

**State of Michigan**  
**Human Resources Management Network**  
**Division for Human Resource Training & Development**  
**Instructions for Session Registration**

Registering employees online for Civil Service training courses requires appropriate HRMN security. Only your Agency Security Administrator (ASA) can grant access to the Training Administration System. You can search for your ASA online:

<http://csintranet.state.mi.us/HRMNAgencyTeamDirectory/DirectoryHASASelect.aspx>

If you are a new system user, Congratulations! Please let the Civil Service Human Resource Training and Development Division know that you are a registrar for your agency by contacting Maria Mahoney at 517-241-9482 or [mahoneym1@michigan.gov](mailto:mahoneym1@michigan.gov).

Your Training Administration tools are hosted in MI HR Self-Service and can be accessed three ways:

1. At the HRTD Training and Development site (<http://web1mdcs.state.mi.us/MCSCHRTD/HRTDHome2.aspx>), select the Login and Register Employees link under the 'For Registrars' icon.
2. At the MI HR Gateway ([www.mi.gov/selfserv](http://www.mi.gov/selfserv)), click the 'Login from Work' icon.
3. Go directly to <https://sso.mdch.state.mi.us/dcs/lawson/portal> (and then save the link as a favorite for future quick access).

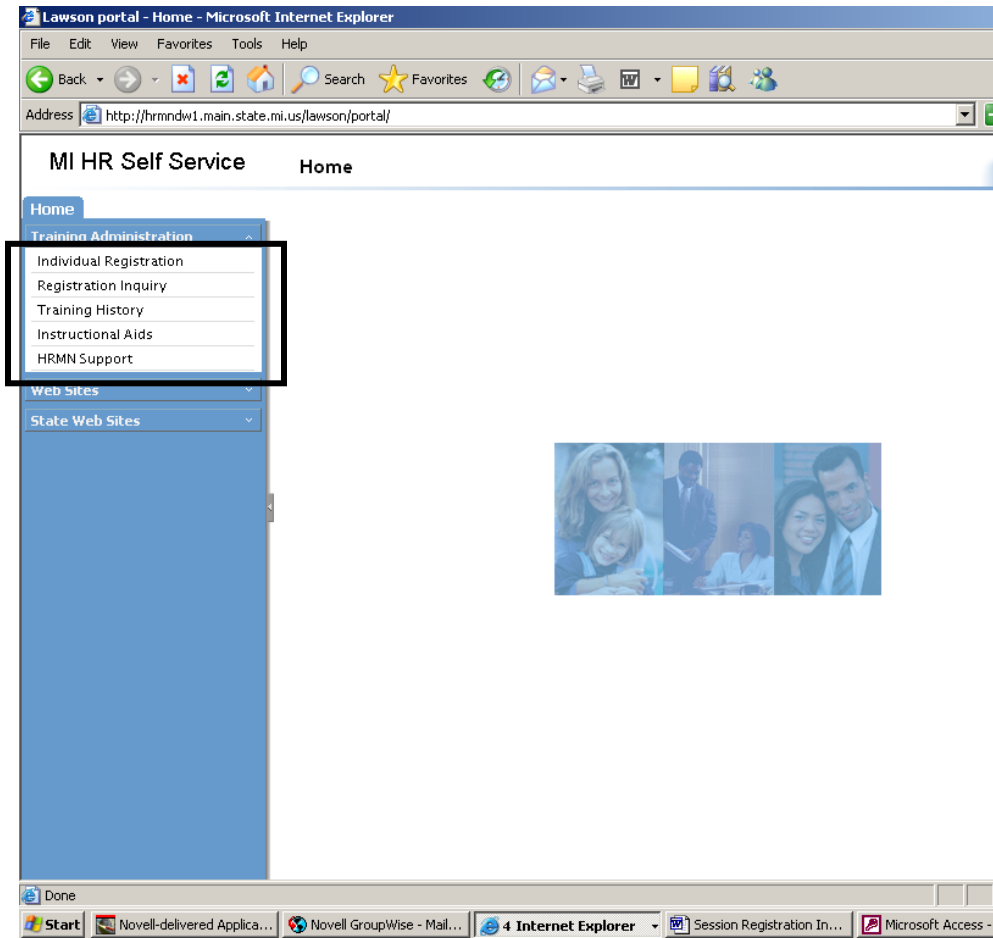


The image shows a screenshot of the Lawson login page. At the top center is the Lawson logo, which consists of a stylized yellow and orange graphic above the word "LAWSON" in bold black letters. Below the logo is a light gray rounded rectangle containing two input fields: "User name" and "Password". Below these fields is a "Login" button. At the bottom left of the page, it says "Copyright © 2000-2005 Lawson Software Inc." and at the bottom right, it says "Technology 9.0.0.2.415".

All three methods bring up the Lawson login. Your User Name is the lower case letter "s" followed by your 7-digit employee ID number. If you have a 6-digit employee number, enter a "0" (zero) between the "s" and your ID number. Some registrars may have a user name that begins with "tp".

Your computer generated 8-character Password was sent to you by HRMN Central Security and contains numbers, lower case letters, and symbols.

Following is a brief description of the Training Administration tools.



**Individual Registration** should be selected to register employees for a training session.

**Registration Inquiry** allows you to view employees registered for upcoming sessions as well as individuals who were absent or canceled from a completed session.

**Training History** provides an employee's training records for Civil Service courses they have been registered for and attended from 10/1/02.

**Instructional Aids** contains various tools to assist you in your role as a training registrar.

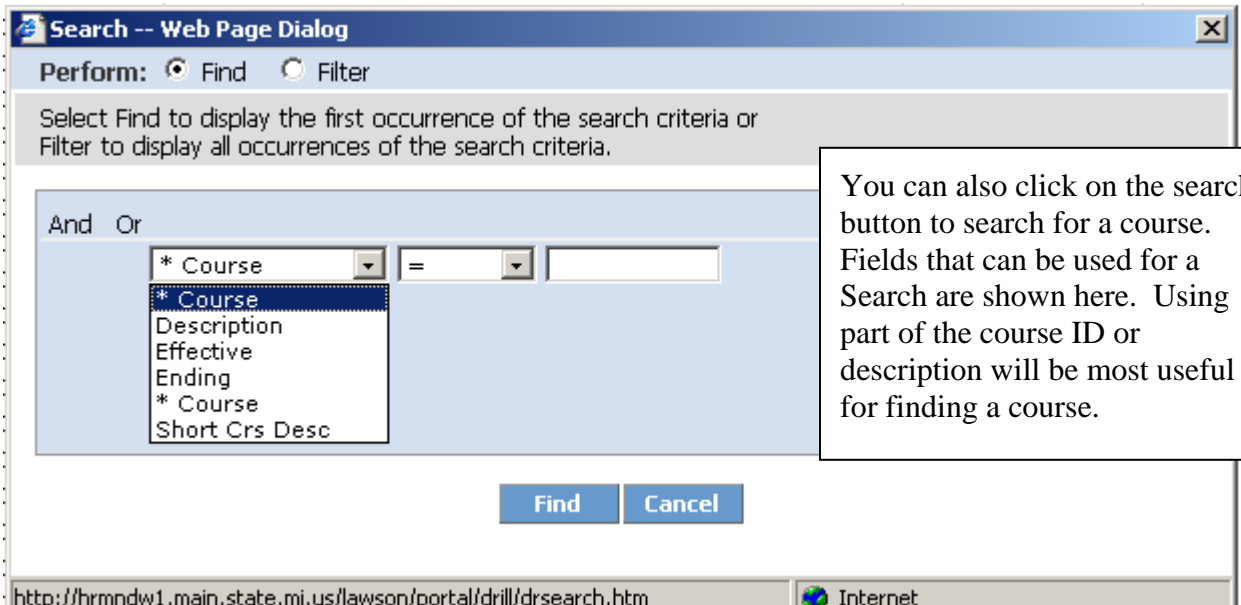
**HRMN Support** takes you to the HRMN Support home page.

# Register an Employee for a Training Session

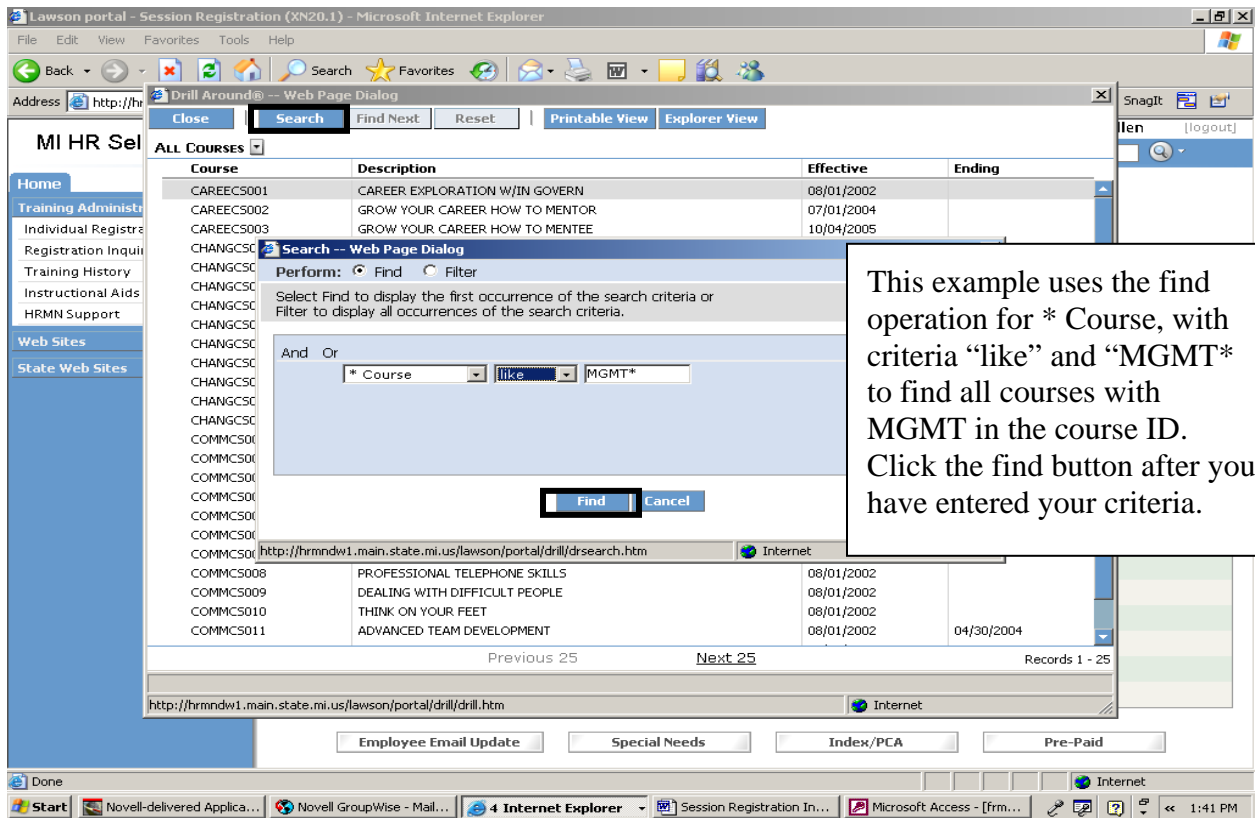
When you click on **Individual Registration**, the session registration form will appear. You should maximize the screen. The "Company" field will default to 900. Information is needed in the "Course" field. You can manually type in the course identifier (i.e., RETIRCS001) or use the dropdown arrow to select a course.

If you click on the dropdown arrow, a listing of the first 25 Civil Service courses sorted in ascending course ID order will appear.

Course	Description	Effective
CAREECS001	CAREER EXPLORATION W/IN GOVERN	08/01/2002
CAREECS002	GROW YOUR CAREER HOW TO MENTOR	07/01/2004
CAREECS003	GROW YOUR CAREER HOW TO MENTEE	10/04/2005
CHANGCS001	BE A FORCE FOR POSITIVE CHANGE	08/01/2002
CHANGCS002	MANAGING CHANGE AND TRANSITION	08/01/2002
CHANGCS003	7 HABITS OF HIGHLY EFFECTIVE	08/01/2002
CHANGCS004	7 HABITS MAXIMIZER (OVERVIEW)	04/30/2003
CHANGCS005	HELPING OTHERS ADAPT TO CHANGE	06/26/2003
CHANGCS006	7 HABITS OF HIGHLY EFF PEP REN	11/20/2003
CHANGCS007	MANG CHNG TRNS CAR EXPL (1DAY)	01/28/2004
CHANGCS008	PREPARING TO LEAD: 7 HAB HIGH	06/01/2004
CHANGCS009	MANAGING CHANGE AND MBTI	08/24/2004
CHANGCS010	7 HABITS CERTIFICATION WORKSHOP	11/12/2004
COMMCS001	BUILDING RAPPORT	08/01/2002
COMMCS002	BUILDING TRUST (FRANKLINCOVEY)	08/01/2002
COMMCS003	CONFRONTING CONFLICT HEAD-ON	08/01/2002
COMMCS004	CREATE/DELIVER PRESENTATIONS	08/01/2002
COMMCS005	EFFECTIVE COMM/TEAM DECISION	08/01/2002
COMMCS006	ENHANCING WORKPLACE RELATIONS	08/01/2002
COMMCS007	MAINTAINING A POSITIVE FOCUS	08/01/2002
COMMCS008	PROFESSIONAL TELEPHONE SKILLS	08/01/2002
COMMCS009	DEALING WITH DIFFICULT PEOPLE	08/01/2002
COMMCS010	THINK ON YOUR FEET	08/01/2002
COMMCS011	ADVANCED TEAM DEVELOPMENT	08/01/2002



You can also click on the search button to search for a course. Fields that can be used for a Search are shown here. Using part of the course ID or description will be most useful for finding a course.



This example uses the find operation for \* Course, with criteria "like" and "MGMT\*" to find all courses with MGMT in the course ID. Click the find button after you have entered your criteria.

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ALL COURSES

Course	Description	Effective	Ending
MGMTCS001	IMS: DEALING W/DIFF PEOPLE	11/19/2002	
MGMTCS002	IMS: EXCEED CUSTOMER EXPT.	11/19/2002	
MGMTCS003	IMS: 6 STAGES OF LEADERSHIP	11/20/2002	
MGMTCS004	IMS: ESSENCE OF LEADERSHIP	11/20/2002	
MGMTCS005	IMS: USE OF POWER	11/20/2002	
MGMTCS006	MAKING CHANGE WORK	11/20/2002	
MGMTCS007	IMS: POWER OF POSITIVE ATTITUD	11/20/2002	
MGMTCS008	IMS: LINK PERFORMANCE/SUCCESS	11/20/2002	
MGMTCS009	MAXIMIZING FLEXIBILITY AND EFF	11/20/2002	
MGMTCS010	IMS: DEV BREAKTHROUGH IDEAS	11/20/2002	
MGMTCS011	INFLUENCE AND ACTION	11/20/2002	
MGMTCS012	STRATEGIES OF MANAGING STRESS	11/20/2002	
MGMTCS013	EMOTIONALLY INTELLIGENT LEADER	11/20/2002	
MGMTCS014	IMS: BARGAINING AT WORK	11/20/2002	
MGMTCS015	IMS: GETTING THINGS DONE	11/20/2002	
MGMTCS016	IMS: CHARTING BOUNDARIES	11/20/2002	
MGMTCS017	IMS: DEV BOTTOM LINE MINDSET	11/20/2002	
MGMTCS018	LEADERSHIP TACTICS FOR BOOSTIN	11/20/2002	
MGMTCS019	IMS: FIN TOOLS FOR DECISIONS	01/21/2004	
MGMTCS020	DIT-Managerial Overview	02/10/2003	
MGMTCS021	MEASURING PERFORMANCE	08/15/2002	
MGMTCS022	MANAGING DIVERSITY IN THE WORK	03/28/2003	
MGMTCS023	MOTIVATING THE NEW GENERATION	03/28/2003	
MGMTCS024	MANAGEMENT SKILLS FOR TECHNICA	03/28/2003	

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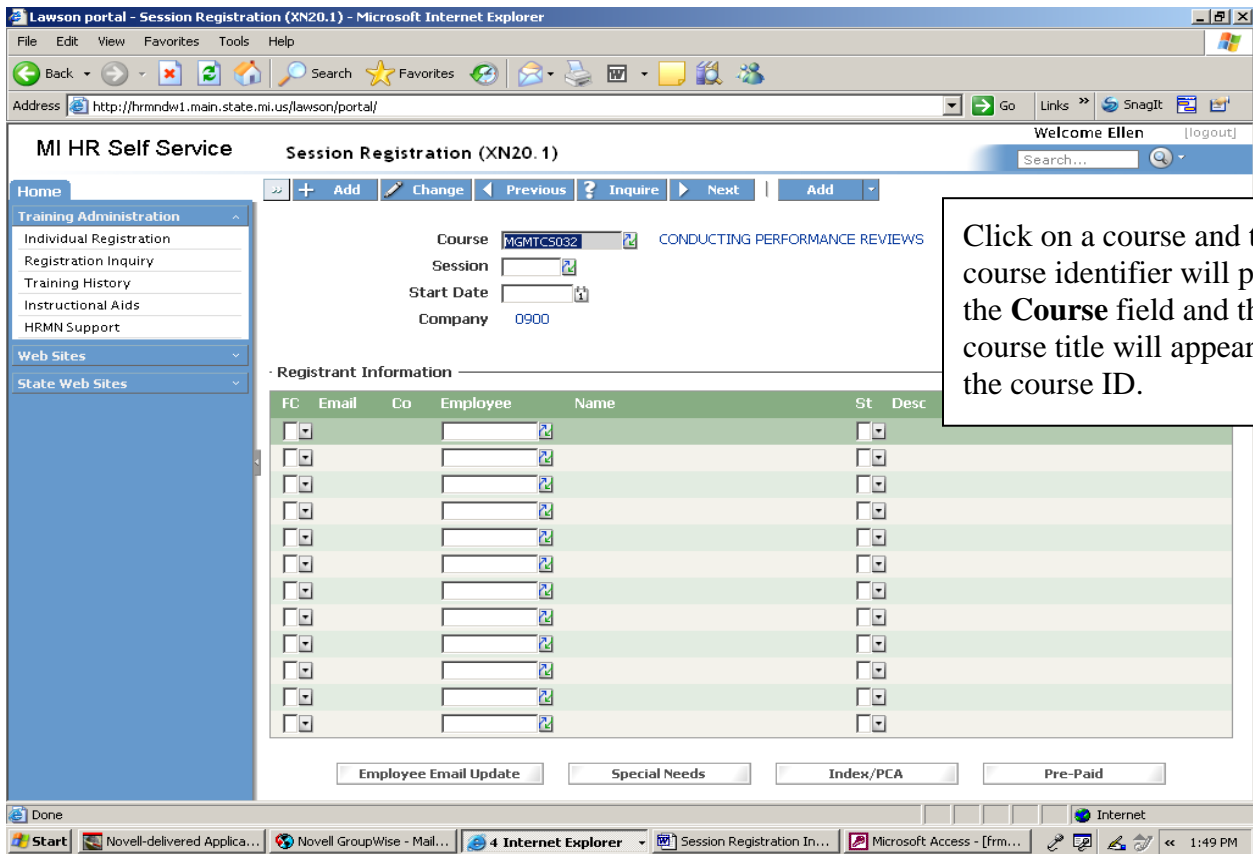
ALL COURSES

Course	Description	Effective	Ending
MGMTCS026	TRUST STRENGTHING THE FOUND DDI	06/26/2003	
MGMTCS027	SITUATIONAL LEADERSHIP	06/26/2003	
MGMTCS028	THE 4 ROLES OF LEADERSHIP	06/26/2003	
MGMTCS029	IMPROVING STAFF PERFORMANCE	06/26/2003	
MGMTCS032	CONDUCTING PERFORMANCE REVIEWS		
MGMTCS033	DDI FACILITATION SKILLS WORKSH		
MGMTCS034	HOLD EMPLOYEES ACCOUNTABLE 1		
MGMTCS035	COACHING (PROGRESS ASSOC)		
MGMTCS036	CONDUCTING PERFORMANCE REV TTT		
MGMTCS037	IMS: UNDERSTAND TO LEAD OTHERS		
MGMTCS039	IMS: GENERATE PEAK PERFORMANCE		
MGMTCS040	IMS: THE POWER OF INNOVATION		
MGMTCS041	IMS: LEADERSHIP FOR MID MGRS.		
MGMTCS044	IMS: SYSTEM THINKING FOR MGMT.		
MGMTCS046	IMS: DEALING WITH TURMOIL	01/21/2004	
MGMTCS047	IMS: ACCOUNTABILITY REVOLUTION	01/21/2004	
MGMTCS048	IMS: MANAGER AS COACH	01/21/2004	
MGMTCS050	IMS: DEVELOP/RETAIN PEOPLE	01/21/2004	
MGMTCS051	IMS: DECISION MAKING BY NUMBER	01/21/2004	
MGMTCS052	IMS: THE COMMUNICATION EDGE	01/21/2004	
MGMTCS053	DDI: TAKING CHARGE OF YOUR DEV	03/02/2004	
MGMTCS054	MANAGING REMOTE TEAMS	08/10/2004	
MGMTCS055	THE 4 DISCIPLINES OF EXECUTION	07/01/2004	
MGMTCS056	DDI REV PERFORMANCE PROGRESS	07/01/2004	

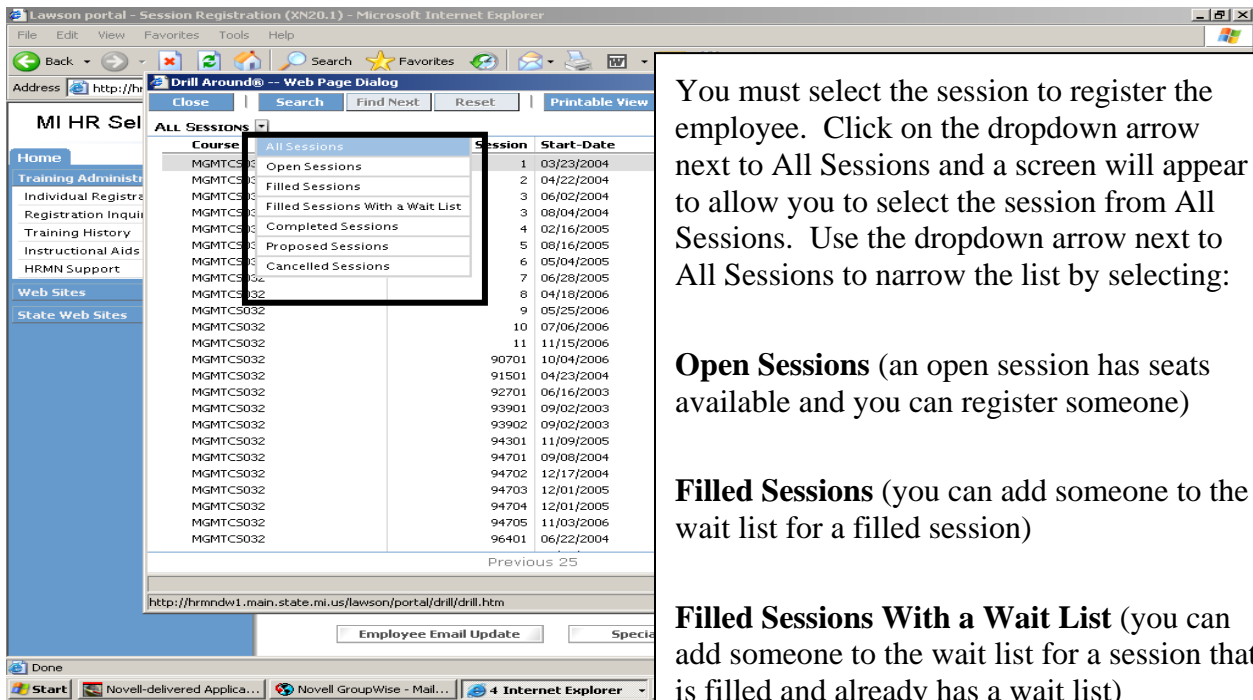
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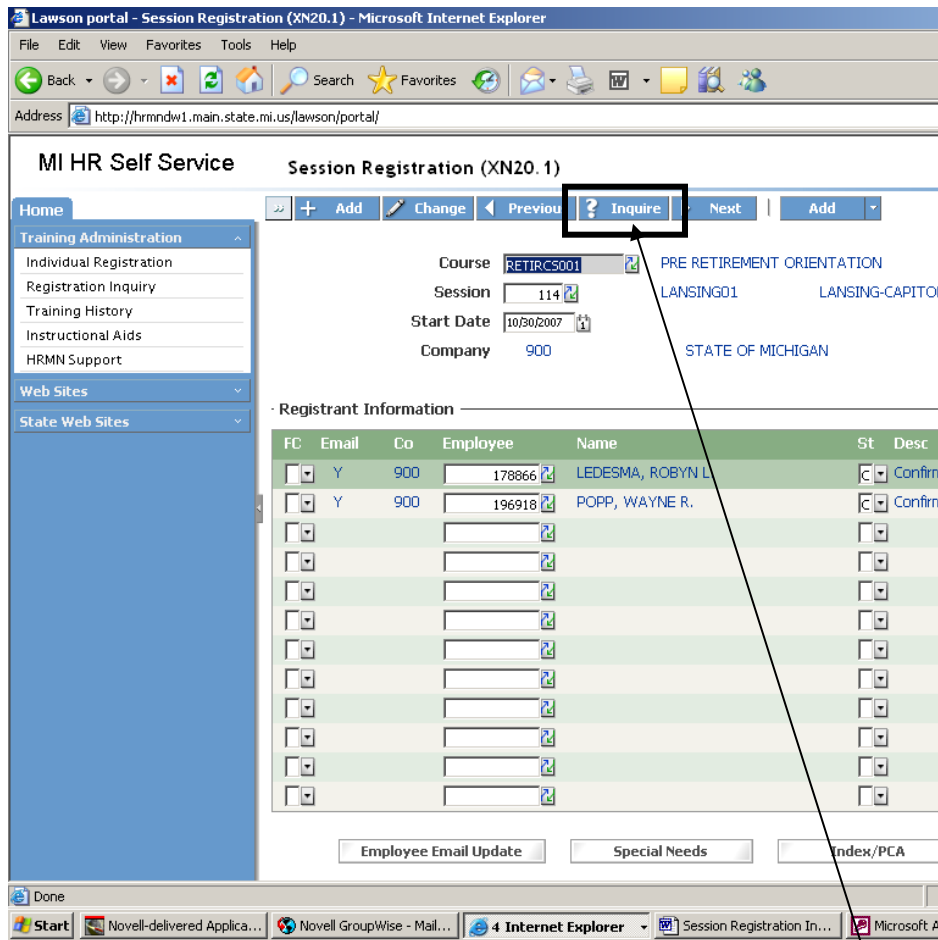
Click on a course and the course identifier will populate the **Course** field and the course title will appear next to the course ID.



You must select the session to register the employee. Click on the dropdown arrow next to All Sessions and a screen will appear to allow you to select the session from All Sessions. Use the dropdown arrow next to All Sessions to narrow the list by selecting:

- Open Sessions** (an open session has seats available and you can register someone)
- Filled Sessions** (you can add someone to the wait list for a filled session)
- Filled Sessions With a Wait List** (you can add someone to the wait list for a session that is filled and already has a wait list)

You can not register anyone for a Completed, Proposed or Cancelled Session.



Select the session that you want to register someone in. The session number and start date fields will automatically populate if you select the session from the dropdown listing. If you manually enter the session number you will also need to manually enter the start date.

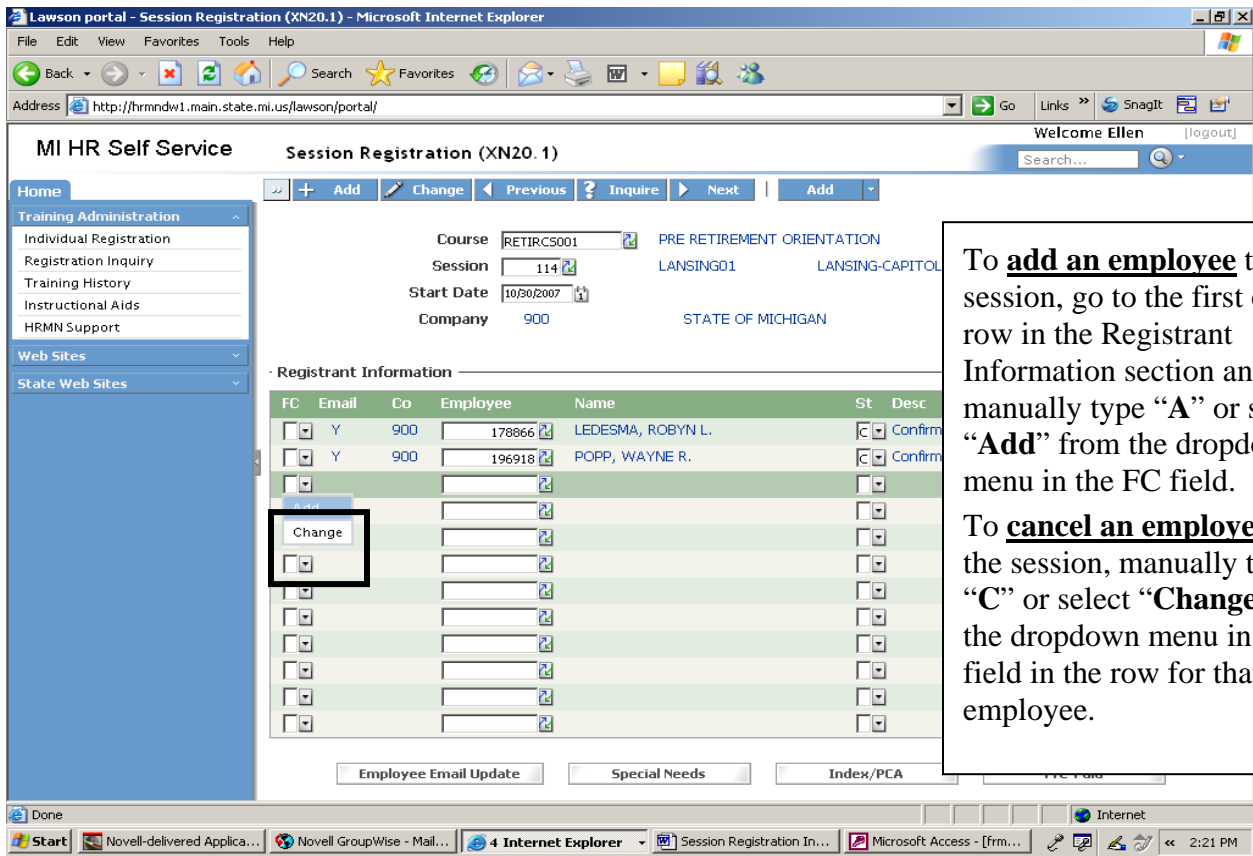
**Regular sessions** that are open to all state employees will have a one, two or three digit number and display on our website.

**Special sessions** set up for a specific agency's employees will have a five digit number beginning with the number 9. The 2<sup>nd</sup> and 3<sup>rd</sup> digits are the process level of the agency.

You should not register an employee in a special session unless the agency contact requesting the session provides you with the session number to register employees.

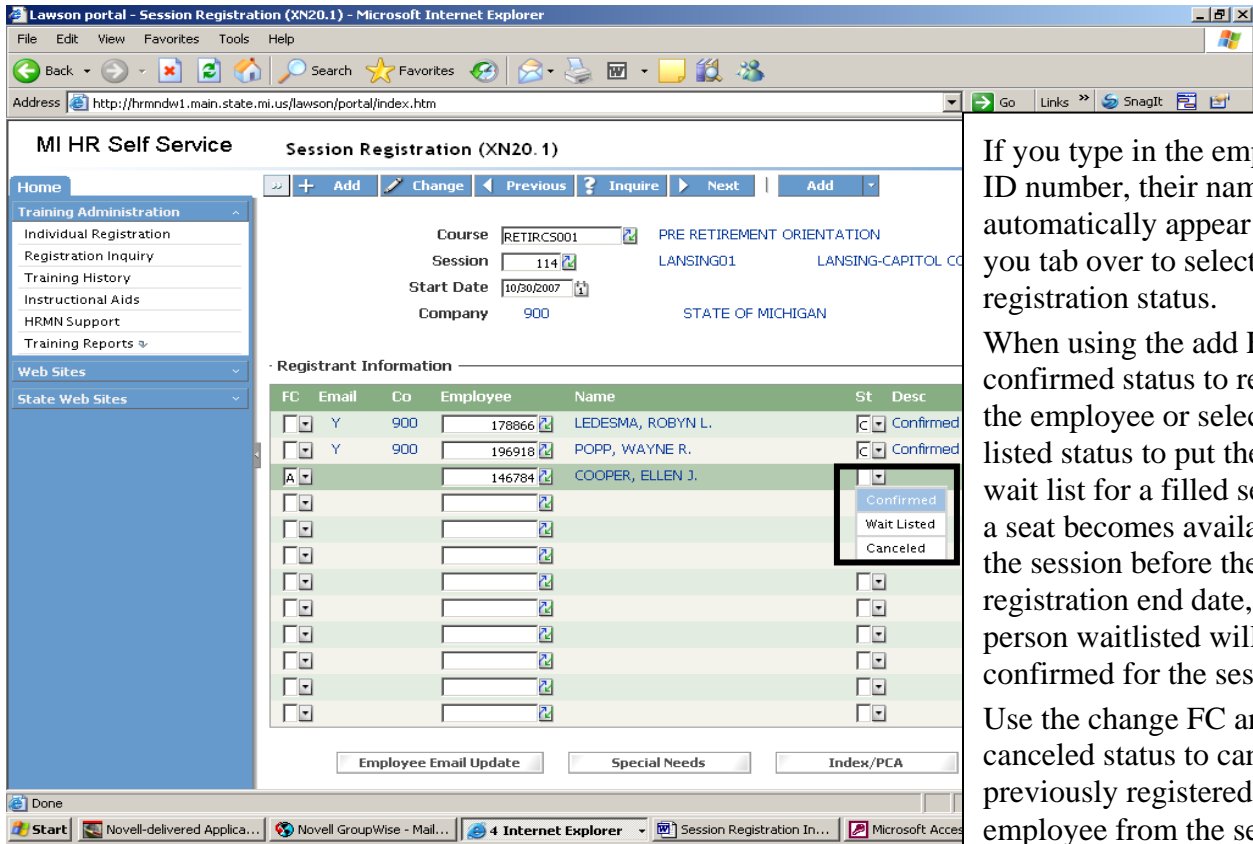
Click the inquire button. **You must always click the inquire button before registering employees for a training session.**

You will see all employees that are within your process level access who have already been registered (confirmed) or canceled for the session.



To **add an employee** to the session, go to the first open row in the Registrant Information section and manually type “A” or select “Add” from the dropdown menu in the FC field.

To **cancel an employee** from the session, manually type “C” or select “Change” from the dropdown menu in the FC field in the row for that employee.



If you type in the employee’s ID number, their name will automatically appear when you tab over to select the registration status.

When using the add FC, select confirmed status to register the employee or select wait listed status to put them on the wait list for a filled session. If a seat becomes available for the session before the registration end date, the first person waitlisted will be confirmed for the session.

Use the change FC and select canceled status to cancel a previously registered employee from the session.

MI HR Sel **EMPLOYEE - BY NUMBER**

Employee	Name
103746	PARVIAINEN, CHRISTINE A.
103747	COONEY, MARGARET M.
103748	CADORETTE, SYLVIA A.
103749	TETREAUULT JR, ANDREW J.
103750	JONES, ASHLEY W.
103751	HERBERT, BETTY J.
103754	JONES, WILLIAM A.
103764	KING, CAROL A.
103765	DUVAL, SUZANNE C.
103767	IVES, ELLEN A.
103768	HARRISON, GREGORY J.
103769	CLEMENTS, SHELLEY H.
103770	PRICE, ALLEN D.
103771	DABROWSKI, JOSEPH F.
103773	BUFORD, BARBARA
103775	SULLIVAN, PAUL J.
103777	MILES, RICHARD C.
103779	WELLS, DOUGLAS T.
103780	GILE, HARVEY C.
103784	DICKINSON, PHILIP L.
103785	MURPHY, DANIEL J.
103787	GRANT, DARIN
103790	JUDKINS, GARFIELD J.
103791	KNJUST, FRED P.

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If you click on the dropdown arrow in the “Employee” field, you will be able to view all employees within your process level security access in ascending employee ID number order.

MI HR Sel **EMPLOYEE - BY NUMBER**

- Employee - By Number
- Employee - By Name
- Employee - By Process Level/Dept
- Employee - By Social Nbr
- Employee - By Employee Group
- Employee - By Location
- Employee - By User Level
- Employee - By Job Code
- Employee - By Supervisor

103768	HARRISON, GREGORY J.
103769	CLEMENTS, SHELLEY H.
103770	PRICE, ALLEN D.
103771	DABROWSKI, JOSEPH F.
103773	BUFORD, BARBARA
103775	SULLIVAN, PAUL J.
103777	MILES, RICHARD C.
103779	WELLS, DOUGLAS T.
103780	GILE, HARVEY C.
103784	DICKINSON, PHILIP L.
103785	MURPHY, DANIEL J.
103787	GRANT, DARIN
103790	JUDKINS, GARFIELD J.
103791	KNJUST, FRED P.

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If you click on the arrow next to Employee – By Number, you can choose how to search for an employee from the dropdown listing. You may have restrictions to some of these search options depending on your HRMN security access. For these instructions, we used the search option “Employee – By Name”.

MI HR Sel

EMPLOYEE - BY NAME

Name	Employee
A'VE, ANTHONY	205810
AABERG, TRICIA K.	795302
AALBERS, JOEL E.	1065612
AALDERINK, JACK	126718
AALTO, M. C.	200834
AALTO, WILLIAM E.	116316
AAPALA, JASON R.	460768
AAPALA, RICHARD T.	177708
AARDSMA, CAROLE J.	137790
AARON, CHARLENE	184959
AARON, DAVID L.	756119
AARON, ERNEST	202072
AARON, GERALD J.	122630
AARON, JOHN D.	1089493
AARON, PATRICK S.	596871
AARON, THOMAS E.	159139
AASTAD, MARY E.	1072965
ABASSPOUR, LORRI	124893
ABATE, ALEXANDER	1076159
ABATE, ELATIA	110217
ABBAS, HASSAN	1089449
ABBAS, RANA A.	1089580
ABBAS, SANI M.	197211
ABBASI, SAADAT	205370

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Employee Email Update      Special Needs      Index/PCA      Pre-Paid

Done

Start      Novell-delivered Applica...      Novell GroupWise - Mail...      4 Internet Explorer      Session Registration In...      Microsoft Access - [frm...      3:22 PM

A listing of all employees within your process level access will appear in alphabetical order by last name.

You can use the **Search** button to look for the employee you wish to register or you can page through the listing by pressing the **Next 25** button to view the next group of names. You must enter the name in all caps for the search function to work properly.

MI HR Sel

EMPLOYEE - BY NAME

Name	Employee
A'VE, ANTHONY	205810
AABERG, TRICIA K.	795302
AALBERS, JOEL E.	1065612
AALDERINK, JACK	126718
AALTO, M. C.	200834
AALTO, WILLIAM E.	116316
AAPALA, JASON R.	460768
AAPALA, RICHARD T.	177708
AARDSMA, CAROLE J.	137790
AARON, CHARLENE	184959
AARON, DAVID L.	756119
AARON, ERNEST	202072
AARON, GERALD J.	122630
AARON, JOHN D.	1089493
AARON, PATRICK S.	596871
AARON, THOMAS E.	159139
AASTAD, MARY E.	1072965
ABASSPOUR, LORRI	124893
ABATE, ALEXANDER	1076159
ABATE, ELATIA	110217
ABBAS, HASSAN	1089449
ABBAS, RANA A.	1089580
ABBAS, SANI M.	197211
ABBASI, SAADAT	205370

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http://hrmndw1.main.state.mi.us/lawson/portal/drill/drsearch.htm

Employee Email Update      Special Needs      Index/PCA      Pre-Paid

Done

Start      Novell-delivered Applica...      Novell GroupWise - Mail...      4 Internet Explorer      Session Registration In...      Microsoft Access - [frm...      3:24 PM

Search -- web Page Dialog

Perform:  Find     Filter

Select Find to display the first occurrence of the search criteria or Filter to display all occurrences of the search criteria.

And Or

\* Last Name    =    KOVACS

Case sensitive

Find    Cancel

This example uses \*Last Name = KOVACS. Click the find button to search for all employees with the last name Kovacs.

The screenshot shows the 'Drill Around' page in the Lawson portal. The page title is 'EMPLOYEE - BY NAME'. It displays a list of employees with columns for 'Name' and 'Employee' (number). The list includes names like KOWACS, CORY K. (1068797) and KOWACS, DEBRA (117387). Navigation buttons 'Previous' and 'Next' are visible at the bottom of the list. A callout box on the right explains the listing and how to register by clicking on a name.

The listing displays employee names meeting your search criteria within your process level access.

You can select the employee you want to register by clicking on their name – and the employee's number will populate the employee field.

The screenshot shows the 'Session Registration (XN20.1)' page. The 'Change' button is highlighted with a red box. Below the session details, there is a table of registrant information. The session details are: Course RETIRC5001 (PRE RETIREMENT ORIENTATION), Session 114 (LANSING01), Start Date 10/30/2007, and Company 900 (STATE OF MICHIGAN).

FC	Email	Co	Employee	Name	St	Desc
<input type="checkbox"/>	Y	900	178866	LEDESMA, ROBYN L.	<input type="checkbox"/>	Confirmed
<input type="checkbox"/>	Y	900	196918	POPP, WAYNE R.	<input type="checkbox"/>	Confirmed
<input type="checkbox"/>		900	146784	COOPER, ELLEN J.	<input type="checkbox"/>	Confirmed
<input type="checkbox"/>		900	187916	KOVACS, PHILLIP J.	<input type="checkbox"/>	Confirmed
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	
<input type="checkbox"/>					<input type="checkbox"/>	

Tab over to select the status for the employee and click the change button. If you did not see other employees when you inquired on the session, you can click the add button (to the left of the change button) or the change button. We recommend just using the change button and not the add button since change can always be used.

The function code you added will disappear and the description next to the employee status will say confirmed, canceled or waitlisted depending on the status selected.

You and the employee will receive an email confirmation of the registration or cancellation if the employee has a valid email address in HRMN. If they don't have a valid email address in the system, you will receive the email as their registrar. Click the inquire button again to see if they have an email in the system by looking in the Email column (Y=yes and N=no).

# Entering a Special Needs Request

Lawson portal - Session Registration (XN20.1) - Microsoft Internet Explorer

MI HR Self Service Session Registration (XN20.1)

Course: RETIRCS001 PRE RETIREMENT ORIENTATION  
Session: 114 LANSING01 LANSING-CAPITOL COMMONS CENTER  
Start Date: 10/30/2007  
Company: 900 STATE OF MICHIGAN

Registrant Information

FC	Email	Co	Employee	Name	St	Des
<input type="checkbox"/>	Y	900	146784	COOPER, ELLEN J.	C	Con
<input type="checkbox"/>	Y	900	178866	LEDESMA, ROBYN L.	C	Con
<input type="checkbox"/>	Y	900	187916	KOVACS, PHILLIP J.	C	Con
<input type="checkbox"/>	Y	900	196918	POPP, WAYNE R.	C	Con
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						
<input type="checkbox"/>						

Buttons: Employee Email Update, **Special Needs**, Index/PCA, Pre-Paid

To request accommodations for an employee attending a session, click on the Special Needs button at the bottom of the registration form.

Lawson portal - Special Needs (XN20.4) - Microsoft Internet Explorer

MI HR Self Service Special Needs (XN20.4)

Course: RETIRCS001 PRE RETIREMENT ORIENTATION  
Session: 114  
Start Date: 10/30/2007  
Company: 900 STATE OF MICHIGAN

FC	Co	Employee	Name	Special Needs
<input type="checkbox"/>	900	146784	COOPER, ELLEN J.	NEED BRAILLE MATERIALS
<input type="checkbox"/>	900	178866	LEDESMA, ROBYN L.	
<input type="checkbox"/>	900	187916	KOVACS, PHILLIP J.	
<input type="checkbox"/>	900	196918	POPP, WAYNE R.	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

Buttons: Back, Detach, **Change**, Inquire, Inquire

Select "Add" using the dropdown arrow or type "A" in the FC field next to the employee's name. Enter the special accommodations required in the Special Needs field. Click the Change button to submit the request.

Lawson portal - Special Needs (XN20.4) - Microsoft Internet Explorer

Address: http://hrmndw1.main.state.mi.us/lawson/portal/

Welcome Ellen [logout]

MI HR Self Service Special Needs (XN20.4)

Home Back Detach Change Inquire Inquire

Training Administration
 

- Individual Registration
- Registration Inquiry
- Training History
- Instructional Aids
- HRMN Support

Web Sites
 

- State Web Sites

Course RETIRCS001 PRE RETIREMENT ORIENTATION  
 Session 114  
 Start Date 10/30/2007  
 Company 900 STATE OF MICHIGAN

FC	Co	Employee	Name	Special Needs
<input type="checkbox"/>	900	146784	COOPER, ELLEN J.	NEED BRAILLE MATERIALS
<input type="checkbox"/>	900	178866	LEDESMA, ROBYN L.	
<input type="checkbox"/>	900	187916	KOVACS, PHILLIP J.	
<input type="checkbox"/>	900	196918	POPP, WAYNE R.	
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				
<input type="checkbox"/>				

The "Add" in the FC field next to the employee's name disappears.  
 The message "Change Complete - Continue" appears in the lower left corner of the form.  
 The request for special needs will be sent to the employee, registrar and the Department of Civil Service Human Resource Training & Development Division (see below).

Mail From: <HRMN-Notification@michigan.gov>

From: <HRMN-Notification@michigan.gov> 4/18/2007 9:51 AM  
 To: Ellen Cooper  
 CC: Maria Mahoney  
 Subject: PTR002 - DISABILITY ACCOMMODATION REQUEST

DO NOT RESPOND DIRECTLY TO THIS MESSAGE

Course: PRE RETIREMENT ORIENTATION - RETIRCS001  
 Session: 114  
 Start Date: 10/30/2007  
 Start Time: 8:30 am  
 End Time: 4:30 pm  
 Facility: LANSING01  
 Site: Peace Conference Room  
 Address: 900 Hickory Lane Lansing MI 48913  
 Disability Needs: NEED BRAILLE MATERIALS

This disability accommodation request has been submitted to the Division for Human Resource Training and Development (HRTD). You will receive an email confirming the arrangements that have been made as a result of this request. Please contact HRTD at 517-335-0310 or [training-mdcs@michigan.gov](mailto:training-mdcs@michigan.gov) if you have not received confirmation of these arrangements two weeks prior to the session start date.

HRMN INFORMATION ONLY: host:hrmndw1.main.state.mi.us:80;proldine:TEST;workunit:31762

A workflow with the special need request will be sent to the Department of Civil Service Human Resource Training & Development Division, the employee with the special need and you as the employee's registrar. You will receive a separate email confirming the arrangements made as a result of the request.

# Entering Index/PCA Billing Information

**MI HR Self Service**    Session Registration (XN20.1)

Course: RETIRCS001    PRE RETIREMENT ORIENTATION  
 Session: 114    LANSING01    LANSING-CAPITOL  
 Start Date: 10/30/2007  
 Company: 900    STATE OF MICHIGAN

**Registrant Information**

FC	Email	Co	Employee	Name	St	Desc
<input type="checkbox"/>	Y	900	146784	COOPER, ELLEN J.	<input type="checkbox"/>	Confirm
<input type="checkbox"/>	Y	900	178866	LEDESMA, ROBYN L.	<input type="checkbox"/>	Confirm
<input type="checkbox"/>	Y	900	187916	KOVACS, PHILLIP J.	<input type="checkbox"/>	Confirm
<input type="checkbox"/>	Y	900	196918	POPP, WAYNE R.	<input type="checkbox"/>	Confirm

Buttons: Employee Email Update    Special Needs    **Index/PCA**    Pre-Paid

**We haven't charged for classes since April 2007 so there is currently no need to provide Index/PCA information.**

Click on the Index/PCA button to enter billing information for the employee that you want to appear on the invoice. The Index/PCA Number form appears with the course and session information as shown below.

**MI HR Self Service**    Index PCA Number (XN20.5)

Course: RETIRCS001    PRE RETIREMENT ORIENTATION  
 Session: 114  
 Start Date: 10/30/2007  
 Company: 900    STATE OF MICHIGAN

**Change**    Inquire    Inquire

FC	Co	Employee	Name	Index/PCA
<input type="checkbox"/>	900	146784	COOPER, ELLEN J.	58965 / 52365
<input type="checkbox"/>	900	178866	LEDESMA, ROBYN L.	/ /
<input type="checkbox"/>	900	187916	KOVACS, PHILLIP J.	/ /
<input type="checkbox"/>	900	196918	POPP, WAYNE R.	/ /

**Choose "Add" from the dropdown menu or type "A" in the FC field for the employee and enter the Index and PCA numbers. You are not required to enter Index and PCA information to register an employee for a training session. This option is available for those agencies who wish to have billing information included on invoices.**

Select the **"Change"** button. The message **"Change Complete – Continue"** will appear in the lower left corner.

# Registering an Employee as Pre-Paid

**MI HR Self Service** Session Registration (XN20.1)

Course: RETIRC5001 PRE RETIREMENT ORIENTATION  
 Session: 114 LANSING01 LANSING-CAPITOL COMMONS CENTER  
 Start Date: 10/30/2007  
 Company: 900 STATE OF MICHIGAN

**Registrant Information**

FC	Email	Co	Employee	Name	St	Desc	Wait	Ovr
Y		900	146784	COOPER, ELLEN J.	C	Confirmed		
Y		900	178866	LEDESMA, ROBYN L.	C	Confirmed		
Y		900	187916	KOVACS, PHILLIP J.	C	Confirmed		
Y		900	196918	POPP, WAYNE R.	C	Confirmed		

**We haven't charged for classes since April 2007 so there is currently no need to register an employee as prepaid.**  
 Select the **Prepaid** button if an employee you are registering will be paying for the session and should not appear on your agency's invoice.

Buttons: Employee Email Update, Special Needs, Index/PCA, **Pre-Paid**

**MI HR Self Service** Pre-Paid Employees (XN20.6)

Course: RETIRC5001 PRE RETIREMENT ORIENTATION  
 Session: 114  
 Start Date: 10/30/2007  
 Company: 900 STATE OF MICHIGAN

**Change**

FC	Co	Employee	Name	Pre-Paid
A	900	146784	COOPER, ELLEN J.	NO
	900	178866	LEDESMA, ROBYN L.	YES
	900	187916	KOVACS, PHILLIP J.	NO
	900	196918	POPP, WAYNE R.	

**Choose "Add" from the dropdown menu or type "A" in the FC field.**  
**Choose "Yes" from the dropdown list in the PrePaid field.**  
**Click the Change button.**  
**The message "Change Complete – Continue" will appear in the lower left corner of the form.**  
**The employee is now flagged as paying for the session and will not appear on your agency's invoice.**

## Employee E-mail & Workflows

A feature in HRMN called Workflow will automatically send e-mail messages to employees when an employee is registered for a session, canceled from a session, or when a session an employee is registered for is canceled or has a time or location changed. **Only employees with a valid State of Michigan e-mail address recorded in the HRMN system will receive these workflow messages.** Registrars will not receive a workflow when an employee is registered for a session and has a valid email address in the system, but will receive workflows if the employee does not have a valid email address.

Employees can enter their e-mail address through SSA if they do not have a valid michigan.gov address. It is to your advantage to have employee e-mail addresses entered into the HRMN system!

The screenshot shows the 'MI HR Self Service' portal for 'Session Registration (XN20.1)'. The page displays session details for 'PRE RETIREMENT ORIENTATION' (Course: RETIRCS001, Session: 114, Start Date: 10/30/2007, Company: 900, STATE OF MICHIGAN). Below this is a table of registrants with columns for FC, Email, Co, Employee, Name, and St. The 'Email' column contains 'Y' for all listed employees, indicating they have a valid email address. A box highlights the 'Employee Email Update' button at the bottom of the form.

FC	Email	Co	Employee	Name	St
	Y	900	146784	COOPER, ELLEN J.	
	Y	900	178866	LEDESMA, ROBYN L.	
	Y	900	187916	KOVACS, PHILLIP J.	
	Y	900	196918	POPP, WAYNE R.	

Buttons at the bottom: **Employee Email Update**, Special Needs, Index/PCA, Pre-Paid.

Note that there is a “Y” or “N” in the Email field for each person registered. “Y” means the employee has a valid email address in HRMN. “N” means the employee does not have a valid email address in HRMN. You can add or change the email address for an employee by clicking on the “Employee Email Update” button in the lower left corner of the form.

The employee email address update form appears. Enter the employee's ID number in the **Employee** field and select "Inquire."

ONLY ENTER STATE OF MICHIGAN EMAIL ADDRESSES.

To add or change an email address, enter the Employee ID and select the '?' Inquire' button. Enter the employee's valid State of Michigan email address.

To delete an email address, enter \*BLANK (this entry must be exactly as shown). Select the ADD button. The message 'Warning, action will be immediate, Press OK to continue' appears. Select the ADD button again to continue. The message 'Action processed; continue' appears. The PA56.1 Personnel Action Comments screen will open. Click on the back button. The employee's email address is now updated.

ONLY ENTER STATE OF MICHIGAN EMAIL ADDRESSES.

To add or change an email address, enter the correct address in the "Change To" field.

The employee's current email address appears under the "Current Value" heading (it may not display entirely). To add or change the e-mail address, enter the correct address in the "Change To" field.

Select add and the employee's address in the system has been changed.

To delete an email address, enter \*BLANK (**this entry must be exactly as shown**). Select the Add button. The message 'Warning, action will be immediate, Press OK to continue' appears. Select the Add button again to continue. The message 'Action processed; continue' appears.

Lawson portal - Personnel Action Comments (PA56.1) - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address http://hrmndw1.main.state.mi.us/lawson/portal/

Welcome Ellen [logout]

### MI HR Self Service Personnel Action Comments (PA56.1)

Home Back Detach + Add Change - Delete ? Inquire Add

Training Administration  
Individual Registration  
Registration Inquiry  
Training History  
Instructional Aids  
HRMN Support

Web Sites  
State Web Sites

FC	Comments	Print
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>
<input type="checkbox"/>		<input type="checkbox"/>

The PA56.1 Personnel Action Comments screen will open. Click on the back button. The employee's email address is now updated.

Done

Start Novell-delivered A... Novell GroupWise ... Session Registrati... 3 Internet Expl... Microsoft Access 3 NTVDM.EXE Internet 10:15 AM