

## **Introduction to HR Training**

Team members: Mitch Barham, Deanna McMillian, Mary Rhodes, Melissa Buchner

Purpose: Provide staff in academic departments with skills, knowledge, and resources necessary to carry out office functions related to time and leave reporting, monitoring payrolls, and correctly completing appointment forms, extra compensation requests, and incentive pay requests.

Course prerequisite: Banner HR access

Format: Participants should have an instructional guide which they printed out before the class. Each participant also has a computer with the UofM homepage displayed. The team members will be primarily using screen prints from the instructional guide. However, at various times there will be instructions about using the Spectrum Portal and a few Banner screens. Participants may log into the Spectrum Portal if you choose or simply follow along in the guide.

### Training Objectives:

Employee Self-Service Learning Objectives: Mitch

- Understand on-line time entry and leave reporting: definitions, user roles, special issues
- Understand timesheet retention requirements
- Use Employee Self-Service to review pay stub and update personal information

Monitoring Payroll and Position Control Learning Objectives: Melissa

- Access HR e-Print reports (NHRDIST)
- Check pay records in INB (NHIDIST and NHIEDST)
- Locate position information and I-9 status (PEAEMPL)
- Locate job information (NBAJOBS)
- Locate position budget information (NBAPBUD)

Appointment Paperwork Learning Objectives: Mary

- Understand relationship of E-classes, position numbers, and account codes
- Correctly complete appointment paperwork for temporary and regular employees
- Correctly complete an extra compensation form
- Correctly complete student worker and GA appointment forms (Jan Brownlee)

“Other” Salary-related Learning Objectives: Deanna

- Understand salary recovery
- Understand salary splits
- Understand and completely complete incentive pay paperwork

Special Announcements from the Provost’s Staff