What does the LSA HR Transaction Team do?

• The team provides HR support in the areas of new hire processing; including creation of job postings and job offers in eRecruit, assistance with background checks, and employment paperwork completion. We will work directly with the employee, where necessary, to complete their new hire process.

• The team will complete the various MPathways PAR (Personnel Appointment Request) transactions for your unit, as well as other associated HR transactional work to assure an employee is paid accurately and in a timely manner.

• The team will work collaboratively with the various LSA and University departments as necessary to complete employment processes, including LSA HR (Senior HR, Local HR), LSA Academic Specialists, Shared Service Center, Payroll, Timekeeping and HRRIS.
Who completes the work?

Your unit is assigned a dedicated HR Assistant Senior to process your transactions. If they are absent, another HR Assistant in the group will address the transaction.

How can I send my transaction to the team?

Your transaction request can be emailed to lsahrtransactions@umich.edu.

You can also utilize the HR Transaction Google forms that are available on our webpage. They are currently available for additional pays, DBE (shortcode) changes, terminations, student hires, LEO/GEO substitution pay, job posting request, staff hire request, non-student temp hire request. They include the ability to attach documentation and send yourself a copy of the request.

You can also call your HR Assistant Senior directly using the Team Information page at the end of this presentation.

Our goal is to address every inquiry within 24 hours of receipt.
Hiring of New Employees

The LSA HR Transaction Team will assist with the portions of the appointment process below for Faculty, LEO, GSI/GSSA/GSRA, Staff, Student Temps, Non-Student Temps, Dry Appointments, Research Fellow, Visiting Instructional as examples.

- Draft standard offer letters (for GSI/GSSA/GSRA, LEO)
- Create job postings in eRecruit system
- Create job offers in eRecruit system
- Communicate with employee on how to apply, complete background check and employment paperwork if necessary
- Verify that background check is complete
- Complete necessary employment paperwork with new employees not attending a NEO session
- Process PAR or submit paperwork to create new appointment
- Verify appointment in system
**LEO/GEO Reappointments**

**LEO Reappointments**
- Draft standard offer letters (Local HR will assist with complex offer letters)
- Facilitate and assist with completion of LEO reappointment spreadsheets.
- Complete additional reappointment PAR’s as necessary. Make sure appropriate paperwork is complete and submitted.

**GSI/GSSA/GSRA Reappointments**
- Draft offer letters
- Assist with identifying the correct process for hiring GSI/GSSA/GSRA, i.e spreadsheet, eRecruit, PAR.
- Facilitate and assist with completion of GSA reappointment spreadsheet.
- Complete additional reappointment PAR’s or eRecruit hires, as necessary. Make sure appropriate paperwork is complete and submitted.
- Will attend GSI orientations to complete employment (tax) paperwork if desired. Can also arrange for I-9 Service Center to attend to complete I-9 process.
PAR Transactions

Examples of PAR Transactions

- Additional Pay - Substitute Pay for LEO and GSA, Child Care Expenses, SEVIS Reimbursement, Relocation Expenses, Professorships, Flex Funds/Administrative Differential
- Appointment Extension
- Chair/Associate Chair/Director Appointments – New and Reappointments
- DBE Changes
- Effort Change
- Joint Appointments/Additional Appointments
- Leave of Absence/Faculty Leaves/FMLA/Modified Duties
- New Hires/Reappointments/Dry Appointments
- Overloads
- Period Appointments
- Pmod Change
- Retro Pay Raise/Pay Rate Change
- Summer Appointments
- Summer Ninths/Flex Funds
- Supervisor Change/Admin Dept Change
- Terminations
- Transfer/Title Change/Promotion
- Working Title Change
Additional Services

eVerify for New or Existing Employees

Sponsorship of new employees/visitors in MCommunity Sponsor System

Temp Appointment Change Forms
  Change to work study, supervisor, wage, job code

Assist with requesting Off Cycle Paychecks, timekeeping issues

Facilitate As Needed Effort Certification Reports

FMLA Processing – currently for staff only
Team Information

Our office is located in the LSA Building, Room 3246
Website - https://lsa.umich.edu/lsa/faculty-staff/human-resources/lsa-hr-transaction-team.html

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