<table>
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<th>PROCESS</th>
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| Update Supervisor Name in Wolverine Access       | 5/1/2012   | 7/1/2012        | - Go to Wolverine Access/University Business/My Linc. Type in search box: Uploading Employee Supervisor and click on small green arrow on right which opens a pdf document with instructions.  
  - Questions?  
    o MAIS Help Desk – 936-7000, select opt. 5  
    o e-mail: maishelpdesk@umich.edu  
  - Note: On-going ability to update supervisor name. However, for salary program purposes, please complete supervisor changes by 7/1/2012. | Benefits include:  
  - Ability to sort Salary Program spreadsheets by manager  
  - No need to maintain supervisor information in MLEarning;  
  - Quick view of appointment information for managers and their employees in organizational structure;  
  - Supervisor/Manager names automatically update on job requisitions. |
| Performance Planning and Evaluation for Faculty and Non-bargained-for Staff | 5/1/12     | 8/12/12         | Use appropriate format, available online at: http://www.med.umich.edu/umhshr/supervisor/performance-planning.html  
  The format for faculty evaluations is at the discretion of the department.  
  Questions?  
  UMHHC - call Nancy Dashner at 647-0553  
| UMHS Faculty and Staff Salary Program (Non-bargained-for Staff Program) | TBD        | TBD             | Pre-populated online worksheets provided for units to record base rate changes and/or salary supplement payments. Funding changes must be processed separately using Wolverine Access at: http://wolverineaccess.umich.edu/  
  Questions?  
  UMHHC - E-Mail UMHS-Compensation@med.umich.edu  
  UMMS - call Stephanie Schroeder at 615-0867 | Faculty & Staff Salary Program Guidelines to be distributed via email by TBD. |
| Faculty Salary Program                            | TBD        | TBD             | Deb Komorowski 764-9140 or dkomorow@umich.edu |
| Competency Reporting  
(7/1/11-6/30/12) - All Staff  
(UMHHC Staff Requirement) | 7/1/12 | 10/31/12 | Required for all staff groups, including staff represented under terms of collective bargaining agreements.  
Mandatories should be done through MLearning.  
Questions on MLearning? Call 615-5146  
Performance ratings into Manage Competencies by October 31, 2012 at: [http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/).  
Questions on Manage Competencies? Call Nancy Dashner at 647-0553 | MLearning Mandatories data are transferred into MPathways in October.  
(See attached data entry cheat sheet/instructions.) |
|---|---|---|---|---|
| Update "Blue" Folders  
(with 2012 evaluations and competency assessments)  
All Staff (UMHHC Staff Requirement) | 1/1/12 | 12/31/12 | Find more information online: [http://www.med.umich.edu/umhshr/supervisor/bfb.htm](http://www.med.umich.edu/umhshr/supervisor/bfb.htm)  
Questions? Call Nancy Dashner at 647-0553  
Annual self-audits required for calendar year 2012.  
Audit data due by December 31, 2012. | Audit tool in MPathways.  
[http://wolverineaccess.umich.edu/](http://wolverineaccess.umich.edu/). |