

HRMS Enhancement Request Process

March 8, 2017

Four Step Process

1. Requestor completes the online [ITS M-Pathways HRMS Request Form](#)
2. A central office representative from HRRIS will initially review the request.
 - a. If necessary, the requestor may be contacted for clarification or additional information.
3. A team of central office leads from University Human Resources, Shared Services Center HR, Michigan Medicine HR, Payroll Office and ITS will evaluate the request.
 - a. If necessary, the requestor may be contacted for clarification or additional information.
 - b. Currently, the team meets twice a month.
4. A team representative will inform the requestor of the results of the