EPAF Correction needed

Notify Dept Orig Correct eContract → EPAF Correction needed

Notify Dept Orig Correct eContract → EPAF Correction needed