LSA Local HR Team
Characteristics of Local HR Work

- Requires personal interaction
- Unique knowledge of the unit
- Good interpersonal relationships
- More HR expertise than reasonable to expect from non-HR staff
- More HR expertise than from the original HR workgroup

While we report to the Dean’s Office HR group, the chief administrators should feel the Local HR team member is a member of their department, and able to handle (or triage) any HR need.
Who are our Partners?

Delivering a high level of service is our goal. In collaboration with our partners, we will assist you with navigating HR policies, practices, and resources.
Local HR offers Partnership & Solutions

The Local HR (LHR) team partners with and provides day-to-day HR operational support to assigned departments. Our collaborative partnership with chief administrators, faculty and staff strives to cover a wide variety of day-to-day HR tasks, including:

- General HR Operations
- Recruiting and Employment
- Labor and Employee Relations
- Immigration
- Compensation
- HR Development
- Risk Management

Let us be your “HR Brain”.
We Are Here for You

Each unit is assigned a Local HR partner with a focus on working with you.

Our goal is to address every inquiry timely and accurately. Periodic updates will be given while work is being performed.

Continuous Support – If your assigned LHR team member is not available, another HR Generalist will be available to handle your request.

Is anything out of scope?
Currently, graduate student (GEO), tenure and tenure-track faculty and academic issues are out of scope. However, processes that cross both realms remain in scope, such as:
• Annual effort reporting processes (GEO remains in the unit)
• Liaison when appropriate for HR, Payroll and Benefit Service Center (SSC) questions (GEO remains in the unit)
• Immigration assistance (GEO remains in the unit)
• Timekeeping assistance
General HR Management

- University, LSA, and department based policy, procedure and practice guidance and interpretation
- Advise units about administration of academic and non-academic appointments
- Provide general information about University, LSA and academic department resources, such as location of various campus offices, key contacts, resources/services provided across campus
- Produce ad-hoc reports on HR data as requested
- Administer UM and LSA record retention processes for HR files
- Monitor HRRIS auto-notification reports, such as periodic temp purge process, resolution of expired I-9 reports, resolution of missing time report, etc.
- Ensure compliance with federal and state employment laws and regulations, including ensuring mandatory postings are in the buildings as required

Forward the HRRIS notification emails you receive to your Local HR Rep utilizing a filter to ensure they are always reviewed and handled on your behalf.
Recruiting, Employment & Compensation

Pre-Posting
- Conduct job analyses; create/update position descriptions for various positions; assist department with creation of job postings
- Identify and/or recommend potential job titles and pay rates for all
- Work with the senior HR reps for final approval of all staff positions

During Posting
- Consult with hiring supervisor on candidate selection and interviewing
- Assist with completion and retention of interview notes and summary as requested
- Collaborate with supervisors and Senior HR Representatives to develop and negotiate offers of employment/appointment, maintaining communication with applicants throughout the recruitment process, and ensuring senior HR approval

Offer Phase
- Prepare standard offer letters for staff and researchers as requested
- Assist with registration in LSA New Employee Orientation and Work Planning sessions
Temporary Staff & Contract Staff

Temporary Staff and Students
• Provide assistance and support with student and non-student temp hires; qualification and application of work study award as needed
• Reapprication of work study awards at the beginning of Fall and Spring terms for those that carry over from term to term

Contract Staff / People Pay
• Investigate and advise on special pay circumstances, such as when to use additional pay vs. when to use People Pay
• Partner with the Business Office for consultation and input on contract pay scenarios

**Time Saver:** Local HR can post positions on the Student Employment Work Study posting board for you.
Labor Relations

We want to partner with you on all things in the UM/LEO Agreement and become your primary point of contact for Lecturer labor relations issues.

LEO Questions
• Assist with contract compliance, investigating and resolving basic labor contract questions
• Triage more complicated issues to the College’s lead labor relations professional, continuing involvement to conclusion
• Monitor and track “hybrid” appointments (concurrent staff and Lecturer) to ensure appointments are not over 1.0 FTE

Appointments
• Draft complex offer letters (we’ll coordinate basic offer letters too!)
• Draft layoff notices, notice of non-reappointment as requested
• Investigate appointment, payroll, and benefits issues as requested

Quarterly/Annual Processes
• Provide LEO Lecturer New Hire reporting for Fall, Winter, Spring and Summer terms
• Gather and provide names and contact info for persons responsible for scheduling LEO (and GEO) orientation
• Assist with completion of U-Year Spreadsheet
• Coordinate completion of vacation memo’s when needed for hybrid appointees
Employee Relations

• Provide timely answers to employment questions
• Assist with administering the University’s Reduction-in-Force process
• Assist with day-to-day implementation of LSA performance management practices (work planning, ongoing coaching/feedback to employees, performance appraisals), escalating issues to Senior HR Representatives
• Help supervisors and employees remain aware of professional development opportunities available
• Resource for ePerformance technical issues

KEEP CALM WE'RE HERE TO HELP
Post-Doctoral Research Fellows

- Manage the Research Fellow offer process including funding approval, offer letters, department onboarding process
- Consult with faculty on appointments to ensure compliance with LSA Research Fellow policies and procedures
- Monitor appointment end dates, requesting extensions as appropriate or ensuring timely handling of process to end appointments
  - Ensure appointments are held to three years in title
  - Assist with the approval process for the optional and rare fourth and fifth years in title
- Monitor and track hybrid appointments to ensure appointments are not over 1.0 FTE
- Partner with LSA Academic Affairs Specialist on complex Research Fellow appointments
Visitors and Volunteers

Visiting Graduate, Visiting Undergraduate Students, Visiting Scholars and Volunteers:

• Manage the process including invitation letters, immigration status (if needed) and department onboarding process
• Complete established process based on the status of the visitor
• Consult with LSA’s Academic Appointment Specialist to ensure compliance with LSA policies and procedures
• Monitor status end dates, ensuring extension are processed as needed
• Complete M-Community Sponsorship and Library privileges as requested
Immigration Services

Provide information to candidates about university immigration processes and coordinate immigration paperwork process between candidates and the International Center, including:

- H-1B Employment
- J-1 Exchange Visitor
- TN (Canada or Mexico)
- Permanent Residency

Other Immigration

- Monitor immigration status and end dates, ensuring processing of renewal or termination of visa as required
- Provide Department based tracking database upon request
- Coordinate the J-1 process with the Shared Service Center

Local HR can only track on unpaid visitors when they process the appointment. International Center reporting on unpaid statuses is currently not available.
HR and SSC Services

Benefit Issues
- Coordinate with the Shared Service Center (SSC) to resolve benefit eligibility issues
- Coordinate Employer Shared Responsibility (ESR) program for temporary employee’s

Payroll issues
- Assist with the resolution of payroll issues, including advising on time reporting codes, how to complete timesheets, how to approve timesheets, etc.
- Requesting off-cycle paychecks as requested
- Coordinate with the SSC to resolve time and leave balance issues

Only those listed as a supervisor (or the supervisor’s delegate) can approve a timesheet; however, Local HR can help identify other approval options

Annual Reporting and Special Projects
- Coordinate annual effort certification process for instructional faculty and staff, including researchers
- Work on special projects, such as Fair Labor Standards Act (FLSA) for Research Fellows
Risk Management

- Assist departments with registering programs and initiating background checks related to the UM Children on Campus policy
- Ensure compliance with immigration status, such as when a B1 visa is appropriate
- Advise on leaves of absence and the referral process to Work Connections
- Advise on the Family Medical Leave Act
The Local HR Team will initiate HR transactions with LSA HR Transaction Team or UM Shared Services Center on the Department’s behalf or we will bounce things up to the Senior HR Reps or Leads in the Dean’s Office – sometimes even partnering with the Business Office or Business Analyst. We will act as the conduit to all LSA groups – providing support, clarifying transactions and answering questions. Giving you peace of mind that an appointment will be processed in a timely and accurate manner.
We partner with ....

- **Senior HR Reps** to ensure appointments are classified and paid appropriately, and to triage employee relations issues as needed

- **HR Transaction Team** to answer questions regarding transactions, ensuring appointments are on the system correctly, and requesting additional transactions as needed

- **LSA Academic Specialist** to ensure compliance with policies and procedures relating to Research Fellow, Research Faculty, Visitors, and effort certification process

- **Labor Relations Lead** to ensure compliance with LEO Contract

- **Shared Service Center** on any payroll, benefit or transaction support as needed, as well as on the J1 Visa process

- **YOU** to ensure you can have smooth department operations without worrying about HR activities
Local HR Team Information

Local HR Team and Department assignments can be found at:
https://lsa.umich.edu/lsa/faculty-staff/human-resources/hr-contacts-by-department.html

Our Team consists of:

**Kathy Clark**  
Undergraduate Education (LEO Appt’s)  
4-8412 or lsa.uged.hr@umich.edu

**Jaime Howe**  
Psychology & Mathematics  
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**Lindsay Cogswell**  
Local HR Supervisor  
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**Amy Rice**  
Chemistry Region, including EES  
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**Katharine Guarino**  
Biology Region  
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**Marc Sorace**  
Social Sciences  
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**Tricia Humitz**  
Undergraduate Education (non-instructional) & Dean’s Office  
4-5878 or lsa.uged.hr@umich.edu

**Unsure who to contact?**  
call Local HR Supervisor Lindsay Cogswell at 4-9721 or lindsayp@umich.edu