



PO Renewals Review



September 2026

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Why Renewals Matter

Renewals Keep Projects Moving

- Notifications are sent 60 days prior to the PO end date for your resource
- When a PO expires by date- work can come to a stop, and invoicing cannot occur until a new active PO is in place
- Timely renewals help ensure resources remain productive and projects stay on track
 - The final PO is the confirmation that the resource is renewing

Impact of Delayed Renewals

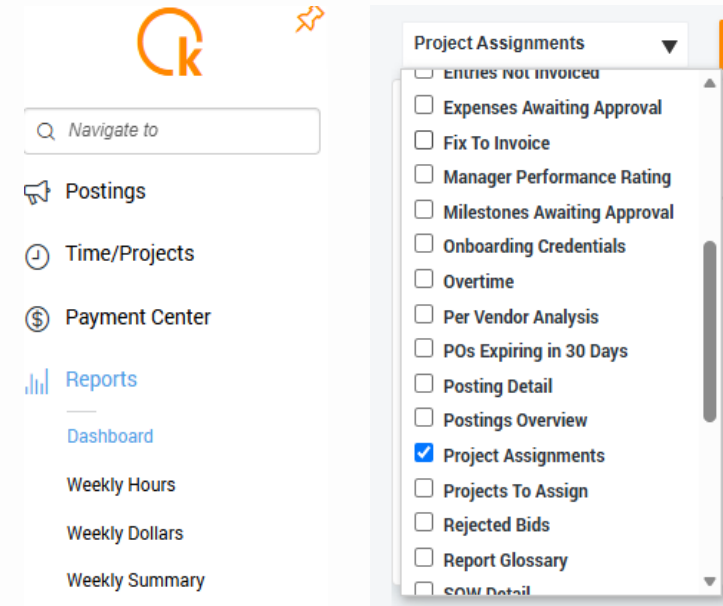
- Vendors cannot process payment for hours worked without a valid PO
- Delayed renewals can lead to Procurement escalations and additional approval challenges
- Timely renewals reduce follow-up requests from vendors and resources seeking status update

Finding Your Resources

- Only users assigned as Project Managers will receive renewal notifications and have renewals appear in their queue
 - Time Approvers and Project Viewers do not receive renewal forms
- The Project Assignments Report (Reports → My Dashboard) provides a list of all active resources and their associated PO numbers.
- Reviewing this report regularly, especially during time-entry periods, can help ensure your resource assignments remain accurate.
- If a resource appears incorrectly or is missing, contact the MIMSP team at mimsp@knowledgeservices.com.

Finding Your Resources cont.

- How to see who is listed under you
 - Click on Reports
 - My Dashboard
 - Select Report
 - Project Assignments, click run
 - Select Project Manager from the drop down and **select your name**



Project Assignments

PARAMETERS: Project Manager ▼ Pei, Tao (Peitmi) ▼

Run

Reset Report

Save Bookmark

USER	EMAIL ADDRESS	PROJECT ID	PROJECT NAME	RESOURCE	ROLE	CONTRACT ID	PROJECT TYPE	COST CENTER
Pei, Tao (Peitmi)	Peit@michigan.gov	162424	IT - Agency Services - DHHS - N/A - Student Intern - NPower - IT Consulting	Chan, Waincey	Resource	1058346	Staffing	260000007144-1
Pei, Tao (Peitmi)	Peit@michigan.gov	162420	IT - Agency Services - DHHS - N/A - Student Intern - NPower - IT Consulting	Ragatz, Daniel	Resource	1058345	Staffing	260000007143-1

dotStaff Demo



Completing the Renewal Process

Locate Resources for Renewal

- Navigate to Resource Contract Renewal page from the left menu under Records Management
- Resource will appear within 90 days of the contract start date
- The date range defaults from 30 days before the start date to 60 days after the end date
- Forms will repopulate within 60 days of the PO end date

Albensi, Anthony		Renewal Form		Mark Completed
Manager	[REDACTED]	Start Date	09/12/2022	
Company	Dewpoint Inc	Renewal Date	09/30/2026	
Hide PO Information ^				
PO Number	Contract Id	Agency	Job Title	Bill Rate
260000000377	806216	DIFS	Business Analyst 5	[REDACTED]

Aleem, Mohammed		Renewal Form		Mark Completed
Manager	[REDACTED]	Start Date	04/03/2023	
Company	Digital Technology Solutions LLC	Renewal Date	09/30/2026	
Hide PO Information ^				
PO Number	Contract Id	Agency	Job Title	Bill Rate
260000000224	839640	MCS	IT Security Analyst 2	[REDACTED]

Submit Renewal Decision

- If renewing, complete the renewal form in dotStaff
- Accounting information is not required to submit the form
- Consult your agency's finance contact if accounting details are needed
- If not renewing, notify the MIMSP team and include- Resource name, Last Day worked, Reason for non-renewal

Search Renewals

PO End Date Date Range

7/22/2026

 -

10/20/2026

Project Manager

- Select Manager -

Resource Name

- Select Resource -

Minimum Weeks Worked

0

PO Number

Renewal Status

Not Complete

Clear Filters

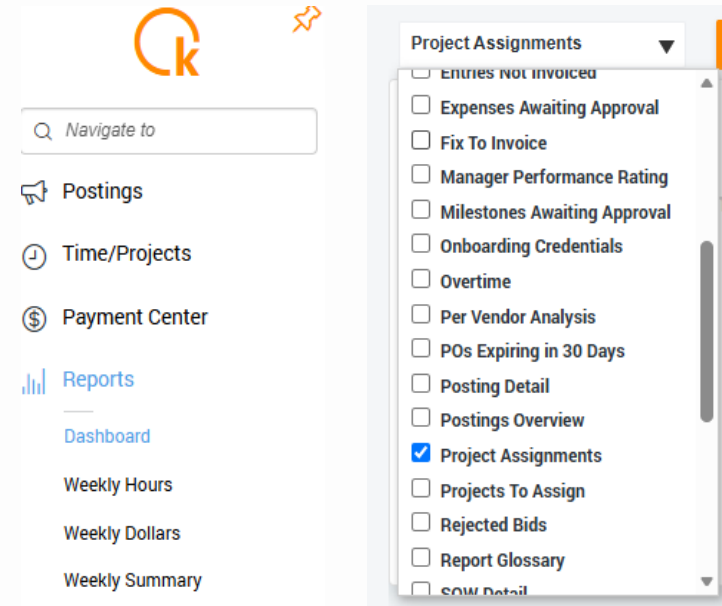
Search

dotStaff Demo



PO Status

- How to view a PO and their status
 - Click on Reports
 - My Dashboard
 - Select Report
 - Project Assignments, click run
 - For Parameters, click PO Number
 - Search by selected PO or check all
 - For PO Statuses, you have the option of check all or search by active



Project Assignments

PARAMETERS: PO Number ▼ 250000009459 ▼ Active ▼

Run

Reset Report

Save Bookmark

PO NUMBER	COST CENTER	COST CENTER END DATE	PO STATUS	RESOURCE▼	ROLE	BILL RATE	CONTRACT ID	CONTRACT NAME	PROJECT ID	PROJECT NAME	PROJECT MANAGER
250000009459	250000009459-2	9/13/2026	Active	Bhumireddy, Vinay Kumar Reddy	Resource		1019313	Lansing, MI - IT - DTMB - Agency Services - MDOS - Programmer 6	145959	IT - Agency Services - MDOS - N/A - Programmer 6 - IT Consulting	Fletcher, Christopher

dotStaff Demo



Manager Actions & Best Practices

Important Note

- If a PO is coming to an end, make sure your resources knows what the next steps are and when to start using the new PO
- Remind resources to submit their time to the correct PO and line item once the new PO is active
- Ask resources to double check they're charging time to the right PO before submitting hours
 - A quick review before approval can help make sure hours are charged to the right PO

Next Steps

- Review upcoming PO expirations with your team
- Confirm all resources have the correct updated POs
- Communicate PO changes before the current PO expires

Why This Matters

- Submitting hours to an incorrect PO can result in billing credits
- Charging time against the wrong PO or line item creates rework and may add further delays to payment
- Accurate hours being submitted can help maintain compliance, financial accuracy, and a smooth transition between POs

FAQs

- Q: When the form is submitted, can you go back and make an update?
A: No, once the form is submitted it cannot be edited. You can provide your edits to the MIMSP team, or we can revert the form completion so you can fill out the entire form again.
- Q: Can you save and come back later?
A: No
- Q: Can a resource be assigned to more than one project manager?
A: Yes, if the resource is assigned to multiple projects. All PMs receive a renewal form for all their resources. However, resources on one project will only have one PM, so only one person can have access to fill out the form.
- Q: Where can you see the actual accounting codes behind these PO line items?
A: You can't. The accounting templates are not in dotStaff.
- Q: Is there a default number of hours for an annual renewal?
A: Yes. The default number of hours for an annual renewal is 2,000
- Q: How is renewal date different from PO start/end date?
A: The renewal date is the end date listed on the Cost Center that the resource is currently billing on which most of the time, is the PO end date. The start date listed on the card is the very first day that the resource submitted time.
- Q: What happens if the PO expires before the new one is received?
A: Resources can continue submitting and managers can continue approving time against an expired PO. Approved hours will be invoiced once a new active PO is in place, provided the hours fall within the PO data range and funding is available



Questions?