

HR COORDINATOR SERVICES

The SSC HR Coordinator Service provides front end HR transaction coordination, support, and processing for units/departments. The HR Coordinator Services include Recruitment(processing job postings, and job offers, resume screening, interview scheduling, and reference checking), personnel action requests (PAR's), HR PeoplePay, and various miscellaneous HR event transactions.

HOW TO REQUEST SERVICE

PAR Requests – Current Staff Job Change:

1. Fill out and Submit the online eForm
2. Supporting documentation must be attached for the following transactions:
 - o Additional Pay – Tuition Support – [Tuition Support Request Form](#) and proof of payment/registration
 - o Reclassification – Memo and [Position Description Form](#), when required
 - o Transfer or Promotion - Memo

PAR Requests – Separation or Leave of Absence (LOA):

1. Fill out and submit the online eForm
2. Supporting documentation must be attached for ALL transactions:
 - o Retirement – Memo or resignation letter
 - o Termination – Memo or resignation letter
 - o Reduction in Force – Memo or RIF notification letter
 - o Unpaid Leave of Absence – Memo or leave notification letter

Job Posting Request:

1. Fill out and submit the online eForm
2. Additional information:
 - o Underfill option – references a position that can be filled at a lower classification depending on the qualifications of the selected candidate
 - o Additional hiring team members will need HR EMP RESUME VIEWER access to review resumes in eRecruit, which can be requested through OARS.

Job Offer / Hire Request:

1. Fill out and submit the online eForm
2. Additional information:
 - o Background checks are required for external candidates and non-student temporary staff whose background check is more than 30 days old, per university guidelines.
 - o Background checks can take 7-10 business days to return results.

Student Job Posting Request:

1. Fill out and submit the online eForm
2. Additional information:
 - o For help determining title and pay rate, please refer to [Student Temporary Staff Wage Schedules](#).
 - o For information on work-study funds, please visit [this link](#).

Student Job Offer / Hire Request:

1. Fill out and submit the online eForm
2. Additional information:
 - o If a student has more than one job at the university, the total hours worked should be coordinated by the department(s) employing them.

HOW TO CONTACT US



EMAIL

ssc.hr.coordinator@umich.edu

eFORMS

[PAR Request – Current Staff Job Change](#)

[PAR Request – Separation or Leave of Absence \(LOA\)](#)

[Job Posting Request for Regular Staff or Non-Student Temporary Staff](#)

[Job Offer / Hire Request for Regular Staff or Non-Student Temporary Staff](#)

[Job Posting Request for Student Temporary Staff](#)

[Job Offer / Hire Request for Student Temporary Staff](#)

ADDITIONAL HELP AND RESOURCES

[Career Path Navigator](#) (Market Title & Job Code Information)

[Leave Of Absence Toolkit](#)

[Student Temporary Staff Wage Schedules](#)

[Payroll Cutoffs and Deadlines](#)