

## Compensation Process Through Willsub for

### General Labor Positions at MPS:

*If presenting in person* give the candidate the Fingerprint Live Scan Form and Location List to go get printed. The candidate *can return* the original Live Scan Form to Central Office but is not required to, as MPS will approve a Fingerprint Affidavit through Willsub when prompted.

If the candidate *has not presented in person*, they can also obtain the necessary Live Scan & Location List Forms online within the Willsub sign up process described below.

New applicants that are to be paid through PCMI (Willsub) must go to the following website:

<https://signup.willsub.com/>

1. Start a new account
2. Review *State School Employment Requirements* – Select Michigan
3. Continue as prompted – click Submit
4. Follow status of application closely as seen below:

Applicant Status Key	
Application In Progress	Application started but not completed.
Awaiting Resubmittal	Application was submitted with invalid information requiring correction by applicant.
Ready for Submittal	Application completed but not submitted by applicant.
Application Submitted	Application submitted.
Candidate	Application approved, employment offer pending.
Offered Employment	Applicant has been offered employment, waiting acceptance by applicant.
Pre Hire	Employment offer accepted, pre employment documents in process.
Ready for Hire	All pre employment documents approved.

For questions related to Willsub sign up/application process, please contact Willsub Customer Service:

Customer Service Contact Information	
Email Address	<a href="mailto:hmidwest@ess.com">hmidwest@ess.com</a>
Phone	(877) 855-7264 ext. 1030

Thank you!

Nicole Musall, Payroll/HR Manager  
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**Strong Kids, Strong Education**