

PROCEDURE 1330.03
Issued June 1, 2000

SUBJECT: Automated Human Resource Management Systems (HRMS)

APPLICATION: Executive Branch Departments and Sub-units

PURPOSE: To standardize HRMS Tools acquired and used by state agencies

CONTACT AGENCY: Department of Information Technology (DIT), Office of Strategic Policy

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SUMMARY:

When State agencies have requirements related to any implementation of new or modified Human Relations Management Systems, those needs shall be coordinated with Civil Service and Human Resources Management Network Project Team (HRMN). HRMN project team will provide the assessment of the relevance of those needs to the LAWSON system.

The LAWSON Insight Business Management System and its related software tools shall be the State Standard product for all automated Human Resource Management Systems (HRMS) and related Systems. Any acquisition or implementation of HRMS or related networks, systems, or applications, must be approved or certified as equivalent and / or compatible with the LAWSON product. HRMN will have responsibility for the technical assessment of such compatibility.

BACKGROUND:

The Department of Civil Service is responsible for the provision, coordination and implementation of centrally administered Personnel and applicant tracking records for the State of Michigan. In an effort to provide Enterprise wide standardization of records, records management and distribution tools, the HRMN project team was established.

PROCEDURE:

Any and all projects, consulting requests, equipment and software acquisition requests, RFI's, ITB's relating to HRMS will be subject to review for compliance with this standard by the following:

- Office of Project Management (OPM)
- Standards Division, Office of Information Technology Solutions (OITS)

- The Department of Civil Service Human Resources Management Network Project Team (HRMN)

The Office of Purchasing shall not approve any purchase request without such approvals.

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