Temporary Appointment Process – ‘TO BE’

**Dept Originator**
- **Check Funding**
- **Verify Position & PPAIDEN**
- **Create/Update/Cancel eContract**

**eContract Options:**
- Request for New Hire Temporary or One-Time Pay (Banner ID does not exist)
- Temporary Appointment (Banner ID exists)
- One Time Pay (Banner ID exists)

**Fin Manager**
- **Finance Level 10**
  - Financial Mgr/Designee
  - Chair/Department Head
- **Finance Level 20**
  - Dean/AVP

**2nd Level Apprv**
- **Approve/Reject/Correct/Compromise eContract**
- **Return For Correction?**
- **Need 2nd Level Apprv?**
- **Approved?**
- **Auto End Contract**

**Auto Notification**
- Fin Manage & Orig #1
- Originator #2
- Originator #3
- Auto Notification Origiantor #1
- Auto Notification Origiantor #2
- Auto Notification Origiantor #3

**Auto End Contract**
- Go To P4 A
- Go To P4 B
- Go To P4 C
- Go To P4 D
- Go To P4 E

**P1 August 14, 2020**
Temporary Appointment Process – ‘TO BE’

1. Review eContract
2. Validate Have Application On file?
   - Yes: Validate Banner Information
   - No: Manual Email Originator to contact Candidate
3. Validate Banner Information
   - Conflicting Job Records?
     - Yes: Deny eContact
     - No: Update eContract
4. One Time Pay?
   - Yes: Update eContract
   - No: Go to P4
5. Background Check Needed?
   - Yes: Initiate Background Check Process
   - No: Data Facts sends Notification To Candidate
6. Conflicting Job Records?
   - Yes: Go to P3
   - No: Go to P4
7. Auto Notification Originator #3
8. eContact
9. Service Center Logs into Banner Validate:
   - Validate Person exists Position Number
   - Look for current & previous job records Conflicting eClass
10. Note:
    - Temp employees’ can have active temporary job with a part-time faculty job (TH/PF or TE/PF)
    - Cannot have active ‘TH’ & ‘TE’
11. Systematically Cancel Contract
12. Update Status eContract (Indicate if Banner ID Needed)
13. Auto Notification Originator Candidate Passed #4
14. Auto Notification Originator Candidate Failed #4
15. Call Candidate to expect email
16. HR Service center can update eContract Banner ID, UUID if exists
17. Login Validate Back Ground Check
18. Go to P3
19. Go to P4

From P1: Review eContract
From P1: Validate Have Application On file?
From P1: Manual Email Originator to contact Candidate
From P4: Login Validate Back Ground Check
From P4: Systematically Cancel Contract
From P4: Auto Notification Originator Candidate Failed #4
From P4: Call Candidate to expect email
Temporary Appointment Process – ‘TO BE’

HR Partner

- Review eContract
- From P2 H
- From P2 K

Denied?

- NO
  - Update Person Information
  - Login into Workforum
  - PEAEMPL Exists?
  - NO
  - Update/Create PPAIDEN & PEAEMPL
  - YES

- YES

- Manual Email
  - Orig Request Cancel?
  - NO
  - Update Status Denied
    - [Contract cancelled]
  - YES

- Deny eContract (Contract cancelled)
- Auto Notification Originator #3
- Go To P4 M

OR

Corrections Needed?

- NO
  - Login into Workforum
  - Person Information

- YES

- PEAEMPL Exists?
  - NO
  - Update Status Denied
    - [Contract cancelled]
  - YES

- YES

- Update Status Denied
  - [Contract cancelled]

- Auto Notification Originator #3
- Go To P4 M

HR Partner can:
- Add: Banner ID, UUID
- Update: Rate of Pay, Official Start Date, Job Duties & Status

Auto Notification
- AVP/Designee #1
- AVP/Designee #2
- AVP/Designee #3
- AVP/Designee #4
- AVP/Designee #5
- AVP/Designee #6
- AVP/Designee #7

Login WorkForum
- Generate New Hire Checklist - add uofm email
- Login Data Facts
  - Initiate Pre-Hire I-9 Process - add UofM email
  - Update Orientation Attendee List
  - Send Attendee List to NEO team

Auto Notification
- Orig & Candidate’s Personal Email #7
- System Generated Welcome Letter
  - Include Banner ID, UUID
  - IAM Activation code

Update Status eContract Partner Approved
- YES

New Employee?

- NO
  - Auto Notification Candidate UofM email & Originator #6
- YES

Call Candidate
- Expect this email
- Sends the person email

Update Status eContract ePartner Approved
- NO

System Generated Welcome Letter
- Include Banner ID, UUID
- IAM Activation code

Auto Notification Orig & Candidate’s Personal Email #7
- Call Candidate
  - Expect this email

From P3 P

Update Status eContract Partner Approved
- NO

From P3 P

Login WorkForum
- Generate New Hire Checklist - add uofm email
- Login Data Facts
  - Initiate Pre-Hire I-9 Process - add UofM email
  - Update Orientation Attendee List
  - Send Attendee List to NEO team

Auto Notification
- AVP/Designee #1
- AVP/Designee #2
- AVP/Designee #3
- AVP/Designee #4
- AVP/Designee #5
- AVP/Designee #6
- AVP/Designee #7
**Temporary Appointment Process – ‘TO BE’**

**HR Dir/AVP**
- Signature Approval
- eContract
- Go to P3 P

**Candidate**
- Complete Back Ground Check Process
- Go to P2 J
- Accept / Decline
- From P3 Q
- From P3 R
- Accepted?
  - NO
    - Auto Notification Originator & HR Partner #8
    - Auto Notification Candidate & Orig Personal Email #9
    - Auto Notification Candidate & Orig #10
  - YES
    - Inactivate PEAEMPL if needed
- From P1 C
- From P3 M
- From P3 N

**Shared Serv Ctr**
- Open EPAF
- Friendly Page
- Create EPAF
- From P3 R

**HR Data Management**
- Apply EPAFs (create NBAJOBS Records)
- Updates to PPAIDEN/PEAEMPL Forms if Needed
- Research any Active NBAJOBS Records
- Conflicting Jobs?
  - YES
    - Manual Email HR Partner For Corrections
  - NO
    - Auto Notification Candidate, Orig & HR Partner #8
    - Auto Notification Candidate & Orig Personal Email #9
    - Auto Notification Candidate & Orig #10
- From P1 F
- From P3 J
- From P1 A
- From P1 L
- From P1 P

**Validate:**
- Correct eclass (TP or TE)
- Are there any conflicting active job records
- Update PPAIDEN/PEAEMPL from New Employee Onboard forms

**STOP**
Note: On revisions some departments do not send form back to faculty for signature