Blue Folder Brigade
Find us at http://www.med.umich.edu/umhshr/supervisor/bfb.htm

October 2011 Bulletin
Providing Updates on Blue Folder Requirements & Issues

Blue Folder Audit Tool Report
The audit tool report is complete! The report is your way to determine if all your audits are complete before the deadline, which is the end of each calendar year.

The report is accessed in MPathways via this navigation: Workforce Administration > Workforce Reports > Blue Folder Report. Items of note:

- A valid run control id (with no spaces) is needed to run the report.
- Calendar Year is a required field. If you need data in two or more years, you’ll need to run each year individually.
- You can run the report by static group, by Department ID or by EMPLID.
- Running a report for “Pending” status returns audits that have been started (at least one data point has been entered and saved), but some data is still needed for completion.
- Running a report for “Complete” status returns audits that have been saved with all questions answered.
- Running a report with neither “Pending” nor “Complete” selected will return audits in either status.
- Check “Not Started” to return employees whose folders require an annual audit but don’t have one started for that calendar year.
- Using the “Run to Window” option will allow you to increase the onscreen results.

Anyone who has access to the Audit Tool (Workforce Administration > Job Information > Blue Folder Review) should have access to the Blue Folder Report. Please let us know if the report isn’t listed among your Workforce Reports options. All auditors need access, as this is your way to determine if all your audits are complete before the due date at the end of each calendar year.

This marks the final chapter in our transition to a department-based, electronic tool which is now integrated into the existing Human Resource Management system. This goal has been a long time coming!

Each of you has worked hard to get to this point and we appreciate your efforts. You have seen us through our early audit tools - both a hard copy and the database, which was our first electronic tool. Your patience and feedback through the entire process were invaluable in the creation of this tool.

We expect our new audit process to result in our best audit compliance to date with a process as streamlined as it has ever been. Thank you for your efforts!

Manage Competency Data Due Oct. 31
It’s that time of year when departments need to verify that all Manage Competency data has been entered into MPathways. Specifically, we check that all four institutional mandatory (Fire Safety, Patient Safety, Critical Incident Review and Compliance) are completed and the overall evaluation score has been entered. This year’s Salary Program Worksheet offered an option to include the Performance Evaluation score. Departments which didn’t use that feature are still able to enter the scores individually. The deadline for entry is October 31.

Remember, if your blue folders include the template indicating that UMHS Mandatories is located in MLearning, part of your auditing responsibility is to verify their completion.

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