View Imaged Personnel Documents – Support Material

Overview

This document provides information for Unit HR personnel and other U-M staff who, as part of the process of filling an open position, need to view the personnel files of Applicants. To view personnel files, Unit staff must either:

- Have the HR EMP UNIT USER security role (for Unit HR staff that use eRecruit) *or*
- Be a member of the HR VIEW APPL & WP ImageNow Group (which Unit Liaisons can request for other unit staff who have a business need)

Personnel documents are scanned, or "imaged," and stored electronically in the University of Michigan's ImageNow document management system. The WebNow application is used to view personnel files through an Internet browser. This document:

- Identifies the types of documents that Unit HR and HR VIEW APPL & WP users can access using WebNow
- Gives an overview of the steps for accessing those documents
- Provides basic tips for viewing documents.

This document is not intended as a comprehensive reference for the WebNow product. Additional resources are listed at the end of this document.

ⓘ Important Information

WebNow may only be used for authorized business purposes. Any other use is a violation of your fiduciary responsibility as a steward of personnel information and will result in disciplinary action, up to and including discharge.

Document Drawers

Imaged documents are categorized into "drawers". There are seven HR drawers; Unit HR and users in the HR VIEW APPL & WP ImageNow Group have access to two of them: HR Application and HR Work Performance. The table below summarizes how archiving media and locations vary for current and former faculty and staff depending on their status as of 7/1/2005.

| Personnel	Media	Drawer Name(s)	Notes
Faculty/Staff who were Active as of 7/1/2005	Imaged and Paper	HR I9 HR Application HR Personal HR Appointment HR Work Performance	Unit HR security group has access to HR Application and HR Work Performance If you need to review a Health System folder, check WebNow first. If you don't find historical information, please contact your EPC to do a paper folder review.
Faculty/Staff who terminated in good standing as of 7/1/2005	Paper, kept for 7 years post termination		Depends on location of department at termination. Ann Arbor, Flint, Dearborn personnel files are located in Ann Arbor, HRRIS, Wolverine Tower. Health System files are located in Ann Arbor, HSHR, North Campus Administrative Complex.
Faculty/Staff who retired as of 7/1/2005	Imaged	HR_HIST_TERM	Contact your EPC if you need information from this drawer.
Staff who were terminated as Do Not Rehire as of 7/1/2005 (this termination status is recorded in the Restricted table. See the *Use Restricted Codes* step-by-step procedure for details)	Imaged	HR_HIST_TERM	Contact your EPC if you need information from this drawer.

The table below summarizes the document types found in each of drawers to which Unit HR and users in the HR VIEW APPL & WP ImageNow Group have access.

HR Application
Faculty Application Old Form A Form A Supplement
Staff Application
Educational Assistant Personnel Record Form
Employee Interest Questionnaire
Acceptance Letters
Resumes
Vitas
Diplomas
Offer Letters
Supplemental Appointment Information Form

HR Work Performance
Training Certificates
Commendations
Kudos
Disciplinary Letters
Evaluations
Work Plans
Probationary Reviews

Note: Paper application materials for non-instructional candidates were eliminated with the implementation of the eMploy applicant management system in May 2006. Candidates hired after that date will have fewer documents in the HR Application drawer.

Accessing Imaged Documents

Wolverine Access
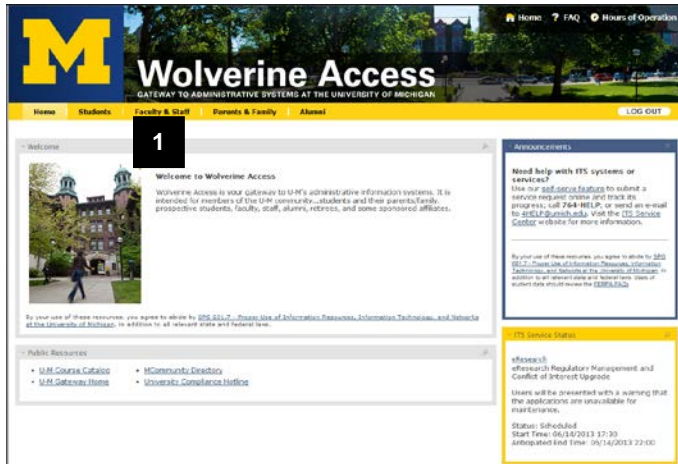
1. On the Wolverine Access Home Page, click **Faculty & Staff**.

Wolverine Access
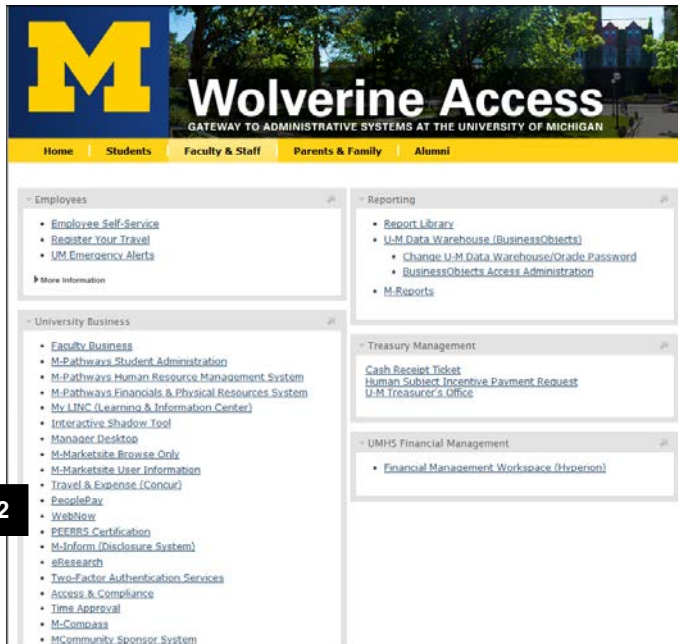

2. Click **WebNow**.

Security Dialogs
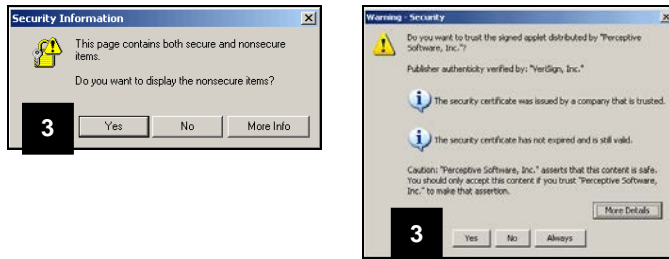
3. Depending on your browser settings, you may receive one or both of the security dialogs shown at left. Click Yes in both dialogs.

WebNow Log-in Page

4. Type your uniqname in the **Login ID** field.

5. Type your UMICH (Kerberos) password in the **Password** field.

   Note: You do not need an MToken or a Tokencode to log into WebNow.

6. Click **Log In**.

Quick Search Page
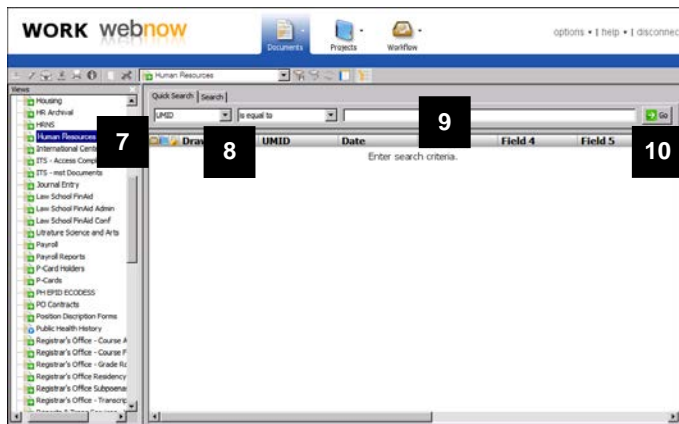
7. Verify that **Human Resources** is selected in the **Views** groupbox.

8. Verify that the **UMID** and **is equal to** display in the **Quick Search** drop-down menus.

9. Type the UMID (EmplID) number of the employee in the third **Quick Search** field.

   Note: The UMID can be located in M-Pathways within **Bio Demo Data** (Build Community > Bio/Demographic Data > Bio Demo Data)

10. Click **Go.**

Quick Search Page (continued)

11. The search results display one record line per drawer for each date that imaged documents associated for that drawer were added. If the full drawer names do not fit in the column, you may want to click and drag the right column border to the right to widen the column.

Double-click on the record line to review the documents.

Note: Because documents are grouped by their imaging date, the documents in a record are not always closely related. For example, a single HR Work Performance record could contain a commendation from 1991 and a disciplinary letter from 1994.

WebNow – Search Mode Window: Viewing a Document Page
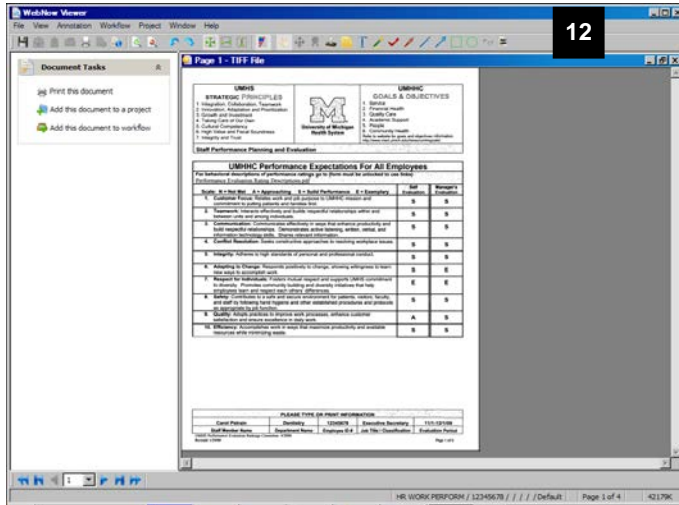
12. The first document page in the record appears in the PowerView Search Mode. By default it is sized to fit into the window.

    To enlarge it, select the Zoom In [icon] icon, then, click the document until it reaches the desired size.
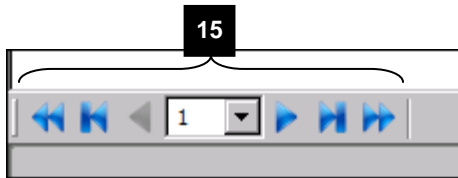
    or

    Hold the right mouse button down and draw a box around the part of the document that you want to zoom into.

13. To return the image to the original size click the Zoom Out icon [icon] multiple times or the Fit to Window icon [icon] once.

14. To rotate the document, click either of the Rotate [icons] icons.
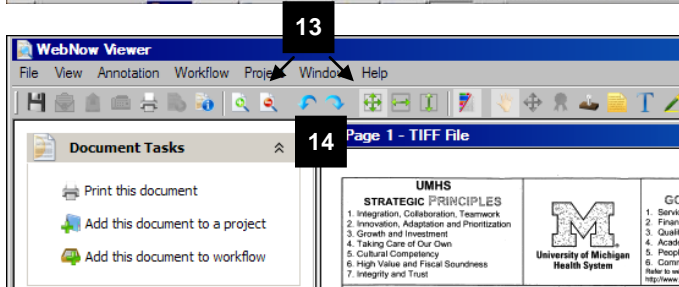
WebNow – Search Mode Window: Page Navigator

15. To navigate through the imaged documents in a record, you can use the page navigator or the pager. The page navigator functions as follows:

    a. The single right arrow displays the next page.

    b. The single left arrow displays the previous page.

    c. The single right arrow with a line displays the last page in the record.

    d. The single left arrow with a line displays the first page in the record.

    e. The drop arrow enables you to jump to a specific page in the record.

    f. The double left arrow displays the previous record from the original search list.

    g. The double right arrow displays the next record from the original search list.
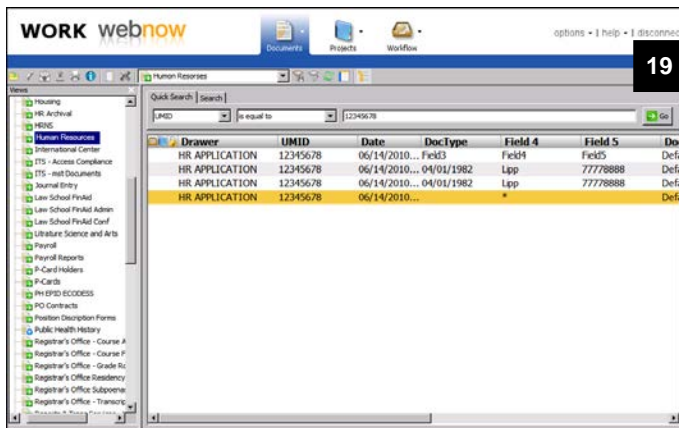
WebNow – Search Mode Window: Thumbnails

16. To turn on thumbnails, select **Thumbnails** from the **View** menu.

17. Click the icon in the Pager frame for the page that you want to view.

Close WebNow
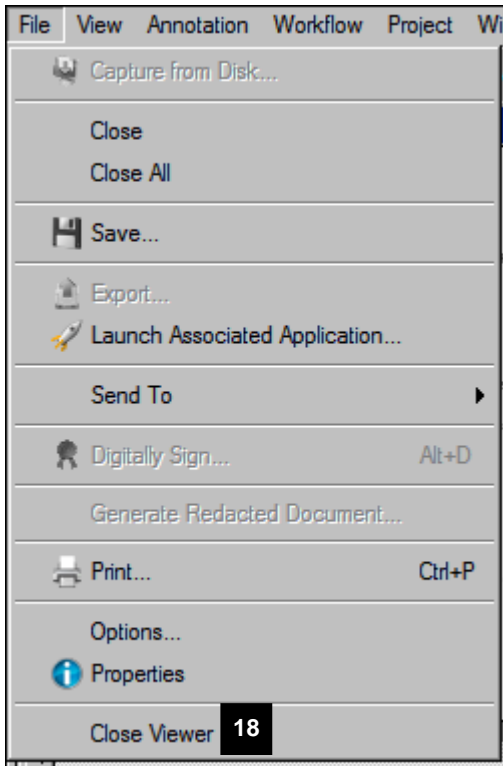
18. When you have finished viewing the documents in the record, select **Close Viewer** from the File menu.

Simple Search Page

19. To view another record, double-click it or click the **Disconnect** to exit WebNow.

Additional Resources and Help

- *WebNow Toolbars - Reference Document* in My LINC (https://maislinc.umich.edu)

- Document Imaging Services section of the Michigan Business Services Web site at http://mbiz.bf.umich.edu/.

If you have questions or need assistance regarding the use of WebNow for viewing personnel files, please call the ITS Help Desk at 4-HELP (4-4357), or send email to itsadminhelpdesk@umich.edu.