

SIGMA

EMPLOYEE SELF-SERVICE (ESS) & MANAGER SELF-SERVICE (MSS)

SIGMA HELP DESK:

Hours: Monday – Friday, 7:00 a.m. – 5:00 p.m.

TELL Help Desk (517) 284-0550
General Support (517) 284- 0550; Toll free: (800) 856-6246

SIGMA applications are accessed through the web using the MiLogin portal:

Steps to log in to SIGMA from the SOM network:

1. Access MiLogin <https://miloginworker.michigan.gov>
2. Click the SIGMA Employee Self Service (ESS) link OR the Manager Self Service (MSS) link
3. Read and agree to the terms and conditions by clicking the Acknowledge/Agree button

Steps to log in to SIGMA from another location:

1. Access MiLogin <https://miloginworker.michigan.gov/eai/login/authenticate>
2. Enter your SOM network user ID and password
3. From the MiLogin Multi-Factor Authentication (MFA) page, select an option for additional authentication
4. In the passcode field, enter the code you received and click submit.
5. Click the SIGMA Employee Self Service (ESS) link OR the Manager Self Service (MSS) link
6. Read and agree to the terms and conditions by clicking the Acknowledge/Agree button

ALL EMPLOYEES:

Should review the SIGMA Employee Self Service (ESS) video in the [SOM Learning Center](#).

ALL MANAGERS:

Should review the SIGMA Manager Self Service (MSS) video in the [SOM Learning Center](#).

Additional/shorter training videos are also available via You Tube:

[SIGMA Employee Self Service \(ESS\) and Time Entry](#).

[SIGMA ESS and Travel and Expense](#).

[SIGMA Manager Self Service \(MSS\)](#).

Things to know about ESS / MSS

- After the employee enters time, it will route to the supervisor (approve), timekeeper (audit) and HR (final processing). If a time sheet is "rejected" or returned to the employee for a correction, it will be routed back through the approval process.
- Timekeepers/Managers must have time fully approved by 5:00 pm on pay days.
- SIGMA permits time entry in 5-hundredths of an hour increments (3 minute), rather than tenths of an hour (6 minute), to allow scheduling on the quarter hour.
- SIGMA does not use TKU, it will now be a "Home Unit".
- SIGMA does not impact how employees are paid or how payments are calculated.
- DCDS will be available for the next 3 years for employees to view.
- There will be no email notification to the manager when an employee requests time off or makes changes. Additionally, the employee will not receive an email when the manager modifies or changes the employee's time. You may wish to email the manager or employee if making changes.
***Suggestion – Log in frequently to check for messages*.**
- Managers can identify and "proxy" another manager – to approve time for their staff if they are going to be out of the office and will be unable to access and approve time (refer to MSS training for details).
- Holiday pay hours default for everyone, so if you have a student who should not be receiving holiday pay, please delete it from their time entry.
- While you will see tabs for employee address, emergency contacts in TELL, at this time the functions are not available. We ask you to continue to make any personal changes in your HRMN Self-Service account at <http://www.michigan.gov/mdcs/0,4614,7-147-64549---,00.html> or contact MIHR at #877-766-6447.

TIMEKEEPERS:

[Click here for the SIGMA Timesheet Review for Timekeepers Manual](#).

[SIGMA EVENT/HOURS TYPE GUIDE](#)

Overtime Reporting When There is Sick and/or Annual Leave Usage

Sick leave and annual leave (with the exception of annual leave bought back by a union under provisions of a collective bargaining agreement) do not count as work time toward overtime eligibility. The scenarios in the three (3) sections below provide examples of proper time entry when excluding sick and annual leave from work time for determining eligibility for overtime compensation.

Section 1 contains scenarios for employees who are eligible for overtime compensation after 8 hours of work time in a day (or beyond the number of regularly scheduled hours of work time for employees on a modified work schedule) **or** 40 hours of work time in a week. Sick leave and annual leave (with the exception of annual leave bought back by a union under provisions of a collective bargaining agreement) do not count as work time toward overtime eligibility. Section 1 covers employees in:

- All UAW Administrative Support (W-41) classifications
- All MSEA Labor and Trades (A-31) classifications (except in the department of Military and Veterans Affairs where the secondary agreement provide for daily or bi-weekly eligibility)
- All SEIU Technical (L-32) classifications
- All SEIU Human Services Support (E-42) classifications
- UAW Human Services (W-22) classifications listed as Code 1 in Appendix A of the collective bargaining agreement
- MSEA Safety and Regulatory (A-02) classifications listed as Code 1 in Appendix B of the collective bargaining agreement
- AFSCME Institutional (U-11) classifications in the departments of Human Services, Education, Natural Resources, State Police, and Labor and Regulatory Affairs

Section 1 - Scenarios

Section 2 contains scenarios for employees who are eligible for overtime compensation after 40 hours of work time in a week. Sick leave and annual leave (with the exception of annual leave bought back by a union under provisions of a collective bargaining agreement) do not count as work time toward overtime eligibility. Section 2 covers employees in:

- UAW Human Services (W-22) classifications listed as Code 2 employees in Appendix A of the collective bargaining agreement
- MSEA Safety and Regulatory (A-02) classifications listed as Code 2 in Appendix B of the collective bargaining agreement classifications (except in the departments of Community Health, and Military and Veterans Affairs where secondary agreements provide for daily or bi-weekly eligibility)
- SEIU Scientific and Engineering (H-21) classifications at the 9 and 10 levels
- NERE classifications coded as "N", eligible for overtime pay, in the compensation plan which are not law enforcement or healthcare positions
- NERE positions in classifications coded as "Y", not eligible for overtime pay, in the compensation plan when the specific position has received civil service approval, on an exception basis, for overtime pay

Section 2 - Scenarios

Section 3 contains scenarios for employees who are eligible for overtime compensation after 80 hours of work time in a bi-weekly pay period. Sick leave and annual leave (with the exception of annual leave bought back by a union under provisions of a collective bargaining agreement) do not count as work time toward overtime eligibility. Section 3 covers employees in:

- UAW Human Services (W-22) classifications listed as Code 4 in Appendix A of the collective bargaining agreement.
- MSEA Safety and Regulatory (A-02) classifications listed as ** (law enforcement) in Appendix B of the collective bargaining agreement
- SEIU Scientific and Engineering (H-21) classifications at the P-11 level and above
- NERE classifications coded as "N", eligible for overtime pay, in the compensation plan which are law enforcement or healthcare positions

Section 3 - Scenarios