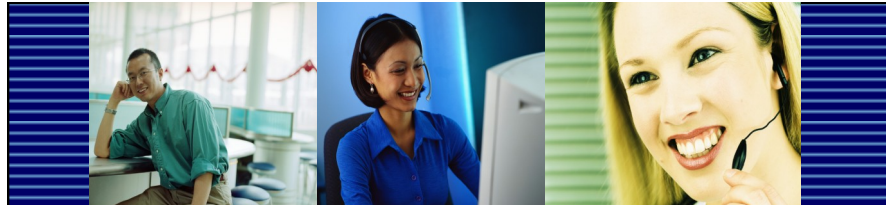




STATE OF MICHIGAN  
CIVIL SERVICE COMMISSION  
MI HR SERVICE CENTER

# Welcome to MI HR



## Available to employees in these Executive Branch departments:

- ❖ Attorney General
- ❖ Civil Rights
- ❖ Civil Service
- ❖ Community Health
- ❖ Corrections
- ❖ 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

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## **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 Information**

**Page 6**

This website is an on-line repository that provides benefits, payroll, and HR information and policies tailored just for you!

### **MI HR Service Center**

**Page 7**

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

### **Agency HR Office**

**Page 9**

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

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## MI HR Self-Service

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 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 with an employee ID Number.

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

1. A letter will be mailed to your home address notifying you that your MI HR Self-Service account has been created. It will contain a wallet card with: your employee ID, User Name, web addresses, and contact information.

MI HR Wallet Card	
Employee ID:	<b>123456</b>
MI HR Self-Service User Name:	<b>h0123456</b>
MI HR Gateway	<a href="http://www.michigan.gov/selfserv">http://www.michigan.gov/selfserv</a>
MI HR Information	<a href="https://mihinfo.state.mi.us">https://mihinfo.state.mi.us</a>
<b>MI HR Service Center</b>	<b>Toll Free: (877) 766-6447</b>
P.O. Box 30002	TDD: (517) 241-8046
Lansing, MI 48909	Fax: (517) 241-5892
Hours of operation: 7:00 a.m. to 6:00 p.m. Monday through Friday	

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 receive your new password.
3. Once you receive your password, a notification will be sent to your State of Michigan email or to your home address. This notification will also contain the address to the Self-Service login page.

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## MI HR Self-Service continued...

### 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 or in the Lansing area at 517-335-0529. Hours of operation are Monday through Friday from 7:00 a.m. to 6:00 p.m.

### Logging In

Once you have received your MI HR Self-Service password, you are ready to log into your account. Using Internet Explorer, go to the MI HR Gateway at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv).

From the Gateway page, you will see four icons:



- The Earnings Statement icon gives direct access to view your bi-weekly check stubs.
- The Self-Service from work or home icons allow you to view or update your personal information.
- The MI HR Information icon provides you to access to a knowledgebase that is tailored to you.

To login, enter your User Name and Password and click Ok.

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## MI HR Self-Service continued...

### Account Info

#### User Name

Your User Name is your employee ID number beginning with a lower case '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

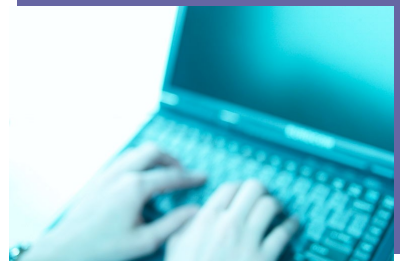
If you need a Self-Service password:

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.

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## MI HR Information

This on-line knowledgebase contains an abundance of information about benefits, payroll, and human resources. Most importantly, it's conveniently tailored to you and your employment situation. MI HR Information also provides easy access to forms, contact information, Union Bargaining Agreements, and Civil Service Rules and Regulations.



### Logging in to MI HR Information

To access MI HR Information, go to the MI HR Gateway at [www.michigan.gov/selfserv](http://www.michigan.gov/selfserv), the same web page you use to access your MI HR Self-Service account. The “MI HR Information” icon is available on this page.



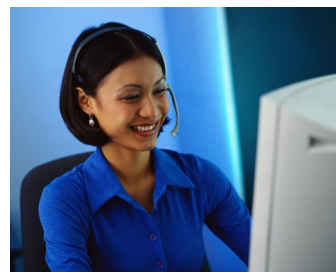
### What is my MI HR Information User Name & Password?

You will use the same User Name and password you currently use to access your MI HR Self-Service account.

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## MI HR Service Center

The MI HR Service Center staff is just a phone call away! Contact them to enroll or update your health care benefits, 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 and MI HR Information. 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 your Benefits Summary brochure or 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 7:00 a.m. to 6:00 p.m., Monday through Friday, except state holidays. The center has a staff of State of Michigan HR employees who are available to enroll you and your dependent into your benefits, answer your questions, perform updates, or help to resolve any problems you may have related to your HR information.

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### Contact The MI HR Service Center

Phone: (877) 766-6447

(517) 335-0529

Fax: (517) 241-5892

Hearing Impaired: 711 for Michigan Relay

Mailing Address:

P.O. Box 30002

Lansing, MI 48909

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## MI HR Service Center Services

### Benefit Enrollment/Changes/Updates

Beneficiary Inquiries  
Benefit Enrollment Via National Medical Support Notices  
Death of Employee or Dependent  
Dental Insurance  
Dependent Life Insurance  
Dependent Eligibility  
Flexible Spending Accounts (Qualified Parking, Health Care, Dependent Care)  
Health Insurance  
Life Insurance  
Long Term Care Insurance  
Long Term Disability Insurance  
New Hire Enrollment for Benefits  
Personnel Files—Benefits/HIPAA  
Reliance Short Term Disability Insurance (State Police employees only)  
ReliaStar Life Plan (State Police employees only)  
Student, Other Eligible Adult Individual (OEAI), Adult Child Eligibility Documentation & Notification  
Subpoena Completion  
Vision Insurance

### Personal Information/Changes

Birth Date  
Dependents (student status)  
Disability Status  
E-mail Address  
Emergency Contact  
Employment Verification  
Ethnicity  
Gender Code  
Home Address  
Home Phone  
Marital Status  
Name or Preferred Name  
Process Level Code Change for Re-hired Employees  
Residence City or Supplemental Address  
Veterans Status  
Verification of Employment

### MI HR Self-Service Support

Password Help  
Navigation Assistance  
Deferred Compensation (ING)

### Open Enrollment

Flexible Spending Accounts  
Insurance Enrollment  
State Employee Charitable Campaign (SECC)

### Payroll Information/Changes

Benefit Net & Gross Pay Adjustments  
Credit Union Deductions  
Direct Deposit (EFT)  
Federal, State & City Tax Deductions  
Friend of the Court (child support)  
Michigan Education Savings Plan (MESP)  
Michigan Education Trust (MET)  
Parking Deduction  
SECC Campaign Contributions  
Tax Deferred Payments (TDP)  
Wage Assignments (alimony, student loans, IRS, etc.)

### Applicant Support

Online Application Assistance

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## 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) 335-0309

**Community Health**

517-241-4646

517-241-1128

**Corrections**

517-373-6383

**Education**

(517) 373-1733

**Human Services**

517-373-8873

**Licensing & Regulatory Affairs**

(517) 373-1850

**Lottery**

(517) 335-5602

**Technology, Management & Budget**

(517) 373-1000

**MEDC**

(517) 373-1850

**Military & Veterans Affairs**

517-481-7883

**Quality of Life**

**Agriculture and Rural Development**

(517) 373-1057

**Environmental Quality**

(517) 241-3337

**Natural Resources**

(517) 373-8514

**Department of State**

517-335-6500

**State Police**

(517) 336-6527

**Transportation**

(517) 373-1620

**Treasury**

517-335-1171 or 517-373-9395

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## 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 (Official)  
Process Level Code Chg for Inter/Intra Dept Transfer  
Retirements  
Separation Payoffs  
Social Security Number Corrections  
Step and Grade Changes  
Step Increases  
Union Dues  
Work Phone Number

### 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

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**State of Michigan  
Civil Service Commission  
MI HR Service Center**

Mailing Address:  
P.O. Box 30002  
Lansing, MI 48909

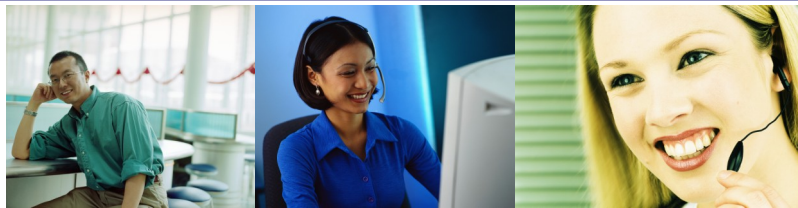
Phone: (877) 766-6447  
(517) 335-0529  
Fax: (517) 241-5892  
Hearing Impaired: 711 for Michigan Relay

MI HR Self-Service & MI HR Information

[www.michigan.gov/selfserv](http://www.michigan.gov/selfserv)

Employee Benefits Division

[www.michigan.gov/employeebenefits](http://www.michigan.gov/employeebenefits)



2/16/2012