Audit Data
We are less than two months from the Dec. 31st deadline to enter data from the audits of your blue folders into MPathways. The last round of data, from October, showed that only 14% of audits had been completed, so there’s much work to be done.
You can check the progress of any DeptID or static group by running the Blue Folder Report. Instructions are here.
As a reminder, the Associate Hospital Directors will begin receiving the results of the audits from their areas in November.

Shared Services
As mentioned in the last bulletin, it has been established that Shared Services departments are required to have blue folders. If you previously held onto blue folders for Shared Services employees that were formerly from the health system, those folders will need to be updated. For Shared Services employees who never had blue folders, you will need to create new ones for them. Folders are available from RR Donnelly through M-Marketsite. Information about ordering folders and accessing M-Marketsite is available here.
2013 audit data for Shared Services folders doesn’t need to be entered into MPathways. Effective 2014, however, the audit tool in MPathways will accept Shared Services departments, and we will begin collecting that data.

MTV for Temporary Employees
As you may know, there is an online version of Michigan Traditions and Values (MTV), the presentation from New Employee Orientation. For a time, we found MTV so full that we asked departments to have temp new hires complete orientation via this version, which is in MLearning.
It was never our intention for this to be a permanent orientation practice for newly hired temporary employees. The online version covers only basic info and some information is out of date at this point. It was created as pandemic planning, not as a replacement for the in-person MTV.
Please assist us in ensuring that supervisors are SENDING temporary employees to the full in-person MTV.

Manage Competencies
The deadline for entering the Performance Evaluation scores into MPathways is later than usual! Along with the deadline extension for the salary program worksheet, the Manage Competencies entry deadline was also extended to December 31.
This creates one complication in that there will be no grace period for you to make the entry after the deadline. Eval scores for a fiscal year can only be entered into the system during that calendar year. If you miss the deadline, you will have to send the scores to HR for manual entry. You will not be able to make this entry after December 31. While we are here to help you, Kelly and Nancy cannot complete thousands of entries, so please make every effort to complete them by 12/31/13!

Blue Folder Labs Scheduled
We have scheduled more Blue Folder Labs. These are 2-hour classes that cover what goes in the folders, how to audit them, and how to use the audit tool. Please email us to sign up for one of these labs:
Thursday, Nov 14, 2 – 4pm, NCAC Room 2301
Monday, Nov 18, 2 – 4pm, NCAC Room 2301

Contact List
As always, please take a look at the contact list to be sure that all of your departments are listed accurately. Let us know if something is missing or incorrect on the BFB Contact List.

CONTACT US:
Kelly: TJC HR Chapter Lead nakelly@med.umich.edu
Questions to Nancy Dashner nanthomp@med.umich.edu