HR Solutions Center (HRSC) Web Form: Quick Guide – Rev01 2016-01-20

The HRSC Web Form can be used to open a case that will be supported by the HRSC. If you don’t feel comfortable filling out this form or would like to talk to a person in the HRSC, please call 734-647-5538.

10 Steps to Success!
1. Click on the web form link here.
2. Select Indicator Type.
3. Type in your Uniqname and press Enter. (Any available information will be automatically filled out for you)
4. Select whether you are initiating this case for you or on behalf of someone else. (If ‘You’ is selected, available information will automatically be copied from step 3 above)
5. If you selected ‘Someone Else’, select the Customer Type.
6. If you selected ‘Someone Else’ enter their Uniqname and press Enter. (Any available information will be automatically filled out for you)
7. Enter Summary information (Compensation, FMLA, Employment or Gen. Inquiries)
8. Add a detailed Description of your request.
9. If necessary, please add any Attachments as supporting documentation. Up to 10 attachments can be added.
10. Select the Submit button at the bottom of the form.

Also known as: Web Form