



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 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.

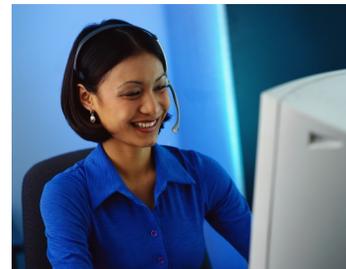
Resetting Your MI HR Self-Service Password

If you need a Self-Service password:

1. Go to the MI HR Gateway at www.michigan.gov/selfserv,
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. 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

Phone:	877-766-6447, option 1	Mailing Address:
Fax:	517-241-5892	P.O. Box 30002
Hearing Impaired:	711 for Michigan Relay	Lansing, MI 48909

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

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

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Lansing, MI 48909

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Fax: 517-241-5892

Hearing Impaired: 711 for Michigan Relay

MI HR Self-Service & MI HR Information

www.michigan.gov/selfserv

Employee Benefits Division

www.michigan.gov/employeebenefits



5/31/2015