

# 1. When you arrive at Wolverine Access, click **Faculty and Staff**

The screenshot shows the Wolverine Access website interface. At the top, there is a navigation bar with tabs for Home, Students, Faculty & Staff, Parents & Family, and Alumni. A red arrow points to the 'Faculty & Staff' tab. Below the navigation bar, the main content area is divided into sections: 'Welcome' (with a sub-section 'Welcome to Wolverine Access' and a paragraph explaining the new version), 'Public Resources' (with links for U-M Course Catalog, U-M Gateway Home, MCommunity Directory, and University Compliance Hotline), 'Announcements' (with a notice about ITS systems), and 'ITS Service Status' (with a status update). The footer contains copyright information and contact details for the University of Michigan.

## 2. Click **Employee Self-Service**

The screenshot shows the Wolverine Access website interface. At the top, there is a navigation bar with links for Home, FAQ, and Hours of Operation. Below this is the Wolverine Access logo and the text "GATEWAY TO ADMINISTRATIVE SYSTEMS AT THE UNIVERSITY OF MICHIGAN". A secondary navigation bar contains tabs for Home, Students, Faculty & Staff, Parents & Family, and Alumni. The main content area is divided into several sections: Employees, Reporting, Announcements, University Business, Treasury Management, and UMHS Financial Management. A red arrow points to the "Employee Self-Service" link in the Employees section. The URL in the browser's address bar is "wolverineaccess.umich.edu/render.userLayoutRootNode.uP?uP\_root=root&uP\_sparam=activeTab&activeTab=3".

Wolverine Access Gateway to Administrative Systems at the University of Michigan

Home Students Faculty & Staff Parents & Family Alumni

**Employees**  
Employee Self-Service  
Register Your Travel  
More Information

**Reporting**  
Report Library  
HEPROD  
HEODS  
FINPROD  
FINODS  
U-M Data Warehouse (BusinessObjects)  
Change U-M Data Warehouse/Oracle Password  
BusinessObjects Access Administration  
M-Reports

**Announcements**  
01/16/2012: See announcements about 2011 W-2 forms and anti-virus software under Faculty & Employees.  
Employees  
Faculty  
University Business  
Reporting  
Treasury Management

**University Business**  
Faculty Business  
M-Pathways Student Administration & Human Resource Management System  
M-Pathways Financials & Physical Resources System  
My LINC (Learning & Information Center)  
Interactive Shadow Tool  
Manager Desktop  
M-Marketsite Browse Only  
M-Marketsite User Information  
Travel & Expense (Concur)  
PeoplePay  
WebNow  
PEERRS Certification  
eResearch  
Two-Factor Authentication Services  
Access & Compliance  
Time Approval  
M-Compass  
MCommunity Sponsor System

**Treasury Management**  
Cash Receipt Ticket  
Human Subject Incentive Payment Request  
U-M Treasurer's Office

**UMHS Financial Management**  
Financial Management Workspace (Hyperion)  
Financial Services (Under Construction)

Need help with ITS systems or services? Contact the ITS Service Center at 764-HELP, or send an email to 4HELP@umich.edu. Visit the ITS Service Center website for hours and phone prompts.

You must be authorized to use these resources. By your use of these resources, you have implicitly agreed to abide by all M policies and state and federal laws concerning appropriate use of information technology. Users of student data and/or information should review the FERPA FAQs.

©2012 Regents of the University of Michigan | U-M Gateway Home | ITS | Service Center: 734-764-4357 (764-HELP)

### 3. Log in with ID and Password

The screenshot shows a web browser window with the URL [https://weblogin.umich.edu/?cosign-heprod.dsc&https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldF](https://weblogin.umich.edu/?cosign-heprod.dsc&https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldF). The page header features the University of Michigan logo and the text "UNIVERSITY OF MICHIGAN WEBLOGIN".

The main content area is titled "AUTHENTICATION REQUIRED::". Below this, it states: "You are connecting to a U-M website that requires authentication. Please enter your Login ID (username or Friend ID) and password to continue."

There is a section for "Need a Login ID?" with the text: "If you don't have a Login ID, you can [create one now](#)."

The login form itself is a light blue box containing the following elements:

- Login ID**: A text input field with a red arrow pointing to it from the right.
- Password**: A text input field.
- MToken**: A button with a right-pointing triangle icon.
- Log In**: A button.
- [Forgot your password?](#)
- [Login Help](#)

At the bottom of the page, there is a footer that reads: "By using this service you agree to adhere to the [Information Technology Policies at U-M](#)."

The footer of the browser window contains the text: "U-M Gateway | Copyright © 2012 The Regents of the University of Michigan"

## 4. Select Payroll and Compensation

The screenshot shows the University of Michigan Self Service portal. The browser address bar displays the URL: [https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/s/WEBLIB\\_PTPP\\_SC.HOMEPAGE.FieldFormula.IScript\\_AppHP?pt\\_fname=CO\\_EMPLOYEE\\_SELF\\_SERVIC](https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVIC). The page header includes the University of Michigan logo and navigation links: "M-Pathways - HEPROD - Home", "Add to Favorites", "My LINC", and "Sign". The breadcrumb trail shows "Favorites | Main Menu > Self Service".

The main content area is titled "Self Service" and includes the instruction: "Navigate to your self service information and activities." Below this, there are several service categories:

- Self Service Help**: Learn more about student, faculty, and employee transactions.
- Personal Information**: Review and update your personal information. [Complete and Submit I-9 Form](#)
- Employment Information**: Contains links to Effort Certification, View Appointment, and Honors and Awards. [Effort Certification](#), [Honors and Awards](#), [New Employees Validation](#), [View Appointment](#)
- Recruiting Activities**: Recruiting Activities. [Careers](#)
- Time Reporting**: Report and review your time, schedules, request absences and more. [Report Time](#)
- Travel Registry**: Register and manage your international and domestic travel.
- Benefits**: Review your benefits and dependent information. Enroll in benefits. [Benefits Summary](#), [Benefits Enrollment](#), [Calculate Ret. Contribution](#), [5 More...](#)
- Campus Personal Information**: Maintain your personal information and review holds and to dos pending to your record. [Racial/Ethnic Survey](#), [UM Emergency Alerts](#), [Addresses](#), [3 More...](#)
- Leave Balances**: View your Leave Balances. [View Leave Balances](#)
- Payroll and Compensation**: Review your pay and compensation history, other deduction or contribution information. [View Paycheck](#), [Direct Deposit](#), [View W-2 Forms](#), [3 More...](#)
- Learning and Development**: Add or review information about profiles of skills and competencies, interest lists, training and development. [My Profile](#), [Profile Approval History](#)

A red arrow points to the "Payroll and Compensation" section.

## 5. Click **Add Deduction**

The screenshot shows a web browser window with the URL [https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.PY\\_IC\\_VOL\\_DEDS.GBL?NAVSTACK=Clear&PORTALPARA](https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_VOL_DEDS.GBL?NAVSTACK=Clear&PORTALPARA). The page header includes the University of Michigan logo and the text "M-Pathways - HEPROD -". The breadcrumb trail is: [Favorites](#) | [Main Menu](#) > [Self Service](#) > [Payroll and Compensation](#) > [Voluntary Deductions](#). A [Help](#) link is visible in the top right.

### Voluntary Deductions

Shannon Riffe  
University of Michigan

Review, add or update your voluntary deductions information.

Deduction Type	Start Date	Stop Date	Status	Deduction	Total Amount	Total Deducted

[Add Deduction](#)

[Return to Payroll and Compensation](#)

A large red arrow points to the "Add Deduction" button.

6. Click the magnifying glass next to the form.

The screenshot shows a web browser window with the URL [https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.PY\\_IC\\_VOL\\_DEDS.GBL?NAVSTACK=](https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_VOL_DEDS.GBL?NAVSTACK=). The page header includes the University of Michigan logo and navigation links: [Favorites](#), [Main Menu](#), [Self Service](#), [Payroll and Compensation](#), and [Voluntary Deductions](#). The main content area is titled "Voluntary Deductions" and "Add Deduction". The user's name is "Shannon Riffe" and the organization is "University of Michigan".

The form contains the following fields:

- \*Type of Deduction:** A text input field with a magnifying glass icon to its right. A red arrow points to this icon.
- \*Amount to be deducted each MONTH:** A numeric input field.
- Take deduction until I reach this Total Amount:** A numeric input field.
- \*Deduction Start Date:** A date input field with the example "(example: 12/01/2010)".
- Deduction Stop Date:** A date input field with the example "(example: 12/31/2010)".
- Total Deducted:** A display field showing "0.00".

At the bottom, there is a note: "\* Required Field" and "Your pledge is not recorded until you receive a confirmation email." Below this is a yellow "Save" button and a blue "Return" link.

## 7. Select **UGIFT-Gifts To The University**

← → ↻ <https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/f>

**M** UNIVERSITY OF MICHIGAN

Favorites | Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions

**Look Up \*Type of Deduction:**

Cancel

**Search Results**

View All First ◀ 1 of 1 ▶ Last

Deduction Description
<a href="#">UGIFT-Gifts To The University</a>

## 8. Click **Designate Contribution Here**

← → ↻ [https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.PY\\_IC\\_VOL\\_DEDS.GBL?NAV](https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_VOL_DEDS.GBL?NAV)

**M** UNIVERSITY OF MICHIGAN

Favorites | Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions

Voluntary Deductions  
**Add Deduction**

Shannon Riffe  
University of Michigan

\*Type of Deduction:  🔍

Automatically populated once [Designate Contribution Here](#) selection is completed.

\*Amount to be deducted each MONTH:

\*Deduction Start Date:  📅 (example: 12/31/2010)

Deduction Stop Date (optional):  📅 (example: 12/31/2010)

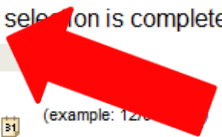
Total Deducted: 0.00

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\* Required Field

Your pledge is not recorded until you receive a confirmation email.

[Return](#)





## 9. Enter the Code and Designated Amount. Click OK.

← → ↻ [https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE\\_EMPLOYEE.PY\\_IC\\_VOL\\_DEDS.GBL?NAV](https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE.PY_IC_VOL_DEDS.GBL?NAV)

**M** UNIVERSITY OF MICHIGAN

Favorites | Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions

### Designate Contribution Page

**Name:** Riffe,Shannon  
**EmpID:** 30904552

Please choose the area(s) of the University you wish to support with your contribution. You may choose not to designate to a specific unit and instead select the Michigan Annual Fund (419049), which provides unrestricted support to the University.

Click on the magnifying glass next to the code to search for a particular designation. To see a list of all available University designations, you can click on the following link:  
[University Funds](#)

Please make certain your designation total equals your monthly deduction amount. If you wish to remain anonymous or if you have questions, you may call our donor help line at (888) 518-7888 or 734-647-6179, or you may send an e-mail message to:  
[umgift@umich.edu](mailto:umgift@umich.edu)

An annual receipt will be provided to you in January for your contributions during the previous calendar year. Thank you for supporting the University of Michigan.

To insert additional designations, click on the "+" sign to the right.

**Designated Amount:** \$0.000    **Total monthly amount:** \$0.00

	*Code	*Designated Amount	Designation Name		
1	<input type="text"/>	<input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

OK    Cancel

10. **Start Date** is automatically populated. Enter **Stop Date** for the last day of the month you want the deductions to stop. If you do not enter a **Stop Date**, the amount you designated will continue to be deducted each month.

Browser address bar: [https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE\\_EMP](https://heprod.dsc.umich.edu/psp/heprodnonop/EMPLOYEE/HRMS/c/ROLE_EMP)

Navigation: Favorites | Main Menu > Self Service > Payroll and Compensation > Voluntary Deductions

### Voluntary Deductions

#### Add Deduction

Shannon Riffe  
University of Michigan

\*Type of Deduction:

Automatically populated once [Designate Contribution Here](#) selection is completed.

\*Amount to be deducted each MONTH:

\*Deduction Start Date:  (example: 12/01/2010)

Deduction Stop Date (optional):  (example: 12/31/2010)

Total Deducted: 0.00

---

\* Required Field  
Your pledge is not recorded until you receive a confirmation email.

[Return](#)

## 11. Thank you for your gift!

