UMOR - Timekeeping Procedure Overview

Employee

- Employee Reports Time
- Makes time adjustments as needed to correctly reflect time worked and exception time.
- Employee is paid

Supervisor/Time Approver

- Completes required time approver training in My LINC
- Reviews vacation and sick leave banks before approving time
- Approves time by established UM deadlines
- Approves time adjustments and retroaction changes as needed. Document reason for such adjustments.

UMOR-HR

- UMOR HR staff send email reminders to time approvers reminding of deadlines

Questions should be directed to UMOR HR: UMOR.HR.Team@umich.edu

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