Welcome to MI HR

Available to employees in these Executive Branch departments:

- Attorney General
- Civil Rights
- Civil Service
- Community Health
- Corrections
- Department of Insurance & Financial Services
- Department of State
- Education
- Executive Office
- Human Services

- Licensing & Regulatory Affairs
- Lottery
- Technology, Management & Budget
- Military & Veteran Affairs
- Quality of Life
  - Agriculture & Rural Development
  - Environmental Quality
  - Natural Resources
- State Police
- Transportation
- Treasury
Welcome!

MI HR provides a combination of services and resources designed to offer easy access for updating, changing, or reviewing your personal information.

Take a few moments to review the following pages and familiarize yourself with the benefits of MI HR.

**MI HR Self-Service**  
Page 3

Use the MI HR Self-Service website from work or home to access or modify your personal information. It’s fast, convenient, and confidential!

**MI HR Service Center**  
Page 6

The staff of the MI HR Service Center provides personal assistance with a wide variety of HR topics.

**Agency HR Office**  
Page 8

Your local HR office can assist you with strategic issues such as recruitment, classifications, labor relations, selections, and processing your payroll.
MI HR Self-Service

Need Help Getting Your First Password?

If you have difficulty obtaining your first password, or would like someone to help you through the process, please contact the MI HR Service Center at 877-766-6447, option 1. Hours of operation are Monday through Friday from 8:00 a.m. to 5:00 p.m.

Logging In

Once you have received your MI HR Self-Service password, you are ready to log into your account. Go to the MI HR Gateway at www.michigan.gov/selfserv.

From the Gateway page, you will see two icons:

- The Earnings Statement icon gives direct access to view your bi-weekly check stubs.
- The Employee/Manager Self-Service allows you to view or update your personal information.

To login, enter your User Name and Password and click Ok.
MI HR Self-Service continued...

MI HR Self-Service is an online application that allows you to update and view your personal information. You can view your earnings statements, manage your direct deposits, view current benefits, complete benefit changes during open enrollment periods, change your address, and much more, all from your home or work computer.

New Employees

Your MI HR Self-Service account will be created once your HR Office has entered your information into the Human Resource Management Network (HRMN) and assigned you an employee ID Number.

Once in the HRMN system, you will receive the following correspondence from HRMN Central Security telling you how to activate your account.

1. Notification will be sent via your State Of Michigan email address or your home address notifying you that your MI HR Self-Service account has been created. It will contain your employee ID, User Name, web addresses, and contact information.

2. The next business day, you will be sent an email or letter with instructions on how to activate your MI HR Self-Service account and how to retrieve your password.

3. Once you retrieve your password, a notification will be sent indicating that your account has been activated and will contain the web address to the Self-Service login page.
MI HR Self-Service continued...

Account Information

**User Name**
Your User Name is your employee ID number beginning with an ‘h’ (h1234567). If you have a six-digit employee ID number, your User Name will begin with a lower case ‘h’ and a zero ‘0’ (h0123456).

**Temporary Pin**
Needed to activate your account, your pin begins with ‘tmp’. It will be used to complete your Security Questionnaire and retrieve your permanent password.

**Security Questionnaire**
Set of five unique questions and answers that are used for online password resets.

**Password**
System generated. Consists of eight lower-case characters, including 1 number and 1 special character. You cannot choose your own password.

**Resetting Your MI HR Self-Service Password**

If you need a Self-Service password:

1. Go to the MI HR Gateway at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv),
2. Click the “Password” link,
3. Under the “How do I get a new Password?” section, click the 'answer two' link (you will be required to answer two of your security questions correctly).
4. Your new password will be emailed to you if you have a State of Michigan email address, if not, your new password will be mailed to your home address.
MI HR Service Center

The MI HR Service Center staff is just a phone call away! Contact them to enroll/add/remove dependents from insurance, change your address, or answer questions on your pay warrant. They also can provide you with login, password, and navigation support for MI HR Self-Service. A comprehensive list of services can be found on the next page.

New Employees

Should you decide to participate in the State of Michigan’s health, vision, dental, employee/dependent life, long-term disability (LTD) and flexible spending account benefits, you will need to contact the MI HR Service Center within 31 days of your hire date to enroll yourself and/or dependents in these insurances. Additional information can be found in the Benefits Summary brochure or you can visit the Employee Benefits Division website at [www.michigan.gov/employeebenefits](http://www.michigan.gov/employeebenefits). Click “New Employee” from the left menu.

The MI HR Service Center is open from 8:00 a.m. to 5:00 p.m., Monday through Friday, except state holidays. The center is staffed with State of Michigan employees who are specifically trained to enroll you and your dependent into your benefits, answer questions, perform updates, or resolve any problems related to HR information.

Contact The MI HR Service Center

<table>
<thead>
<tr>
<th>Phone: 877-766-6447, option 1</th>
<th>Mailing Address: P.O. Box 30002 Lansing, MI 48909</th>
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</thead>
<tbody>
<tr>
<td>Fax: 517-241-5892</td>
<td></td>
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<tr>
<td>Hearing Impaired: 711 for Michigan Relay</td>
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## MI HR Service Center Services

### Benefit Enrollment/Changes/Updates
- Beneficiary Inquiries/Verifications
- National Medical Support Notices
- Death of Employee or Dependent (life insurance claim processing)
- Dental Insurance—enrollment/removals
- Dependent Life Insurance—enrollment/removals
- Dependent Eligibility/Verifications
- Flexible Spending Accounts (QTFB, Health Care, Dependent Care)
- Health Insurance—enrollment/removals
- Life Insurance—enrollment/removals
- Long Term Disability Insurance—enrollment/removals
- New employee - Enrollment in benefits
- Reliance Short Term Disability Insurance (State Police employees only)
- ReliaStar Life Plan (State Police employees only)
- Student & Adult Child Eligibility Documentation & Notification
- Vision Insurance—enrollment/removals

### Personal Information/Changes
- Birth Date
- Dependents (student status)
- E-mail Address
- Emergency Contact
- Ethnicity
- Gender Code
- Home Address
- Home Phone
- Marital Status
- Name or Preferred Name
- Process Level Code Change for Re-hired/Recalled Employees
- Residence City or Supplemental Address
- Social Security – name/number corrections
- Verification of Employment

### Payroll Information/Changes
- Benefit Net & Gross Pay Adjustments
- Direct Deposit (EFT)
- Federal, State & City Tax Deductions
- Friend of the Court (child support orders)
- Michigan Education Savings Plan (MESP)
- Michigan Education Trust (MET)
- Parking Deductions
- Qualified Transportation Fringe Benefits (QTFB)
- SECC Contributions
- Tax Deferred Payments (TDP)
- Wage Assignments (alimony, student loans, IRS, etc.)

### Annual Enrollment Events
- Flexible Spending Open Enrollment
- Insurance Open Enrollment
- State Employees Charitable Campaign (SECC)

### Other Support Functions
- Self-Service Password Resets
- Self-Service Navigation Assistance
- NEOGOV on-line support
- DCDS Password Resets
- Subpoena Processing
Your Agency HR Office

While the MI HR Service Center will focus on HR services, information, and provide on-line support, your local HR office will continue to assist you with strategic issues such as recruitment, classifications, labor relations, disability management, selections, and processing your payroll. A comprehensive list of services can be found on the next page.

HR Office Contact: __________________________________________

Agency HR Office Phone Numbers

**Attorney General**
517-373-1114

**Civil Rights**
313-456-3788

**Civil Service Commission**
517-373-3117

**Community Health**
517-241-4646
517-241-1128

**Corrections**
517-373-6383

**Education**
517-373-1733

**Human Services**
517-373-8873

**Insurance & Financial Services**
517-373-4771

**Licensing & Regulatory Affairs**
517-373-4769

**Lottery**
517-335-5601

**Technology, Management & Budget**
517-335-0566
517-241-2080

**MEDC**
517-241-9525

**Military & Veterans Affairs**
517-481-7880

**Quality of Life (DEQ, DNR, MDARD)**
517-284-5013

**Department of State**
517-335-6500

**State Police**
517-241-1476

**Transportation**
517-335-2492

**Treasury**
517-241-3127 or 517-373-9395
Agency HR Office Services

**Administration**
- Contractual Services Requests
- Disclosure of Interest
- EEO & Civil Rights Activities
- HR Training of Managers and Supervisors
- Licensure Documents for Employees
- Safety Issues
- Supplemental Employment
- Training & Development (if applicable)
- Unemployment Claims
- Workforce Planning

**Compensation & Benefits**
- Beneficiaries
- COBRA Notification
- Death of Employee
- Departures (All)
- Gross Pay Adjustments
- Group 4 Employees Pay
- Hire Transactions
- Job Changes
- Layoff/Recall Transactions
- Lump Sum Awards
- Military Service Credit
- Orientation to Department
- Overtime Exemption Approvals
- Payroll Processing & Adjustments
- Performance Management Activities
- Personnel File
- Process Level Code Chg for Inter/Intra Dept
- Transfer
- Retirements
- Separation Payoffs
- Social Security Number Corrections
- Step and Grade Changes
- Step Increases
- Union Dues

**Labor Relations**
- Arbitrations
- Grievance Activities
- Labor Relations Issues
- Pre-Employment Drug Test
- Random Drug Testing
- Union Transfer Requests

**Classifications**
- Establishments
- Reclassifications
- Reorganizations
- Working Out of Class

**Selections**
- Background Checks
- Credential Reviews
- Drivers License Checks
- Hiring Freeze Exempt
- Interview Panels
- Recruitment Activities
- Reference Checks
- Selection Criteria
- Selection File
- Vacancy Postings

**Disability Management**
- Ergonomic Assessments
- Leaves of Absence (Placing on & returning)
- Reasonable Accommodation Requests
- Worker’s Disability Compensation