Employment Processing Quick Reference Guide

EMPLOYMENT PROCESSING SERVICES

Employment Processing teams support administrators, faculty and staff with eRecruit job openings, postings, offers and hiring transactions, performing background checks, reinstatement and credit for prior service, new employee orientation and eVerify. Services provided by the SSC include the following areas:

eRecruit: Support for hiring activities: job opening, job posting, Affirmative Action applicant pool composition, accessibility, reduction-in-force, compliance with regulations, background checks, job offers, hiring, and onboarding.

Reinstatement & Credit for Prior Years of Service: Supports returning faculty or staff member requesting review of employment history to determine if he/she is eligible for reinstatement of the original date of hire, or credit for prior years of service.

New Employee Orientation (NEO): Helps the employee to complete the university's onboarding process, present a university cultural and service overview, complete the I-9 process, and eVerification if necessary.

Question/Issue Resolution: Assist unit/department administrators with the full range of employment services for faculty and staff hires/rehires.

HOW TO REQUEST EMPLOYMENT PROCESSING SERVICES

eRecruit:

- Create or clone a job opening or job offer and list the Employment Processor as the final and primary approver.
- Each unit/department has a one-to-one relationship with an Employment Processor .

Reinstatement & Credit for Prior Years of Service:

- Complete the Reinstatement or Credit for Prior Years of Service Form .
- Submit it for review according to the directions listed at the bottom of the form.

New Employee Orientation(NEO):

- Background check must be passed and in state of completion prior to attendance.
- The Employment Processor completes the eRecruit Prepare for Hire process & communicates the NEO attendance date to new hire.
- The Unit HR rep reminds employee to bring eligibility and identity documents as listed on the I-9 form.

Question/Issue Resolution:

- Contact the SSC via phone or email. Be sure to include the job opening ID or applicant name and the date the service is needed.

HOW TO CONTACT THE SSC

PHONE	EMAIL	WEBSITE INFO
734-615-2000 PRESS #1 PRESS #5	GENERAL INQUIRIES: SSC.HR.Recruiting&Employment@umich.edu URGENT INQUIRIES: SSC.HR.Recruiting&Employment-urgent@umich.edu	Employment Processing information on the SSC website
TO FAX PAPER FORMS:	734-763-1283	

ADDITIONAL RESOURCES & HELP

QUICKLINKS:

Standard Practice Guide 201.49 Rehire/Reinstatement
Standard Practice Guide 201.37 Orientation
I-9 Form
MyLinc Home Page
Add Contact Notes My LINC job aid

SHARED SERVICES CENTER- UNIVERSITY OF MICHIGAN