New Audit Tool!

NEWS: The new audit tool is complete. We expect it to be available for your use on January 26. On that date, you can access it via the following navigation in MPathways: Workforce Administration, Job Information, Blue Folder Review.

GOOD NEWS: We’ve had nothing but positive feedback from our test group and we’re very excited to have the Blue Folder Brigade see the finished product.

GREAT NEWS: Because the tool is now in MPathways, you will no longer have to send quarterly status reports to HR; we can run queries to get this information now. Departments will also be able to query information for their own use.

IMPORTANT NEWS: Please attend one of the Blue Folder Brigade meetings to roll out the new tool. Select the date that works best for you: Tuesday, Feb. 1, 2 – 4pm, NCAC Training Rooms A & B OR Wednesday, Feb. 2, 10am – noon, UH Ford Amphitheatre.

A screen shot of the tool in its test environment is attached to the same email as this Bulletin. See what you think of your new Blue Folder Audit Tool!

Audit Requirements Resumed

Annual audits of blue folders will resume for 2011. The requirement is that each folder be audited once a year, with the results entered into the audit tool. This is the sole audit requirement that departments have, now that quarterly reports are no longer necessary.

To assist with your auditing, we will resume quarterly (or as needed) offerings of the Blue Folder Audit labs. Audit Labs cover the details of how to perform an audit, the documents required in blue folders, and how to use the tool.

The Audit Labs schedule will be announced as soon as room reservations are finalized.

Check Your MC Access

Access to the new Blue Folder Audit Tool page will be granted to those who already have access to the Manage Competency page. This access corresponds to the MPathways security role titled HR_DEPTEMPL_REVW_DATA_UPDATER.

To be sure that you have access, check to see if you can view the Manage Competency page. The navigation is: Workforce Administration, Job Information, Manage Competencies. If you are unable to view this page, let us know so we can request access for you.

If your supervisor also wants access, they also need to check and let us know!

Updating BFB Contact List

Please review the BFB contact list and let us know if your info is correct. We need the correct department name, department ID, an alternate contact person and your supervisor’s name. The list can be viewed internally at: http://www.med.umich.edu/i/umhshr/BFB_Contact_List.xls

If something is missing or has changed, email us at BFBRIGADE@med.umich.edu.

CONTACT US:

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