

msu human resources Source

Spring 2006

www.hr.msu.edu

MSU HR Launches “MAP” and “COMPASS”

There's a new way to explore career opportunities at MSU. On Feb. 22, 2006, MSU Human Resources launched the MSU Applicant Page (MAP) and the Comprehensive Automated Staffing System (COMPASS).

MAP is a new Web-based system that allows MSU HR to more efficiently manage all internal and external applications for support staff positions at Michigan State University. The Web address for the new MSU Applicant Page is www.jobs.MSU.edu. You can also reach the MAP site by visiting the MSU Human Resources Web site at www.hr.msu.edu and clicking on the Hiring/Job Postings link.

“We are very pleased to offer this new system to the MSU community that will make it faster and more convenient for both internal and external applicants to explore career options at Michigan State University and track the status of their online applications,” said Lauren Marinez, associate director, MSU HR Staffing Services.


MAP replaces all other methods of applying for support staff positions at MSU. The phone-based CHRIS system has been discontinued and paper applications will no longer be accepted.

MSU HR is holding demonstrations of the new MAP system every Monday afternoon through May 15 from 1:30 p.m. to 2:30 p.m. in the Nisbet Building. To enroll for a demonstration session, contact Karen Bauman at karenb@hr.msu.edu. In addition, special assistance will be available at MSU HR on an ongoing basis for people who do not have access to computers. MAP offers several new advantages to internal and external applicants, including:

- The ability to apply for jobs online without submitting paper copies.
- The ability to create and store an electronic application and resume that can be reused to apply for multiple positions.
- The ability for individuals to track the status of their online job applications.
- The ability to be notified via e-mail when new position postings become available that meet criteria that external applicants have specified.

On Feb. 22, MSU HR also launched the COMPASS system that allows hiring managers in units to view interview lists and candidate resumes online and track the status of candidates through the employment process.

In the future, additional COMPASS functions will be brought online that will allow hiring managers in units to submit staffing requests and position postings via the Web without ever having to touch a paper form.

If you have questions about the new MAP and COMPASS systems, e-mail staffingservices@hr.msu.edu or call 517-353-3720. 

Advancing Knowledge. Transforming Lives.



*CT Recognition Award Winner
Audrey Smith (more on page 4)*

In this edition:



- **MAP & COMPASS**
- Page 1
- **MSU HR Staffing Profile**
- Page 3
- **WACFPO Forum**
- Page 5
- **QuitNet Program**
- Page 7
- **Reference Checks**
- Pages 8 and 9
- **Retirement Seminars**
- Pages 10 and 11
- **Social Security Policy**
- Pages 14 and 15
- **Education Calendar**
- Page 16

A Note from the Assistant Vice President . . .

Change is in the air at MSU HR. We are pleased to provide you with an information-packed *Source* designed to inform you about various projects, resources and events that may impact your work at MSU and enhance your life in a variety of ways.

Our cover story announces the launching of a new Web-based employment system that features two components called the MSU Applicant Page (MAP) and the Comprehensive Automated Staffing System (COMPASS). We hope you'll enjoy reading about these systems in this edition and using them in the years to come.


The MAP and COMPASS systems are streamlining and improving the way potential applicants and hiring units interact with MSU HR to fill open positions.

And speaking of interacting with us differently, we also will be moving to a new phone system at MSU HR in mid-March that will make it easier for callers to directly access the staff or departments you need. The new system will entail most MSU HR staff having a different phone number. Once the new system is active, the new phone numbers will be posted on the MSU HR Web site. During the transition, there may be a day or two when our phone systems behave unpredictably. We ask for your patience during this transition until the improved system is fully implemented.

This edition also contains some helpful reference information to help keep you on the right side of the law when handling social security numbers or answering calls for reference checks on current and former employees. Another reference tool is the chart on page five that provides guidelines for supervisors to use in making staffing decisions during emergencies, such as utility outages.

We hope you will retain these articles to help you deal effectively with these types of issues in the future. But as always, feel free to call on us at MSU HR whenever you have questions on these or other human resource-related topics.

There also are many other types of new initiatives on campus sponsored by various units that are intended to help MSU faculty and staff. On page seven, we invite you to learn about QuitNet, an online resource that has helped thousands of people to quit smoking. All MSU employees, students and retirees can now use your MSU NetIDs to enroll in QuitNet and gain access to information, treatment and online support groups 24 hours per day, seven days per week.

A tremendous number of resources are available at MSU to help faculty, staff and students in various ways. Whether you desire help learning about your retirement options, help learning how to use the new Web-based employment systems or help understanding the array of benefits options offered to you through MSU, we hope you will actively investigate and take advantage of all MSU offers to enhance your work and personal lives. 



Pamela S. Beemer
Assistant Vice President
for Human Resources

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Pam Beemer

MSU HR Staffing Profile: Meet the Executive Assistant Team

Organized.

Persistent.

Resourceful.

People-oriented.

Knowledgeable.

These are just a few of the long list of qualities MSU HR executive assistants need to excel in their daily work.

With close to 100 years of combined experience, the executive assistant team at MSU HR fits the bill perfectly.

Though you may never have met them personally, if you do business on a regular basis with the leadership of Benefits, Employee Relations, Human Resource Services or the Assistant Vice President's office at MSU HR, you probably have been helped by a member of the MSU HR executive assistant team.

Del Bracamontes is executive staff assistant to Pamela Beemer, MSU HR assistant vice president. Among many other responsibilities, Bracamontes manages Beemer's calendar, schedules meetings, quarterbacks special projects and handles many of the informational calls and requests that get targeted to the Office of the Assistant Vice President for Human Resources.

"I see myself as a professional caregiver," Bracamontes said. "I try to handle as many of the incoming and competing demands for Pam's time as possible, so she can focus her energies where she needs to while being confident that other responsibilities are being met."

Executive secretary Jennifer Decker provides similar support for Kristine Hynes, director of Human

Resource Services at MSU HR.

Decker calls herself a "Jill of all Trades" and says the ability to prioritize demands and providing excellent customer service are among her most important job functions.

"I enjoy being able to serve all of our customers with a great attitude," Decker said. "I'm always willing to help a caller in any way I can. If I can't help them, I will find someone who can."

Decker also coordinates the HR Unit Representatives and coordinates the safety action team for the Nisbet Building, ensuring that MSU staff in the Nisbet Building are prepared for emergencies.


Tamie Wise is executive secretary to Scott Sowulewski, director of Employee Relations at MSU HR. In this role, Wise believes flexibility, a sense of humor and having a strong respect for confidentiality are among her most important job tools.

Wise schedules grievance and arbitration hearings, processes communications to union officials and department supervisors and does a variety of special projects for the Employee Relations office.

"I enjoy the variety and challenge of my job," Wise said. "Offering support to new supervisors on campus who are just learning MSU policies and procedures is something I find rewarding."

Monica Boyd is executive secretary to Renee Rivard, director of Benefits. In addition Boyd is also the payroll clerk for MSU HR and she coordinates student employees. Boyd views herself as being in the "people business" at MSU HR.

"In this type of job you have to constantly interact with people," Boyd said. "I try to always remember that I may be a person's first and only contact with MSU HR and I want to represent the Benefits office and all of MSU HR well."

MSU Human Resources is well-represented indeed by Monica Boyd, Del Bracamontes, Jennifer Decker and Tamie Wise! 



**Pictured from left to right are:
Del Bracamontes, Tamie Wise, Jennifer Decker and Monica Boyd.**

Audrey Smith Wins CT Recognition Award

Audrey Smith was recently presented with the 2005 Clerical-Technical Recognition Award. Smith began working for MSU in 1981 in the Human Resources Department and moved to the Human Relations Department in 1983. She joined the Women's Resource Center in 1992, where she currently works as an Office Assistant III.

Among her many responsibilities, Smith advises the director on budget issues, supervises student employees, provides support to many campus groups and committees, and coordinates a monthly newsletter.

In addition to her work at MSU, Smith demonstrates the same high level of commitment to her community by volunteering many hours of her time for a variety of causes.

Smith was nominated by Patricia Lowrie, director of the

Women's Resource Center.

"Audrey Smith is an exceptionally competent and dedicated employee who has diligently served Michigan State University for over 24 years," Lowrie said. "She is highly deserving of this honor."

***"Audrey Smith
is an exceptionally
competent and dedicated
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University
for over 24 years."***

Being in the spotlight for her excellent performance is nothing new to Smith. She was also the recipient of the Jack Breslin



2005 Award Winner Audrey Smith with award founder Charles Gliozzo.


Distinguished Staff Award in 1993.

The Annual Clerical-Technical Award is made possible by Dr. Charles and Marjorie Gliozzo, who established a fund in honor of Thomas and Concettina Gliozzo in 2001. They established the fund to recognize outstanding clerical and technical employees at MSU.

"The CTs are the backbone and the infrastructure of the university and they deserve recognition," Gliozzo said.

The criteria for the annual award includes:


- Respect of their peers and continuous diligence in attending to their daily responsibilities.
- Concern for students, faculty, staff and colleagues in their own and other units.
- Extraordinary and significant contributions to the community or public services.
- Innovative thinking in facilitating unit tasks and responsibilities.

To get materials to nominate someone for next year's award, call MSU HR at 517-353-3720 or visit the MSU HR Web site at www.br.msu.edu. 

HRD Certificate Series: Excellence Training in Competencies for CTs

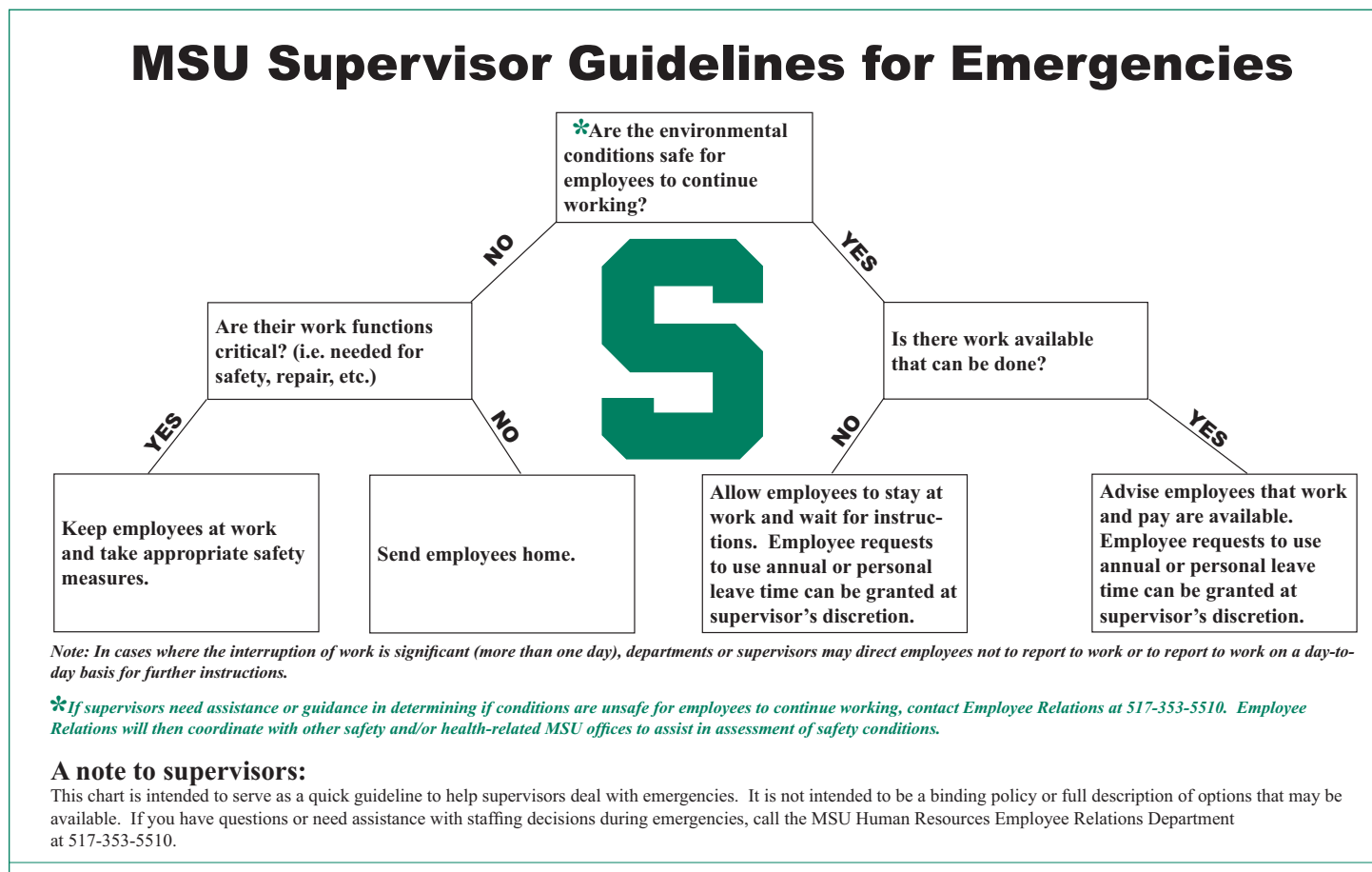
This eight-part certificate series offered through the office of Human Resource Development addresses the core competencies needed to be effective and successful in administrative support positions at MSU. The series includes sessions on:

- Working and Growing at MSU
- Understanding Yourself and Others to Enhance Work Relationships
- Effective Communication
- Dealing with Conflict
- Working More Effectively in a Culturally Diverse Environment
- Managing Time, Tasks and Priorities
- Thriving in Times of Change
- Service Excellence and Professional Image

Sound interesting? Read more about this series on the MSU Human Resources Web site at www.br.msu.edu. 

Special Notice to Supervisors Regarding Guidelines for Emergencies

Below is a chart that is part of a set of guidelines developed to help MSU supervisors make workplace decisions during emergencies, such as utility outages. A full size version of this chart, as well as two supporting pages with additional information, are available on the MSU Human Resources Web site at www.hr.msu.edu under the HR News section.



WACFPO Forum and Resource Fair is March 29

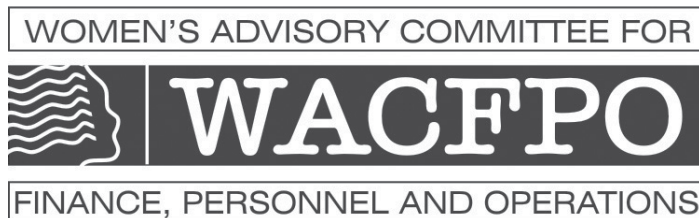
The Michigan State University Women's Advisory Committee for Finance, Personnel and Operations (WACFPO) invites all women support staff to attend the Spring 2006 Forum and Resource Fair on March 29, 2006. The Forum provides an excellent opportunity for you to communicate directly with senior administrators.

Your concerns and questions form the basis of the topics covered at the Forum.

Dr. Fred Poston, vice president for Finance, Personnel, and

Operations and Treasurer, will provide a short presentation on current issues at the University. A question and answer session will follow Dr. Poston's remarks.

WACFPO also will feature campus resources of interest to women support staff. The Resource Fair will be open from 11 a.m. to 11:30 a.m. and from 1:30 p.m. to



2 p.m. Lunch will be served from 11:30 a.m. to Noon.

Register via the WACFPO Web site at www.wacfpo.msu.edu. If you have questions, contact Lynne Devereaux at 517-353-8977 or Pam Weil at 517-353-4420 ext. 287.

There has been a great deal of attention recently about Avian Influenza (the Bird Flu) in the media, among the international and national public health community, and among the medical community.

Avian Influenza refers to strains of flu caused by type A strains of the virus, with this particular strain being H5N1. What distinguishes this strain of Avian Flu from other influenza type A strains is that very few people have any immunity for it, and it has a high mortality rate, over 50% for the human cases so far.

The good news is that recent cases in Turkey are beginning to raise questions about whether or not the mortality rate is really this high.

Currently, this flu virus is largely among birds, poultry and migratory waterfowl. The people who have gotten this strain of flu are mostly people who work with poultry in Asia and Eastern Europe. Cases of birds with the flu have followed migratory patterns outside of Asia, with identification of sick birds in Russia, Eastern Europe, as well as Asia. It is expected that infected birds will spread through the migratory routes, on to Africa, South America and ultimately North America.

International and national public health officials are concerned about this strain of flu because, if the virus mutates so that person-to-person spread is readily possible, then there would likely be a world-wide flu pandemic, like the 1918 flu pandemic which killed millions of people.

Although there is work on a vaccine, current methods of vaccine production, once a specific strain is identified, take 6-9 months, which

SOURCE Page 6

An Update on Bird Flu from the “U” Physician

Health Notes

*From the
University Physician
Beth Alexander, M.D., M.S.*



would not be timely, in terms of protecting people.

Antiviral medications, such as Tamiflu, have mixed reviews so far in the studies looking at whether they would help to protect exposed people. The public health system has strongly advised that people not ask for or take Tamiflu, unless they have a documented case of influenza, because of the risk of this medicine not being helpful, if it is used inappropriately. Physicians have also been advised not to prescribe it, except for documented cases of influenza.

Although the chances that we will have a flu pandemic are still relatively small, many governmental and public health agencies are working on being as prepared as possible for such an event should it occur. The people making decisions about management of an Avian Flu Pandemic will primarily be those who are in the public health system and the government.

I have been involved in area wide planning with the Ingham County Health Department, with many others. We are all talking about things like quarantine planning, care for travelers who might not be able to return home, possible shortages of hospital facilities, etc. On campus there is a group that addresses emergency planning, headed by DPPS, that involves multiple groups on

campus. This group has also been doing planning related to Avian flu and the challenges it would present for MSU. The purpose of these conversations is to try to think productively about ways to anticipate problems ahead of time, even if they are relatively unlikely. So what can ordinary people do to protect themselves against the Bird Flu? The best advice is:

- Observe careful, regular handwashing routines, the single most important defense against infectious disease.
- Cover your mouth and nose, when coughing or sneezing.
- Don't go out in public if you are ill.
- Have a supply of canned foods and bottled water in your home for emergencies.
- Observe other good health habits, related to healthy diet, regular exercise and good rest.
- Allow hope and joy in your life to outweigh stress, fear, and anger, for the sake of your immune system.
- Keep informed, via the UPhys Web site (www.uphys.msu.edu), the CDC (www.cdc.gov) and the WHO web site (www.who.int) for updates on the Avian Flu, and other infectious diseases.
- Avoid letting yourself get scared by rumors. 🧑

Help Quitting Smoking is Just a Mouse Click Away for MSU Community

Was kicking a smoking habit one of your New Year's resolutions for 2006? If so, good for you! As spring approaches we hope you are still smoke free. But if you're not, don't despair. Quitting smoking may be one of the toughest and most important challenges you ever face. The good news is you don't have to face it alone.

In a unique collaborative effort, Healthy U and Olin Health Education Services is making a terrific new tool available to MSU faculty, staff, retirees and students who want to stop smoking.

You can join QuitNet, the world's leading provider of online tobacco cessation services.

QuitNet has a simple, but far-reaching mission: to help you successfully quit using tobacco.

QuitNet is an Internet-based service designed to help individual tobacco users through the quitting process.


It combines evidence-based methods of treating tobacco addiction with a powerful and effective individually controlled program that is available to anyone, anytime, anywhere!

QuitNet offers intensive, personalized help in quitting that includes:


- A personal plan for quitting tobacco products that changes from visit to visit as you progress through your tobacco cessation process.
- 24/7/365 social support from others across and outside of the MSU campus. QuitNet users regularly support each other



- and post thousands of messages each day in forums, clubs and chat rooms.
- QuitNet cessation counselors that are available to provide personal support.
- A medication "wizard" to help you select and use the right type and dose of quitting medication (patch, gum, etc.)
- The latest in tobacco news.
- Your personal quitting stats: money saved and lifetime earned by not smoking!

For more information about QuitNet, contact Healthy U at healthyu@msu.edu or 517-353-2596 or contact Olin Health Education at 517-353-0718 or olin@msu.edu. 

Take These Easy Steps to Start Quitting with QuitNet Today

1. Go to www.quitnet.com and register to use the full range of services.
2. If you are an MSU faculty member, staff member or retiree, enter the Sponsor Code – MSUFSR and then click the blue arrow. On the next page, enter the Authentication Code – STATE and the last 4 digits of your social security number.
3. If you are an MSU Student, enter the Sponsor Code – MSUStu and then click the blue arrow. On the next page, enter the Authentication Code – STATE and the last 4 digits of your student identification number.
4. Complete the brief registration form. You will then be directed to the Welcome Page and are now ready to use all QuitNet services. Next time you access QuitNet, log in as a member at the top of the homepage. 

Information on Reference Checks for Faculty, Staff and Students: Know What You Can and Can't Say . . .

Human Resources is frequently asked questions about employment reference checks.

This article is intended to:

- Provide general guidance to supervisors and unit administrators about what they may or may not provide in response to a request for an employment reference
- Summarize the Michigan law regarding employment references
- Address the subtle distinctions between providing references within the University versus providing references to individuals outside the University

Michigan Law Regarding Reference Checks

Michigan law provides immunity from liability to supervisors/unit administrators who disclose documented performance information to prospective employers.

“Prospective employers” are defined as any person to whom an employee or former employee has submitted an application for employment.

There is no immunity from liability under the statute where a supervisor or unit administrator discloses information in bad faith. “Bad faith” is defined as disclosing information that the individual knows is false or misleading; disclosing information with a reckless disregard for the truth; or disclosing information where the

disclosure is prohibited by state or federal statute.

Supervisors or unit administrators who have questions about this law may contact the Office of General Counsel at 517-353-3530 for additional information.

Reference Checks for Faculty, Academic and Support Staff

The University does not have a policy regulating employment reference checks. Supervisors and unit administrators may provide references for faculty, academic, and support staff when they feel it is appropriate to do so.

Individuals providing references should, however, only provide opinions and information about current or former employees that can be substantiated by documentation contained in the personnel record.

Guidance about what should be contained in employee personnel records is located on the MSU HR Web site at www.hr.msu.edu. (Click on the “Policies, Union Contracts, Handbooks” link then look under the “University-Wide Policies and Procedures” link.)

If a supervisor/unit administrator wishes to provide information about areas for improvement that were not specifically documented in the personnel file, that information may still be shared if there is a record of having discussed or shared the performance deficiencies with the employee.

A good general rule is that you may provide information or an opinion in a reference check so long as you can verify and substantiate your information or opinion with facts.

Types of Information Typically Provided

- Explanation of job description for positions held by the individual
- Dates of employment
- Information that can be substantiated by documents in their files regarding goals, objectives, skills, abilities, strengths, and areas for growth

Employment verification differs from a reference; the verification indicates dates of employment and job titles; a reference provides information about their work and how they performed.

A common question you may be asked is: “Would you rehire?” You may answer the question as long as you believe you can substantiate the reasons.

The extent of the information that is appropriate to share in response to a reference check is case-specific and depends on the circumstances surrounding the particular employee’s employment. When in doubt, supervisors/unit administrators should contact Human Resources at 517-353-3720 or Academic Human Resources at 517-355-1526 for guidance.

References for Grad Assistants

Information on Reference Checks (Continued)

and Student Employees

A signed release from the graduate assistant or student is required before you can provide a reference.

Federal law states that when a student is employed in a job that only a student may hold, information about that student's employment is subject to the same confidentiality protections as other academic information contained in the student's records. Therefore, University employees may only provide information about graduate assistant and student employees to those individuals who have a signed release from the student.

If you have a signed release, you may provide the same type of information that you would provide for a faculty, academic, or support staff employee as long as you do not provide any academic information.

If you are contacted about an employment verification for a student on the student employee payroll, please refer them to the Student Employment Office at 517-355-9520.

Medical Information

It is important to note that medical information (including information about leaves of absence or reasonable accommodations) should never be provided in response to a reference request.

When You Cannot Provide Any Reference Information

Occasionally, the University enters into a "special agreement" with employees related to the termination of their employment.

If a special agreement exists, the agreement must be reviewed to determine whether it contains any limitations on the provision of an employment reference. Supervisors/unit administrators who are in doubt as to whether a "special agreement" exists in a particular situation should contact Human Resources, Academic Human Resources, or the Office of General Counsel to obtain additional information.

Internal Unit-to-Unit References

If another MSU department contacts you for a reference, you may discuss performance and recommendations for improvement in a fairly open fashion. *However, medical information (including information about reasonable accommodations or medical leaves of absence) must never be shared.* ♣

If you have questions about giving employment references that are not answered by this article please contact:

Human Resources
517-353-3720

Academic
Human Resources
517-355-1526

Student
Employment
517-355-9520

2006 Benefits Open Enrollment Dates

The next Benefits Open Enrollment period will run from **Monday, April 17 to Monday, May 8, 2006**. Watch for more information in the Open Enrollment Edition of *Source* that will be published in April.

2006 Benefits Fair Dates

MSU Human Resources invites you to a Benefits Fair where you can meet with plan representatives and discuss your questions with MSU Benefits staff. Fairs will be held at the following dates and locations:

April 25, 2006
MSU Union
Parlors B & C
8 a.m. to 4 p.m.

April 26, 2006
International Center
Spartan Rooms B & C
8 a.m. to 4 p.m.

April 27, 2006
Nisbet Building
Room 125
8 a.m. to 4 p.m.

2006 Benefits
Open Enrollment
April 17 to May 8, 2006
at
www.hr.msu.edu

MSU HR Retirement Seminars Help You Plan the Retirement You Want

Advance planning is key to having the kind of retirement you want to have.

Take advantage of the following 2006 Retirement Education Seminars and find out that it pays to plan ahead!

To register for the following sessions, call 517-353-4434 or e-mail benefitsinfo@hr.msu.edu. There is no charge to attend any of these sessions. Please register in advance.

Planning Ahead for Retirement

This seminar will help you determine whether or not you are on track for retirement, when to retire and how much to save before retirement. Suitable for mid-career employees.

March 22, 12:15 p.m.

125 Nisbet

September 21, 12:15 p.m. and

5:15 p.m., 125 Nisbet

Building Your Financial Future

Take charge of your own financial success. Establish goals, determine cash flow, and learn about appropriate financial investments and more. Explore financial tools to help you get organized in this interactive workshop. Suitable for early to mid-career employees.

March 22, 5:15 p.m.

125 Nisbet

Retirement Terminology 101

Do you hear the terms 403(b), 457(b), 401(k), IRA, SEP, stocks and bonds and respond with huh? Catch up quickly! This seminar

will help you understand the basics of investing and retirement and help you better evaluate your holdings and the investment choices that are available to you. Suitable for all employees.

*April 18, 12:15 p.m. and
5:15 p.m., 125 Nisbet*

Developing an Investment Strategy

An in-depth look at some financial concepts that will help you choose an investment allocation to suit your needs. We'll look at understanding risk, diversification, and the relationship between volatility and return. Suitable for all employees at any point in their careers.

April 25, 12:15 p.m.

125 Nisbet

November 7, 12:15 p.m.

125 Nisbet

TIAA-CREF Income Options

This seminar assists you in understanding the array of income options that are available at retirement. Learn the pros and cons of each option so you can determine what will best suit your needs. Suitable for employees within two to three years of retirement.

April 25, 5:15 p.m.

125 Nisbet

November 7, 5:15 p.m.

125 Nisbet

Estate Conservation

One goal many people share is to leave their heirs a substantial estate. Without sound financial preparation, taxes, probate costs,



It Pays to Plan Ahead!

and administrative fees may significantly reduce the estate you spent a lifetime building. Learn the key elements to consider when estate planning. Suitable for all employees.

May 11, 12:15 p.m. and

5:15 p.m., 125 Nisbet

November 2, 5:15 p.m.

125 Nisbet

Fidelity's Fundamentals of Income Planning

This seminar helps you take the first step toward creating an income plan to help you maintain a steady income stream throughout your retirement. You will receive a Retirement Income Guide and a workbook that will help you prepare for the planning process. Suitable for employees two to five years from retirement.

May 17, 5:15 p.m.,

125 Nisbet

Retirement and Tax Savings in 2006

You can likely reduce your taxes! Let us help you understand the different types of retirement

savings plans, such as 403(b), 457(b), Roth IRA, etc, and which can give you the best tax savings. We will overview different plans and retirement terms. Suitable for all employees.

September 7, 5:15 p.m.
125 Nisbet

Focus on Asset Allocation

This workshop will help you design a portfolio suited to your financial goals. Determine the level of investment risk that is consistent with your needs and learn about the types of risks that can impact your investments. This seminar is suitable for all employees at any point in their careers.

September 13, 12:15 p.m.
and 5:15 p.m., 125 Nisbet

Income Your Way

This program provides you with insight into the decisions you may face as you prepare for retirement that can significantly impact your financial independence. Suitable for employees approaching retirement.

October 17, 12:15 p.m. and 5:15 p.m., 125 Nisbet

Michigan Education Savings Program (MESP)

Learn one of the best ways to save for future college expenses – Michigan's 529 savings plan. This plan has a variety of investment options to benefit any family. Suitable for all employees.

October 25, 12:15 p.m.
125 Nisbet

Online Services from TIAA-CREF

Explore all the features that are at your fingertips with TIAA-CREF's extensive online services. Did you know you can create

your own retirement income illustrations, evaluate your asset allocation, see if your savings goals are on track, and compare performance of your different funds? Learn how easy it is to use the financial tools that are available. Suitable for all employees.

October 25, 5:15 p.m.
125 Nisbet

15 Financial Myths – Demystified

Learn fact from fiction when it comes to financial planning. This seminar dispels misconceptions people have about retirement and estate planning, insurance and general financial planning. It covers strategies to protect and enhance your assets. Suitable for all employees.

November 2, 12:15 p.m.
125 Nisbet

The Road Next Travelled

If you are within five years of retirement, this two-day workshop is for you. Guest presenters cover an itinerary that includes MSU benefits, financial perspectives, Social Security benefits, legal concerns, and lifestyle issues. The workshop is free to MSU faculty and staff, with a minimal charge for guests. Advance registration is required and space is limited.

Contact Human Resource Development at 355-0183 or send an e-mail to odyssey@hr.msu.edu to register. Participants must attend both days.

Oct. 11 and 13, 2006
Location confirmed at registration.

Retirement Plan Contacts for Appointments

AIG VALIC by contacting the following local agents:

- MSU Voicemail Hotline at 800-892-5558 ext. 89105
- Xavier Ates at 800-448-2542
- Todd Dowrick at 800-448-2542
- Daniel Watson at 800-448-2542

AXA Advisors/AXA Equitable by contacting the following local agents:

- Bill Burke at 517-347-4646
- Robert Courtney at 517-347-4646
- Bill Ferguson at 517-347-4646
- Sherry VanKampen at 517-347-4646
- Jeff West at 517-347-4646


Fidelity Investments by phone at 800-642-7131

Lord, Abbott & Co. by contacting the following local agents:

- James Huber at 517-324-4616
- Jeffrey Richards at 517-351-4877
- Kim Seymour at 517-351-4877
- Rick Scherer at 517-339-7988

TIAA-CREF on their Web site at www.tiaa-cref.org/moc or by contacting:

- Robin Lach at 517-203-3610 (appt. scheduling only)

Vanguard Group on their Web site at www.meetvanguard.com or by phone at 800-662-0106 ext. 14500 

MSU HR News You Can Use . . .

FIS/HRIS Project Update

Teams of dedicated professionals from all over campus recently finished studying and mapping out many of the current processes involved in MSU's financial, payroll and human resources information management processes and systems.

The goal of this process was to document what functionalities and capabilities currently exist at MSU in the areas of financial, payroll and human resource information management. This knowledge will lay the foundation for MSU efforts to select an integrated Financial Information System/Human Resource Information System (FIS/HRIS) in the future to serve the needs of the entire University.

"Our information systems are a key component in the effective administration of the university," Fred Poston, vice president for Finance, Personnel and Operations and Treasurer said in a Dec. 8, 2005 MSU News Bulletin article. "The present systems have served us well, but portions of them are upward of 40 years old and badly in need of updating. This project will have a significant long-range impact on the university's financial, human resources and budgetary processes."

As part of the FIS/HRIS research efforts, a software product called DecisionDirector™ is being used to collect valuable feedback from people who routinely use the current information systems.

More than 900 people have been surveyed via

DecisionDirector™ and additional rounds of surveys are yet to come.

"MSU is a large and extremely complex organization," said Bruce Alexander, project director. "We need to understand what information people need to manage their units – to hire and pay our people, to manage our grants and contracts, to report on the financial health and status, and to make sure that we are supporting the core missions of the university."

MSU Human Resources has dedicated a special project team to supporting the FIS/HRIS project. That team recently finished mapping out and documenting current human resource-specific systems and processes at MSU. They will soon begin focusing their efforts on determining what functionalities and capabilities will be needed in an integrated FIS/HRIS system.

"Selecting an integrated system to efficiently manage the volumes of financial and human resources information at MSU is extremely important and will require a sustained team effort," said Pamela Beemer, assistant vice president for Human Resources. "We will need to rely on individuals and groups representing all segments of the MSU community to work together to define the functionalities we will need in a new system that will help us continue to build on our successes as a university."

To learn more about the FIS/HRIS project, visit the project Web site at: <http://fis-hris.msu.edu/fis/>.

Get Moving with MSU Moves

Healthy U, Intramural Sports and Recreative Services and Olin Health Center have introduced the MSU Moves program. The goal of MSU Moves is to encourage students, faculty, staff and retirees to measurably increase the amount of physical activity they get on a daily basis. MSU Moves offers a personalized online tracking system to help participants log daily movement by steps or minutes of activity.

To register for the MSU Moves program visit the Healthy U Web site at www.healthyu.msu.edu.

Click on the MSU Moves logo, follow the MSU MOVES log-in instructions and then, get moving! If you have questions, or need additional information, please contact Healthy U by e-mail at healthyu@msu.edu or phone at 517-353-2596.

The Healthy E-Mail Service

If you find it difficult to sort through all the health information coming at you from all directions, sign up for the Healthy E-Mail Service through Healthy U. This service provides weekly e-mails with accurate, up-to-date health information at no charge to all MSU faculty, staff and retirees.

Messages are evidence-based health information derived from high quality studies covering a wide variety of health topics.

You can register for the Healthy E-mail Service on the Web at: healthyemail.healthyu.msu.edu.

For more information about the Healthy E-Mail Service contact Healthy U at healthyu@msu.edu or call 517-353-2596.

New Health Care Agreement Reached and Ratified

Michigan State University and the MSU Coalition of Labor Organizations reached a tentative agreement on a new four-year contract in November for approximately 5,400 support staff employees. In late December the tentative agreement was ratified by each of the Coalition member organizations, including:

- AFSCME, Local 999
- AFSCME, Local 1585
- Administrative Professional Association
- Administrative Professional Supervisors Association
- Clerical-Technical Union
- Fraternal Order of Police, Sergeant's Division
- Fraternal Order of Police, Non-Supervisory Division
- International Alliance of Theatrical Stage Employees
- International Union of Operating Engineers

The next edition of the Source will have more information regarding the impact of the new agreement on benefits options for 2006-2007. 

Graystone Group Advertising Offers Economical Recruiting Tool to Units

Have you been taking advantage of the trial partnership with Graystone Group Advertising? This partnership allows individual departments and units to place external advertisements for faculty, academic and support staff positions in any media, including The Lansing State Journal and The Chronicle of Higher Education, by contacting one source. Departments and units will receive one consolidated bill from Graystone that can be paid by purchase order, direct payment voucher, or purchasing card.

With the exception of a \$25 flat fee for Web-only advertisements, there are no additional service charges from Graystone. MSU departments and units will be charged only the cost of the ad which is generally much less than the charges individual departments

and units currently incur.

Graystone tracks advertising expenses for MSU and reports these expenses with cost saving recommendations. For example, the number of advertisements placed university-wide with a particular publication may warrant investigation of special frequency rates or contracts with those publications.

At the conclusion of the trial, a survey will be distributed to all unit representatives, department chairs, and directors to assess Graystone's services. The survey results, and the expense recaps provided by Graystone, will be evaluated to help develop future advertising policy.

To place an advertisement via Graystone Group Advertising, send your ad copy or position description with contact information, publication names and


dates to Graystone using one of the following methods:

Phone: 1-800-544-0005

Fax: 1-203-549-0061

E-mail: ads@graystoneadv.com
www.graystoneadv.com

Graystone staff will usually respond within 24 hours. Display ads are graphically enhanced and e-mailed back with costs for changes and/or additions. Unless otherwise indicated, display ads will not be released without approval. Line ads are placed directly with the publication – estimated costs are available prior to release.

If you have questions about using Graystone Advertising Group, contact Karin Shrum or Gene Rummel in Human Resource Services at 517-353-3720 or e-mail your questions to shrumk@hr.msu.edu or rummel@hr.msu.edu. 

New Social Security Number Privacy Policy

This Policy provides for the confidentiality of social security numbers obtained by the University in the ordinary course of business. [1] References in the Policy to “social security number” mean an individual’s social security number or more than four sequential digits of that number. References in the Policy to “documents” include all documents regardless of form (i.e., paper, electronic, microfiche, etc.).

I. Applicability

Effective January 1, 2006, this Policy applies to all members of the University community – faculty, staff, and students.

II. Access to Social Security Numbers

The University restricts access to information or documents containing social security numbers to members of the University community who have a legitimate University business reason to access such information or documents. Unit supervisors/unit administrators are responsible for implementing this restriction through appropriate unit training and oversight procedures.

III. Prohibited Disclosures

Members of the University community shall maintain the confidentiality of University information and documents containing social security numbers. Members of the University community shall not do any of the following with the social security number of an employee, student, or other individual:

1. Publicly display the social security number. [2]
2. Use the social security number as an individual’s primary account number unless that use has been approved by the Assistant Vice President for Human Resources or the Assistant Provost and Assistant Vice President for Academic Human Resources.
3. Visibly print the social security number on any identification badge, membership card, permit, or license.
4. Mail a document containing an individual’s social security number unless it falls within one of the following exceptions: [3]
 - a. State or federal law, rule, regulation, or court order or rule authorizes, permits, or requires that the social security number appear in the document.
 - b. The document is sent as part of an application or enrollment process initiated by the individual.
 - c. The document is sent to establish, confirm the status of, service, amend, or terminate an account, contract, policy, or employee or health insurance benefit, or to confirm the accuracy of a social security number of an individual who has an account, contract, policy, or employee or health insurance benefit.
 - d. The document is mailed in connection with an ongoing administrative use to do any of the following:
 1. Verify an individual’s identity, identify an individual, or accomplish another similar administrative purpose related to an existing or proposed account, transaction, product, service, or employment.
 2. Investigate an individual’s claim, credit, criminal, or driving history.
 3. Detect, prevent, or deter identity theft or another crime.
 4. Lawfully pursue or enforce the University’s legal rights.

5. Provide or administer employee or health insurance benefits, claims, or retirement programs.
 - e. The document is mailed by or at the request of the individual whose social security number appears in the document or at the request of his/her parent or legal guardian.
 - f. The document is mailed in a manner or for a purpose consistent with the federal Gramm-Leach-Bliley Act (GLB), federal Health Insurance Portability and Accountability Act (HIPAA), or the Michigan Insurance Code of 1956.
 - g. Other exceptions approved by the Office of General Counsel.
5. Require an individual to transmit his/her social security number over the Internet or a computer system or network unless the connection is secure, or the transmission is encrypted.
6. Require an individual to use or transmit his/her social security number to gain access to an internet Web site or a computer system or network unless the connection is secure, or the transmission is encrypted.
7. Mail any document containing a social security number that is visible on or from outside the envelope or packaging for the document.

IV. Authorized Uses

This Policy does not prohibit the use of social security numbers where the use is authorized or required by state or federal statute, rule, regulation, or court order or rule, or pursuant to legal discovery or process.

This Policy also does not prohibit the use of social security numbers by the Department of Police and Public Safety for criminal investigation purposes or the provision of social security numbers to a Title IV-D agency (child support/support orders), law enforcement agency, court, or prosecutor as part of a criminal investigation or prosecution.

V. Disposal of Social Security Numbers

Documents that contain social security numbers shall be properly destroyed when those documents no longer need to be retained pursuant to University document retention policies. Paper documents containing social security numbers should be shredded. Electronic documents containing social security numbers should be destroyed in a manner consistent with the “best practices” guidance issued by the Vice Provost for Libraries, Computing and Technology.

VI. Violations

Violations of this Policy may result in disciplinary action, up to and including dismissal for employees and suspension for students. Individuals who violate this Policy may also be subject to the civil and criminal penalties provided for in the Michigan Social Security Number Privacy Act.

VII. University Resources

Questions regarding this Policy may be directed to Human Resources, Academic Human Resources, the Vice Provost for Libraries, Computing & Technology, or the Office of General Counsel.

[1] This Policy has been created pursuant to Section 4 of the Michigan Social Security Number Privacy Act, MCLA 445.81 et. seq.

[2] “Publicly display” means to exhibit, hold up, post, or make visible or set out for open view, including but not limited to, open view on a computer device, computer network, website, or other electronic medium or device, to members of the public or in a public manner.

[3] “Mail” includes delivery by United States mail, campus mail, or any other delivery service that does not require the signature of the recipient indicating actual receipt.

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Suggestions are Welcome!

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Visit us online at:

www.hr.msu.edu

Upcoming HRD Education Opportunities

Sexual Harassment: Recognition and Prevention

3/24/06, 1 p.m. - 3 p.m.

Valuing Multiculturalism in the Workplace - NEW!

3/28/06, 8:30 a.m. - Noon.

Speed Reading

4/13/06 and 5/18/06, 1 p.m. - 4 p.m.

How to Prevent Communication Nightmares

4/19/06, 1 p.m. - 4:30 p.m.

MSU Travel Procedures

4/18/06, 8:30 a.m. - Noon

Essentials of Grant Writing

4/27/06, 8:30 p.m. - 4:30 p.m.

A Systems Approach to Project Management

5/9/06 and 5/10/06, 8:30 p.m. - 4:30 p.m.

Course Fee Courtesy Reminder Deadlines to apply are:

Fall semester - June 1

Spring semester - October 1;

Summer semester - March 1;

Questions? Call HRD at 355-0183.

Get more information about these great courses and many others online by visiting the MSU HR Web site at www.hr.msu.edu and clicking on the "Faculty & Staff Development/Training" link!

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