

msu **human resources** **Source**

Fall 2006

www.hr.msu.edu

MSU HR Profile: Retirement

If you ask HR analysts Angela Bonofiglio and Dianne Knepshield what they like best about their jobs, you get enthusiastic variations of the same answer. Both Bonofiglio and Knepshield, who work in the retirement division of the MSU HR Benefits office, love helping MSU employees who are financially and emotionally ready to begin exciting new phases of their lives.

“Beginning retirement should be an exciting time, something to plan for and look forward to,” Knepshield said. “It’s fun to help people transition to retirement when they have planned and they are ready financially.”

Ask them what they dislike about their jobs, and you get another shared response.

“All too often we see people who are nearing retirement age but haven’t spent much time over the years thinking about what they want to do when they retire and how much in accumulated savings they will need to achieve their goals,” Knepshield said.

Transitioning to retirement for those individuals tends to be more stressful and requires difficult decisions about how they will use the resources they are likely to have throughout their retirement years.

“It’s particularly sad when they look back and realize that if they’d just made a few minor changes to their retirement savings approach over the years, they would be in a much better position now,” said Bonofiglio.

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MSU Retirement Fair Planned Oct. 3 and Oct. 4

Mark your calendar now so you don’t miss a great opportunity in early October to learn more about your MSU retirement plan options.

Fair dates and locations include:

Tuesday, Oct. 3, 2006

MSU Union

10 a.m. to 7 p.m.

Wednesday, Oct. 4, 2006

MSU International Center

10 a.m. to 4 p.m.

At the fair employees will have a chance to learn more about MSU Retirement Plan options, meet representatives from the investment plan sponsors, talk to MSU HR retirement staff and attend a variety of educational seminars. See inside for more details!

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Meet CT Award Winner
Marge Barkman
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Advancing Knowledge. Transforming Lives.

A Note from the Assistant Vice President . . .

Dwight D. Eisenhower once said:

“Plans are nothing; planning is everything.”

I can't think of a better sentiment to introduce this edition of *Source*, which largely focuses on the retirement plan options available to MSU employees, and more importantly, how crucial it is that each of us engage in a personal, long-term retirement planning process.

Because planning for retirement is so important, Michigan State University has a policy that requires most eligible MSU employees over the age of 35 with 24 months of full-time equivalent service to participate in one of the University's retirement plans and invest 5 percent of their annual base wages or salary. Employees are wise to take advantage of these plans, and the available 10 percent match the University gives eligible employees, as early as possible when they join the MSU team.


But simply having a retirement plan and actively planning to ensure that the plan you have performs well enough to meet your future income needs are two entirely different actions – with entirely different long-term results.

National surveys indicate that an alarming percentage of Americans, even those who have retirement savings plans, have never taken the simple step of estimating how much actual annual income they are likely to need throughout their retirement years. Without planning toward achieving a specific savings target, there is no way to monitor annual progress toward goals. Sadly, far too many of us arrive at retirement day only to discover too late that we will need more income than the combination of our social security income, personal savings and retirement plans are likely to provide.

Planning is the key to avoiding such surprises and to building the kind of retirement we want to have. Though MSU Human Resources cannot provide employees with specific investment advice, we work hard to connect you with information and resources that can help you plan successfully for retirement.

This *Source* provides information about a fall Retirement Fair and a variety of retirement education sessions that will provide detailed planning resources. I urge you to take advantage of these resources, learn all you can and become active managers of your retirement plans.

And while you are planning to ensure your own future financial success, I hope you will also thoughtfully consider reaching out to others in our community who need our help.

The 2006-2007 MSU Community Charitable Campaign kicks off this month and runs through early November. This year's campaign goal is to raise \$618,000 – an ambitious 3 percent increase over last year's goal. I am honored to serve as the Leadership Giving Chair this year and invite you to join me and the entire Campaign Leadership Team in helping to reach, and even exceed, this important goal. Together, we can make a difference in our community. Individually and as a community, it pays to plan ahead! 



Pamela S. Beemer
Assistant Vice President
for Human Resources

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Pam Beemer

Marge Barkman Selected for the 2006 MSU Clerical-Technical Award

Faculty, staff and students at the College of Communication Arts and Sciences aren't shy about telling the world exactly how they feel about Marge Barkman.

Phenomenal, outstanding, awesome, creative, diligent, dedicated, kind and caring are just a few of the words 15 of Barkman's biggest fans used to describe her in the materials they jointly submitted to nominate her for the 2006 Thomas and Concettina Gliozzo Clerical-Technical Recognition Award at MSU.

Barkman, an office assistant III, serves as the academic programs coordinator for the Communication Department. This position entails supporting department faculty and 1,000 plus undergraduate and graduate students.

In addition, she also plays a critical role in the operation of the College of Communication Arts and Sciences Master of Arts in Health Communication program, and the Health and Risk Communication Center.

"Marge is the kind of employee that every successful organization needs and cherishes," Dr. Charles Salmon, dean of the College of Communication Arts and Sciences, said. "She tackles the toughest problems and takes on the toughest assignments, and does so

with unequivocal grace and a perennial smile."

Many of Barkman's supporters cited her unfailing dedication to helping students succeed as the quality that makes her most deserving of recognition.

Dr. Charles Atkin, chair of the Communication Department, reflected on a note about Barkman he once received from an international student after graduation. The student wrote:

"What sets Marge apart is her unique vision of her role. She does not see it as a job, but as her mission and passion to create professional scholars who will make significant contributions to the community at large . . . She played an integral role nurturing my strengths, challenging my weaknesses in culturally sensitive ways, and creating a space for learning and growth. I owe many of my leadership and communication skills to Marge."

Atkin is used to receiving such feedback about Barkman.

"Marge is cited in the acknowledgement section of more than three dozen Ph.D. dissertations and MA theses over the years thanking her for her years of dedication, support and friendship," Atkin said.



2006 Award Winner Marge Barkman

Barkman has worked at MSU for nearly 30 years, 22 of which have been in the Communication Department. She takes pride in using the extensive knowledge she has acquired over the years to help others.

"I've always felt that my purpose here is to facilitate both faculty and students in reaching their goals," Barkman said.

After graduating from MSU with an undergraduate degree in horticulture and indoor design, Barkman made the decision to stay on at the University she loved.

She first began working for MSU in the Registrar's office, a job she credits with giving her a great understanding of university processes and procedures.

Next she enjoyed working in the Art and Art History Department for eight years before finally joining the Communication Department at MSU, which she refers to as her professional home.

"I truly do enjoy my job," Barkman said. "I think that MSU is one of the best places to work. I've been given such opportunity and trust. It's great to have that kind of job to come to every day." 🧑

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.

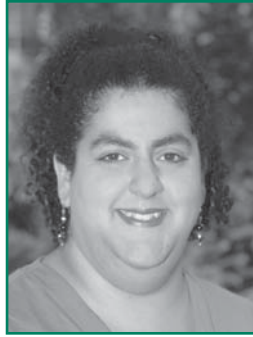
"The CTs are the backbone and the infrastructure of the University and they deserve recognition," Gliozzo said. "Marge Barkman is a terrific example of the kind of MSU employee we established the fund to recognize." 🧑

MSU HR Profile, Continued from Page 1

Bonofiglio and Knepshield share a common goal: to educate MSU employees about their retirement plan options and encourage all employees to take advantage of the various educational resources offered by MSU and the university's investment plan sponsors.

"You don't have to be a financial wizard to understand your options and make good financial choices," Knepshield said. "There are people who can help you understand your range of options and choices that will help you over time. What is key is making the commitment to spending time each year updating your retirement savings plan."

Attending the MSU Retirement Fair on Oct. 3 or Oct. 4, 2006 is a great way to learn about or re-orient



Angela Bonofiglio

yourself to the retirement plan options that exist at Michigan State University. (See related story on pages 1 and 5).

There you will be able to meet MSU Benefits staff like Bonofiglio and Knepshield as well as representatives from nearly all the investment plan sponsors.

"It's important to know who you need to contact for specific types of help," Bonofiglio said.




Dianne Knepshield

"As MSU HR retirement staff, we can help people understand what plan options are available, what the rules about investing are and how to go through the electronic enrollment process. But it's important that people know we aren't investment counselors and we cannot give any advice about their individual investment decisions."

For specific information and advice about investments, employees are encouraged to make individual advising appointments with representatives of their own plan's sponsor, Bonofiglio added.

To make this easier, those plan sponsors that don't have local offices have set times when they visit campus to see employees who have questions.

To contact your investment plan sponsor for an appointment, see the list of investment plan sponsors and contact information on page 6.

"We're here to help MSU employees find and use the resources they need to help themselves to a financially sound and well-planned retirement," Bonofiglio said. "And neither of us can think of anything we'd rather be doing." 

Question: If I have questions about retiring from MSU, should I call MSU Benefits staff or my investment plan sponsor?

Answer: Both!

MSU HR Benefits staff can assist you with questions about how to enroll in a retirement plan, the differences between the different types of plans, your MSU vesting date, eligibility for health benefits during retirement and the processes involved in applying to retire. You can reach MSU Benefits retirement staff by calling 517-353-4434 and asking to speak to retirement staff or by sending an e-mail to benefitsinfo@hr.msu.edu.

MSU Investment Plan Sponsors can answer your questions about your account balances and allocations and talk to you about investment options and strategies to help you plan to reach your personal financial retirement goals. Contact information for the MSU investment plan sponsors can be found on page 6 of this *Source* or by visiting the MSU HR Web site at www.hr.msu.edu.

Retirement Fair Details, Continued from page 1

In addition to being able to visit with retirement plan sponsors and HR Benefits retirement staff throughout the Fair on Oct. 3 and Oct. 4, there will be door prize drawings as well as several opportunities to attend educational sessions on retirement-related topics.

Sessions held at the MSU Union on Tuesday, Oct. 3 will include:

Enhancements to Your Plan are Here

by TIAA-CREF
Noon to 1 p.m.

Come to this session and learn about new plan enhancements that are available through TIAA-CREF.

Financial Myths . . . Demystified

by AXA Advisors/Equitable
3 p.m. to 4 p.m.

This seminar will dispel some

common misconceptions people have about retirement and estate planning, insurance and general financial planning.

Thinking of MSU Retirement? Here's What to Do!

by MSU HR staff
5:30 p.m. to 6:30 p.m.
MSU HR Benefits Retirement staff will lead you through all the steps you will need to consider as you transition to retirement at MSU.

International Center Sessions on Wednesday, Oct. 4 will include:

Finding the Right Investment Strategy

by Fidelity Investments
Noon to 1 p.m.
Attend this session and learn helpful tips for finding the right investment strategy for you.

FAIR DATES

Tuesday, Oct. 3, 2006

MSU Union


10 a.m. to 7 p.m.

Wednesday, Oct. 4, 2006

MSU International Center

10 a.m. to 4 p.m.

Please note that seating for the education sessions is limited and will be available on a first-come, first-seated basis.

Invest a small amount of time in your future financial health by attending the MSU Retirement Fair to learn more about your MSU retirement plan options. 

Will You Be Ready?

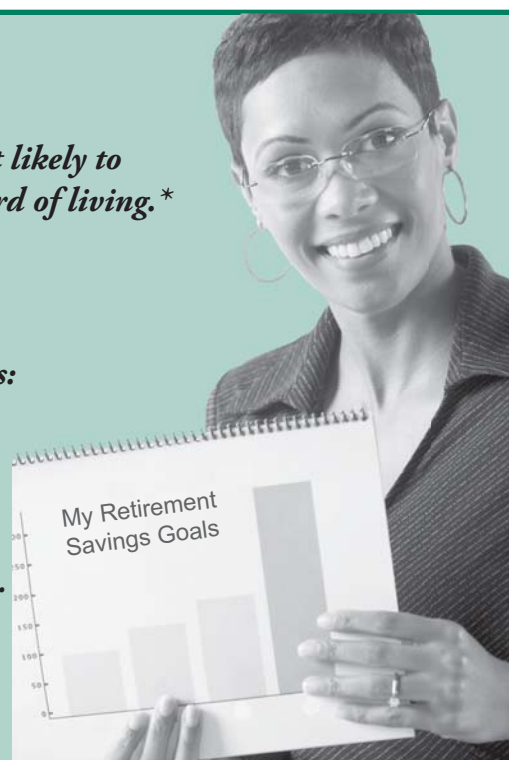
*An estimated 43 percent of working age U.S. households are not likely to have enough retirement income to support their current standard of living.**

Will you be in that 43 percent?

Schedule a meeting with your retirement plan sponsor to discuss:

- *The current status of your retirement accounts.*
- *How much income you will need throughout your retirement years.*
- *Whether your current savings strategy will result in enough income.*
- *What changes you could make now to ensure you have enough retirement income in the future.*

** Source: The Center for Retirement Research at Boston College*



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. Do you want to travel? Pursue hobbies? Relocate to a different community? Sound planning now can help ensure you will have enough resources when you retire to do all the things you want to do.

“It’s important for MSU employees to remember that their retirement plans are largely self-managed,” said Renee Rivard, MSU director of Benefits. “Taking the time to learn about investment strategies and options now can really make a significant difference when it’s time to retire.”

MSU HR offers education sessions throughout the year to help employees become retirement-savvy.

To register for most of the

following sessions, call 517-353-4434 or e-mail benefitsinfo@hr.msu.edu.

There is no charge to attend any of these sessions.

Income Your Way

This program can give you insight into decisions you may face as you prepare for retirement that may significantly impact your future financial independence.

**Oct. 17, 2006 at 12:15 p.m. and 5:15 p.m.
125 Nisbet Building**

Michigan Education Savings Program (MESP)

Learn about a great way to save for future college expenses



It Pays to Plan Ahead!

– Michigan’s 529 savings plan. Suitable for all employees.

**Oct. 25, 2006 at 12:15 p.m.
125 Nisbet Building**

Continued on page 7

INDIVIDUAL ADVISING SESSIONS

Individual appointments may be scheduled by contacting the investment sponsor directly. Availability and times are at the discretion of the investment sponsor.

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/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 or on the Web at www.fidelity.com/atwork/reservations

Lord, Abbett & 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 the following local office:

- 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

Contact information for all MSU investment plan sponsors is available at: www.hr.msu.edu.

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 online financial tools that are available to you. Suitable for all employees.

*Oct. 25, 2006 at 5:15 p.m.
125 Nisbet Building*

Financial Myths – Demystified

This seminar will dispel some common misconceptions people have about retirement and estate planning, insurance, and general financial planning. The session will cover strategies to protect and enhance assets. Suitable for all employees.

*Nov. 2, 2006 at 12:15 p.m.
125 Nisbet Building*

Estate Conservation

Without sound financial planning, taxes, probate costs and administrative fees may significantly reduce the estate you spent a lifetime building. Learn the key factors to consider when doing estate planning. Suitable for all employees.

*Nov. 2, 2006 at 5:15 p.m.
125 Nisbet Building*

Developing an Investment Strategy

An in-depth look at financial concepts to help you choose an

investment allocation to suit your needs. The program covers risk, diversification and the relationship between volatility and return. Suitable for all employees.

*Nov. 7, 2006 at 12:15 p.m.
125 Nisbet Building*

TIAA-CREF Income Options

Learn about the array of income options that are available at retirement. Suitable for employees within two to three years of retirement.

*Nov. 7, 2006 at 5:15 p.m.
125 Nisbet Building*


Retirement and Tax Savings

This session can help you understand the different types of retirement savings plans, 403(b), 457(b), 401(k), Roth IRA, Keough etc., and which can give you the best tax savings. The sessions will overview different plans and retirement plans. Suitable for all employees.

*Nov. 14, 2006 at 5:15 p.m.
125 Nisbet Building*

The Road Next Traveled

If you are within five years of retirement, this two-day workshop is for you. This workshop is free to employees and addresses many questions that retirees face, including MSU benefits, financial perspectives, Social Security benefits, legal concerns and lifestyle issues. The October session of this workshop has been filled but another will be offered in January.

Watch a future Source for the time and registration information or call 517-884-0169 or send an e-mail to odyssey@hr.msu.edu to register. 

New to MSU?

If you are new to MSU, get your retirement plans off to the right start!

Attend a New Hire/Enrollee Orientation Session offered by MSU Benefits Retirement staff at MSU Human Resources. These helpful orientation sessions are offered on the third Wednesday of every month at 1 p.m. in room 125 Nisbet Building.

MSU Human Resources Benefits Retirement staff will explain the difference between the three retirement options offered for employees; including the 403(b) Base Retirement Plan, the 403(b) Supplemental Retirement Plan and the 457(b) Deferred Compensation Plan.

Detailed instructions on MSU's online enrollment process will be provided and information will be available from the various investment plan sponsors.

This program is suitable for any new hire or new enrollee. To register, call 517-353-4434 or send an e-mail to benefitsinfo@hr.msu.edu.

Sign up for one of the remaining 2006 orientations today:

Oct. 18, 2006

Nov. 15, 2006

Dec. 20, 2006

Merit Pay Guidelines for APA and APSA Staff

In early September, units were sent the necessary information to begin the process of determining merit pay allocations for staff represented by the Administrative-Professional Association (APA) and the Administrative-Professional/Supervisory Association (APSA) bargaining groups.

As a reminder, the following article provides a review of steps units can take throughout the merit pay allocation process to enhance consistency, with particular emphasis on the importance of on-going communication with employees concerning performance expectations and results achieved as they pertain to merit pay allocations.

This information also is currently available on the MSU HR Web site at www.hr.msu.edu under the HR News section.

Merit Pay Guidelines

Merit increase allocation decisions should be based on objective performance-related criteria as much as possible; however, subjective judgments will have to be made. Following are steps you may follow to enhance consistency.

Step One

Consider each employee's performance over the past year based on unit-designated criteria (made known to the employee), including:

- Results achieved.
- Behaviors that relate to organizational success (e.g., teamwork, creativity, initiative, innovation -- see Performance

Development Program form for others).

- Overall productivity and work quality.

Your conclusions about performance should have previously been discussed with employees through the appraisal process or thereafter. Summarizing key performance results may be useful in merit pay discussions with unit administrators and employees.

Step Two

Where possible, group eligible staff into a few performance levels (e.g., exceptional, commendable, and competent) and construct a merit allocation guideline for the different performance levels. Merit allocation guidelines may be structured in a number of ways, including:

- Using percentages.
- Using flat dollar amounts.
- Recognizing performance/achievements of work teams.

Step Three

Determine merit pay allocations. It is important to understand that, regardless of the approach used, actual allocations will not be based on a fixed formula, since numerous factors will affect merit allocations, including:

- The spread of performance levels in a unit.
- Whether some exceptional employees substantially exceeded

performance expectations.


- The number of employees in the unit.

The following should not be considered in determining merit pay:

- Eligibility for APL increases.
- Age, race, gender, handicap, etc.

Step Four

Communicate with employees about the specific reasons for their merit allocations. Topics to discuss may include the performance criteria you used, key performance results, and any merit guideline you used. This dialogue should occur before distribution of the Salary Notification letter (and certainly before it is received in the employee's paycheck). The APA, APSA and the University place a high value on thorough communication about merit awards.

If you have questions or require additional information, please feel free to contact Human Resources at 517-353-3720. 

Student Employment Automated System Under Development

MSU Student Employment, a division of MSU Human Resources, is pleased to announce the development of the Student Employment Automated System (SEAS), which will streamline student employment processes in the future. This article answers questions about the new system.

What is SEAS?

SEAS will be a Web-based system that units will use in the future to hire student employees. Units will enter new hires into SEAS and SEAS will automatically work with the FTU (forms tracking utility) system at MSU to gain the required approvals within each unit.

What New Advantages Will SEAS Offer?

SEAS will offer payroll clerks and hiring managers a variety of new enhancements, including:

- Web-based access to enrollment status so you know right away if a potential hire is enrolled.
- Web-based access to student employment status so you know if the student you are hiring is already a student employee in another department.
- Automatic notices from SEAS about I-9 expirations, account expirations and changes in enrollment status (based on a nightly monitoring process).
- Electronic approval routing and processing to speed up hiring.

- Access to a “My Student Employees” report that will allow you to review all student employees in your department at any time.



Who Will Be Able to Use SEAS?

Units are being asked to designate which employees they want to have access to SEAS. For most units, this will include payroll clerks or others who handle student payroll functions.

How do Units Designate Approvers?

MSU Human Resources is sending a letter and a form to units in September, asking each unit to designate system users and approvers.

Units will not be able to access SEAS until the users and approvers have been designated.

When is SEAS Coming?

SEAS is targeted for implementation on Dec. 1, 2006. The system will go through a testing period before it is activated to ensure a smooth transition.

Hands-on training sessions will be offered at a variety of times and locations. Further details on training and activation dates will be available early in the fall 2006 semester.

In addition, for any potential SEAS users who are not already familiar with the FTU system,

biweekly FTU trainings will also be available again prior to the SEAS launch. It is critical that users are trained in using both systems.

Who is Developing the SEAS System?


MSU Human Resources and Administrative Information Services (AIS) are partnering to develop SEAS with feedback and assistance from a number of other units and individuals across the University.

Questions?

Please direct any questions about SEAS via e-mail to: HRSEASInfo@br.msu.edu or via telephone to: 517-355-9520.

Please Note:

A fact sheet about the SEAS system that is very similar to this article can be downloaded from the MSU Human Resources Web site at: www.br.msu.edu in the HR News Section.

Watch this area of the MSU Human Resources Web site for future updates on the progress of the SEAS project and updated versions of the fact sheet. 

MSU HR

News You Can Use . . .

Nominations Sought for Distinguished Staff Awards

Nomination forms for the annual Jack Breslin Distinguished Staff Awards were mailed in early September.

This year marks the 30th anniversary of the awards, which were created to recognize excellence among MSU staff. Since 1978, 175 recipients have received this prestigious award.

The deadline for submitting nominations is Oct. 13, 2006 at 5 p.m.

Individuals may be nominated by any member of the university community, including co-workers, supervisors, faculty or students.

To be eligible for consideration, nominees must be regular, active employees with at least five years of service to Michigan State University in a support staff position.

Eligible employee groups include APSA, APA, CT, FOP, 1585, 999, 547, 274, Nurses, and Non-Union staff. Past recipients and current selection committee members are not eligible.

Nominations will be evaluated for achievement in the following four areas:

1. Excellence in overall job performance above and beyond what is expected.
2. Outstanding interpersonal skills and working relationships.

3. Contributions to the department that lead to efficiency, effectiveness or other improvements.

4. Contributions to the University (committees, outreach, projects or other efforts).

If you didn't receive a nomination form, you can download one from the MSU HR Web site at www.hr.msu.edu under the HR News section. Or, call 517-884-0143 to request a nomination form.

FSA Open Enrollment Dates Set

The next open enrollment period for Flexible Spending Accounts will run from Monday, October 30, 2006 through Monday, November 13, 2006.

During this period, eligible MSU employees will be able to enroll or re-enroll for two types of Flexible Spending Accounts, including Health Care Spending Accounts and Dependent Care Spending Accounts.

Flexible spending accounts help many MSU employees save money by allowing them to pay for eligible out-of-pocket health care and dependent care expenses with pre-tax dollars.

Eligible employees will receive a special FSA edition of Source prior to the open enrollment period that will provide additional details about the open enrollment period.

Units that would like to invite MSU HR Benefits representatives to provide on-site educational presentations about Flexible Spending Accounts and the open enrollment process at MSU should call 517-353-4434 or send a request for a presentation via e-mail to benefitsinfo@hr.msu.edu.

Community Charitable Campaign

The Michigan State University 2007 Community Charitable Campaign (MSU CCC) kicks off in late September and runs through early November.

MSU CCC is an annual campaign to raise money for local charities.

The goal of this year's campaign is to raise \$618,000 for local charities – a 3 percent increase over last year's fundraising goal.

You should receive donation materials from your unit's campaign coordinator soon.

You can learn more about the campaign at the MSU CCC Web site at www.msuccc.msu.edu.

Together, MSU faculty, staff, students, retirees and affiliate organizations can make a huge difference in the lives of many local residents through our generous campaign gifts.

Dependent Verification Letters Coming in October

Do you have a dependent enrolled in your health and/or dental program that will be between 19 and 25 years old in 2006? Or, do you have a grandchild, niece or nephew enrolled under your health and/or dental program? If so, you will receive a letter in October requesting information about

continued coverage eligibility for your dependent.

Please be sure to respond to the letter promptly. You will need to return the necessary information to MSU Human Resources Benefits by the November deadline identified in the letter to avoid coverage termination for those dependents who are still eligible for benefits. If you do not respond to this mailing, health and/or dental care coverage for your dependent will end on December 31, 2006.

You should also be aware that if you have a dependent who

turned or will turn 23 during the 2006 calendar year, his or her dental coverage will be terminated. Dependents who turn 23 during the 2006 calendar year and meet eligibility requirements for continuing health care coverage will be moved to a Family Continuation Rider policy effective January 1, 2007.

The Family Continuation Rider policy requires a monthly premium paid by the employee. This premium is significantly less than COBRA, and the policy is exactly the same as that available

to employees. The dependent can remain enrolled in the Family Continuation Rider until the end of the year they turn 25, as long as they continue to meet the eligibility criteria.

Additional information is available at www.hr.msu.edu/HRsite/Benefits/FacStaff/LifeChg/OAD.htm. Or contact MSU Human Resources Benefits at 517-353-4434, or toll-free at 800-353-4434. You may also e-mail your questions to:

benefitsinfo@hr.msu.edu 

MSU Human Resources Contact Numbers

Wondering who to call with that human resources-related question, problem or request? Here are some of the most common call topics and the best numbers to call for help . . .

- For general questions about benefits at MSU, call 517-353-4434. For off-campus long-distance calls, the number is 1-800-353-4434. This office administers benefits for all employee groups and students.
- For questions related to staffing services in the support staff area, including posting positions, using the MAP and COMPASS systems, acquiring ID cards, position classification/reclassification and compensation, call 517-353-3720.
- For questions about student employee hiring practices, call 517-355-9520.
- For questions related to support staff employment records, employment verification, time/attendance system and I-9 forms, call 517-353-4330.
- For questions about union contracts, negotiations, arbitrations and grievances, call 517-353-5510.
- For questions about support staff training/education, the M.E.N.T.O.R.S. program, course fee courtesy, educational assistance and organizational consulting, call 517-355-0183.
- For questions about the MSU HR Web site, call 517-432-4636.
- For questions about *Source* or other communication materials, call 517-884-0111.
- To reach the office of the Assistant Vice President for Human Resources, call 517-355-0290.
- Visit us on the Web at www.hr.msu.edu for a wide variety of helpful human resources information and to find direct-line phone numbers for MSU Human Resources staff members.

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for Human Resources

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517-884-0111
Suggestions are Welcome!

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Special thanks to the following individuals and units for their assistance with *Source*.

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Visit us online at:

www.hr.msu.edu

Upcoming HRD Education Opportunities

Principles of Communication Excellence: Did You Say What I Thought I Heard? - NEW! 10/10/06, 8:30 a.m. - Noon

MSU as an International University: Communicating in a Globalized Workplace - NEW! 10/17/06, 1 p.m. - 4:30 p.m.

Strength-Based Leadership – NEW!
10/17/06, 1 p.m. - 4 p.m.

Leadership Secrets: Understanding Leadership Fundamentals - NEW!
11/7/06, 8:30 a.m. - Noon

Social Intelligence Savvy: Key to Success - NEW!
11/9/06, 1 p.m. - 4 p.m.

Advanced MSU Travel Procedures - NEW!
11/14/06, 1 p.m. - 4:30 p.m.

Course Fee Courtesy Application Deadlines:

Spring Semester - October 1;
Summer Semester - March 1;
Fall Semester - June 1
Questions? Call HRD at 884-0177.

Educational Assistance Application Deadline:

For Spring Semester 2007 - Oct. 16, 2006
Questions? Call HRD at 884-0177.

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!

**MICHIGAN STATE
UNIVERSITY**

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