The Brigade’s Purpose

As we head into a new fiscal year, here’s an overview of what the Blue Folder Brigade is all about. **What** - the BFB consists of members of the UMHS community who have responsibility for maintaining, creating, or updating the blue folders and/or the documents contained in them. **Purpose** – the BFB exists to make its members aware of their responsibilities, to share resources that assist with those duties, to share best practices, and to put you in touch with others who have the same duties. **Resources** – the HR web site houses a page specifically for BFB resources, news, and FAQs; the address is [http://www.med.umich.edu/umhshr/supervisor/bfb.htm](http://www.med.umich.edu/umhshr/supervisor/bfb.htm). There, you can find loads of information, forms, tools, and more to help you with your blue folder responsibilities. We also hold 2-hour Blue Folder Labs, which cover which documents belong in the folders, how to audit them, and how to use the Audit Tool to store the data from your audits; dates for upcoming labs are listed below. Nancy Dashner and Kelly are available to answer individual questions, or present requirement materials/answer questions at appropriate unit meetings. **Responsibilities** – BFB members are required to maintain updated documentation in the blue folders, to audit each blue folder once per calendar year, and to enter the data from the audits into the Audit Tool in MPathways. In many cases, BFB members are considered the blue folder documentation expert in their department, requiring them to educate other staff in their areas about the specifics of required documentation.

More Blue Folder Labs have been scheduled. These are 2-hour classes that cover what goes in the folders, how to audit them, and how to use the audit tool. Bring your own blue folders with you and get all your questions answered! Respond via email to sign up for one of these labs: Monday, Sept 16th, 2 – 4 pm, NCAC Room 2301 Thursday, Sept 19th, 9 – 11 am, NCAC Room 2301 Wednesday, Sept 25th, 2 – 4 pm, NCAC Room 2301

**Needed - Your Feedback**

**Contact List.** Please take a look at the BFB Contact List to be sure that all of your departments are listed and to help us fill in the blanks. Let us know if something is missing or incorrect on the BFB Contact List.

**FAQ’s.** We would appreciate your input into expanding the FAQ section of the BFB web page. Please review the contents [here](http://www.med.umich.edu/umhshr/supervisor/bfb.htm) and let us know what you’d like to see added.

**PSV Matrix.** The PSV Matrix is an ever-changing document; we need your help to keep it accurate. Please review the PSV Matrix and let us know if any job classes from your area are missing.

**CONTACT US:**

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