

Electronic
Personnel Transactions

Employee Training

Electronic Personnel Transactions & Performance Evaluations Quick Guide

Effective July 1, 2007

New features available by logging into the portal at <https://portal.cmich.edu/>

PERSONNEL TRANSACTIONS:

Before initiating a change to your position – discuss with your supervisor.

POSITION CHANGES - TO CHANGE A POSITION'S JOB DESCRIPTION, PROCESS A TITLE CHANGE, ADJUST POSITION FTE, EXTEND PROVISIONAL END-DATE, MODIFY WORK SCHEDULES, REQUEST A RECLASSIFICATION REVIEW, OR COMPLETE A COST CENTER FUNDING CHANGE.	
• To update your job description, complete the following page:	Request for Position Changes
• To request a position change, complete the following page:	Request for Position Changes
• To request a cost center change, complete the following pages:	Request for Position Changes Cost Center Change
• To request a reclassification review, complete the following pages:	Request for Position Changes Request for Reclassification
• Additional pages [optional to complete when processing any change]:	Optional Documents Notes/History

Contact Employment & Compensation at 989.774.3753 with any questions.



PERSONNEL TRANSACTIONS

- [BEGIN NEW ACTION](#)
- [VIEW PENDING](#)
- [VIEW JOB DESCRIPTIONS](#)
- [VIEW MY POSITION](#)

PERFORMANCE REVIEWS

- [BEGIN NEW REVIEW](#)
- [VIEW ACTIVE](#)
- [VIEW HISTORICAL](#)

ADMIN

- [HOME](#)
- [LOGOUT](#)

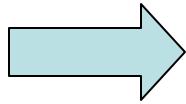
• Welcome **onsite test**. You are logged in.
Your Current Group: Employee.

Sunday, May 20, 2007





Create Position Changes



Current Position Details	Request for Position Changes	Cost Center Change	Request for Reclassification	Optional Documents	Notes/History
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Employee Details

Employee First Name:

Employee Last Name:

Campus ID #:

Position Title

Employee Group:

Pay Level:

Classification:

FLSA Status:

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION

Create Position Changes

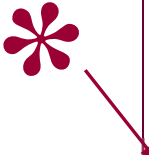
Current Position Details	Request for Position Changes	Cost Center Change	Request for Reclassification	Optional Documents	Notes/History
<p>Please indicate below which changes you are requesting be made to this position. Indicate your proposed changes in the blank fields provided. Reminder: all changes MUST be approved by Human Resources.</p>					
Effective date of change:		<input type="text" value="07/01/2007"/>	MM/DD/YYYY -or- MM-DD-YYYY		
Type of Changes Requested					
Check All That Apply:		<p>Check All Clear All</p> <ul style="list-style-type: none"><input type="checkbox"/> Position Description - changes not warranting a reclass review<input checked="" type="checkbox"/> Title Change<input type="checkbox"/> Work Schedule<input type="checkbox"/> FTE<input type="checkbox"/> Extend Provisional End-date<input type="checkbox"/> Cost Center (must also complete Cost Center Changes page)<input type="checkbox"/> Reclass Request (must also complete Request for Reclassification page)			
Rationale/Justification:		<input type="text" value="This title more accurately reflects the duties performed by this position."/>			
Indicate Specific Changes Below					
<p>ONLY complete the fields you are requesting to be changed</p>					
Title Change:		<input type="text" value="Office Specialist"/>			
Weekly Work Schedule:		<input type="text"/>			
<input type="button" value="RETURN TO PREVIOUS"/>		<input type="button" value="CONTINUE TO NEXT PAGE"/>			
<input type="button" value="SAVE AND STAY ON THIS PAGE"/>					

Create Position Changes

Current Position Details	Request for Position Changes	Cost Center Change	Request for Reclassification	Optional Documents	Notes/History
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Complete the funding information fields listed below for the new cost center to be charged. If no changes are required - please click the Continue to Next Page button.

Cost Center Name:	<input type="text"/>
Cost Center Number/WBS Element Number:	<input type="text"/>
Effective Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Effective End Date (if applicable):	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Funding Source:	<input checked="" type="radio"/> No Response <input type="radio"/> Existing Resources <input type="radio"/> Soft-Funded <input type="radio"/> Existing Resources & Soft-Funded (explain below)
Funding Source Explanation (if applicable):	<input type="text"/>
Funding verified by Financial Planning & Budget:	<input type="radio"/> Yes <input type="radio"/> No <input checked="" type="radio"/> No Response



*Required information is denoted with an asterisk.

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CANCEL

PREVIEW ACTION

Classification Description Index

Employee Group	Title	Level	Page
Office Professional (OP)	Office Assistant	OP-3	2
	Office Clerk	OP-3	3
	Secretary	OP-4	4
	Specialist Clerk	OP-4	5
	Retail Clerk	OP-4	6
	Lead Retail Clerk	OP-4	7
	Administrative Secretary	OP-5	8
	Senior Specialist Clerk	OP-5	9
	Executive Secretary	OP-6	10
	Administrative Clerk	OP-6	11

Employee Group	Title	Level	Page
Police Officers (PD)	Service Officer	PD-1	12
	Community Policing Officer	PD-2	13
	Police Officer	PD-2	14

Employee Group	Title	Level	Page
Professional & Administrative (P&A)	Band 1 Description	P&A-1	17
	Band 2 Description	P&A-2	18
	Band 3 Description	P&A-3	19
	Band 4 Description	P&A-4	20
	Band 5 Description	P&A-5	21
	Band 6 Description	P&A-6	22

Employee Group	Title	Level	Page
Service Maintenance (SM)	Custodian	SM-2	23
	Senior Custodian/UC	SM-4	24
	Trades Helper/Mason	SM-4	25
	Trades Helper/Architectural	SM-4	26
	Caretaker	SM-4	27
	Electrician Helper	SM-4	28
	Preventive Maintenance Technician	SM-4	29
	Warehouse Worker I	SM-4	30
	Building Maintenance Worker	SM-6	31
	Custodian Equip Maintenance Worker	SM-6	32
	Energy Facilities Operator	SM-6	33
	Sr Caretaker	SM-6	34
	Storeroom Worker/Bookstore	SM-6	35
	Warehouse Worker II	SM-6	36
	HVAC & Controls Technidian	SM-8	37
	Jrny Auto & Equip	SM-8	38
	Jrny Bldg Maint Wrk	SM-8	39
	Jrny Carpenter	SM-8	40
	Jrny Electrician	SM-8	41
	Jrny Locksmith	SM-8	42
Jrny Maint Mechanic	SM-8	43	
Jrny Mason	SM-8	44	
Jrny Metal Worker	SM-8	45	
Jrny Painter	SM-8	46	
Jrny Powerhouse Operator	SM-8	47	
Jrny Refrig & Controls	SM-8	48	
Jrny Sign Shop Operator	SM-8	49	
Jrny Welder/Maint Mechanic	SM-8	50	
Elevator Repair Mechanic	SM-20	51	

Create Position Changes

Current Position Details	Request for Position Changes	Cost Center Change	Request for Reclassification	Optional Documents	Notes/History
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Attach any relevant supporting document. If not applicable - please click the [Continue to Next Page](#) button.

3 Records

Attach / Remove	Document Type	Attached Document	View Document
Attach	Memo	Not Attached	
Attach	Organizational Chart	Not Attached	
Attach	Other	Not Attached	

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CANCEL

PREVIEW ACTION

Create Position Changes

Current Position Details	Request for Position Changes	Cost Center Change	Request for Reclassification	Optional Documents	Notes/History
--	--	------------------------------------	--	------------------------------------	----------------------

This page lists the notes of the action. You can see at what date and time the note was added to the action as well as by whom.

History	Modified By
05-20-2007 9:35 PM	onsite test
<i>Create Action Status: Position Changes</i>	

Add Notes

Notes:	<input type="text"/>
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ADD NOTES

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL

PREVIEW ACTION



View Position Changes Summary

Please review the details of the position description carefully before continuing.

To take the action you have specified, click **Continue**. To edit the position description, click **Edit**. To exit the position description without making any changes, click **Cancel**.

[Edit](#)

 [Printer-Friendly Version](#)

Action Status

- Save Action Without Submitting
- Submit Action to Hiring Manager

CANCEL

CONTINUE

Request for Position Changes

Effective date of change:

Type of Changes Requested

Check All That Apply:

Rationale/Justification:

Notes/History

05-23-2007 11:39 AM

onsite test

Create Action Status: Modify Position



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PERFORMANCE REVIEWS

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- VIEW HISTORICAL

ADMIN

- HOME
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• Welcome **onsite test**. You are logged in.
Your Current Group: Employee.

Wednesday, May 23, 2007

View Pending

Pending Actions

13 Records

Position Title	Classification	Position Number	Campus ID	Employee First Name	Employee Last Name	Action Type	Date of Last Action	Status
ADMIN CLERK View	OP-06	31160	46	Not Vacant - Name not available	Not Vacant - Name not available	Position Changes	05-23-2007	Action Submitted to Sr Mngr/Dean

Central Michigan University Position

The Position form is used to record the duties, responsibilities, qualifications sought and fiscal impact of classified and nonclassified positions. This information is the basis for determining the title, salary rate, and Fair Labor Standards Act exemption status for positions. To achieve these purposes, it is essential that detailed and exact information pertaining to current duties, responsibilities, and qualifications be accurately recorded on this form.

Employee Details

Employee First Name:	
Employee Last Name:	
Campus ID #:	

Position Title

Employee Group:	
Pay Level:	
Classification:	
FLSA Status:	

Department

Division:	
Department:	

Position Details

Position Number:	
Position Title	



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Wednesday, May 23, 2007

Any questions?

Contact:

Employment & Compensation at

989.774.3753