

HR SOURCE

MSU is an affirmative-action, equal-opportunity employer.

Check Out the Resources Available Online!

There's some great information available to you online about the new Enterprise Business Systems.

You can access a lot of good background information right now about the systems and how the transition to the new systems will work at:

EBSP.msu.edu

Once the system goes live, the best place to go for help and information will be a new support site that is currently being developed. The address for that site will be:

EBS.msu.edu

If you need help finding information specific to the new HR/Payroll System, you can go to either one of the above sites. Or you can visit the Human Resources website home page at:

www.hr.msu.edu

Throughout the EBS transition, HR will maintain an **EBS Links Page** on our homepage, offering you direct links to helpful information that is specific to HR/Payroll issues from the EBSP and EBS websites. HR

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Need HELP?

The transition to new Enterprise Business Systems will change a lot of things.

Chances are, when the new systems go live you may have questions or need help solving a problem. Don't be shy. If you need help...

Get HELP!

1. Visit the EBS support site at: EBS.msu.edu
2. Call the helpline at: 517-884-3000.
3. Email your question to: AIS311@msu.edu
4. Use the Coaching Network (See page 6)

Special Edition: Enterprise Business Systems (EBS) Coming Soon!

Several major components of the new Enterprise Business Systems Projects will be launched between December 28, 2010 and January 4, 2011.

One of those components is a new HR/Payroll system that will be rolled out on December 28, 2010.

The new HR/Payroll System will change many of the processes and procedures (but not policies) that MSU uses related to personnel and payroll transactions. This newsletter is intended to help you learn about ways the transition to the new HR/Payroll system may impact you.

Please be aware that this newsletter focuses only on the HR/Payroll component of the new systems. There

are many other components to EBS, such as a new Finance System, a new Business Intelligence System and more. You can learn more about these other components online at ebsp.msu.edu.

The new Enterprise Business Systems will soon change the way MSU does business in many areas. Don't get caught by surprise when the new systems launch. It's a good idea to learn everything you can about MSU's new Enterprise Business Systems now so you can enter the new year prepared for many exciting changes. HR



Have YOU Been Trained? It's Not Too Late!

Many training resources are available to teach people how to use various parts of the new Enterprise Business Systems. Some of the types of EBS educational sessions include instructor-led classes, PowerPoint presentations, webinars and seminars.

Earlier this year, units performed role-mapping and identified people in units who need training in one or more parts of the new systems. If you

were identified as needing training and have not yet started your classes, please register and take those classes as soon as possible! If you are not sure whether or not you will require training, please ask your supervisor or your unit Human Resources administrator. You can find a lot of information about training resources available on the EBSP website at: ebsp.msu.edu. HR

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Vacation and Sick Accruals in the New Systems

The new systems will bring changes for some employees to the way vacation and sick leave hours are credited. The first change employees will need to get used to will be that their balances of vacation and sick time that they have come to know as “accruals” will be referred to as “quotas” in the new system. Beyond the name change, there also will be a change for some employees in the way quotas are credited. Under the current system, it is possible in some departments for employees to use leave time before it has actually been earned. In the new HR/Payroll system, vacation and sick time will be credited as it is earned in the following ways:

Vacation Quotas

Vacation hours earned will be added to the employee’s vacation quota balance on the last day of the month,

in accordance with collective bargaining agreements. Employees will not be able to “borrow” future hours and use them prior to when they are actually credited at the end of the month.

Sick Leave Quotas

Sick leave hours earned will be credited in accordance with collective bargaining agreements. Support staff accrue 4 hours of sick leave every two weeks and when that time is credited varies by employee type. Biweekly-paid employees will have 4 hours added to their sick leave quota balance at the end of every biweekly pay period. Monthly-paid employees will have their biweekly accrued sick leave credited to their sick leave quota balance at the end of each month. (The number of hours added for monthly-paid employees will be 8

on most months but 12 on months that include 3 rather than 2 biweekly pay cycles.)

Units also should be aware of the following one-time change associated with cutover. January would normally be one of the months where employees accrue 12 rather than 8 sick leave hours. However, for reasons related to the cutover transition, employees will be credited the additional 4 hours in December (for a total of 12 hours) rather than in January, and will be credited 8 hours (rather than 12) in January. Please note that the total number of sick hours credited across December and January will be the same, the only difference is that 4 of the hours will be credited to employees in December instead of January. [HR](#)

Entering Absences in New System

Since the new systems replace eHR and eTime, individuals who enter absences for themselves or others in their unit will need to learn to do that in the new system.

Different areas of the University handle time entry differently. In some units, employees enter their own absences into current systems each pay period. In other areas, a central time administrator enters data related to time worked and absences for all unit employees.

Units will likely continue their current time entry practices in the new HR/Payroll System, meaning you will probably be responsible for entering whatever data in the new systems that you are responsible for entering now. If you are unsure of your responsibility for entering your absences, please talk to your supervisor or unit HR administrator.

As an employee, if you are responsible for entering your own absences, you will do so through the Employee Self Service (ESS) area in the new system. You can see a picture of ESS on pages 4 and 5.

Please note: if you are responsible for entering your own absences, there are some very important data entry deadlines you need to know in order to make sure you enter your data in time to have the information get included in the running of payroll.

You can read about these and other important deadlines in the article titled “Important Dates Employees Need to Know During the Transition” on page 7. [HR](#)

New Systems Bring New Pay Statements

Pay statements generated by the new Enterprise Business Systems (EBS) will have a new, improved format intended to make it easier for employees to analyze the information contained in their pay statements. The new format features more clearly defined sections with clear headings such as:

- MSU Contributions
- Taxable Benefits
- Pre-Tax Deductions
- Post-Tax Deductions
- Taxes

The new statements will be available online through the Employee Self Service (ESS) screen.

In addition, for the first time, pay statements also will provide employees with information about their leave accruals in a special section titled: QUOTA OVERVIEW. (Please note that leave balances that are referred to as “accruals” in current systems will be called “quotas” in the new Enterprise Business Systems.)

A few other things to note about the new pay statements:

Employer Retirement Contribution Match

The new system will calculate the University’s matching contribution to employee base retirement program accounts differently than current systems. Currently, when eligible employees contribute 5% of their salary into their base retirement program account, the University matches this with a contribution of 10% of the employee’s salary. The new system will calculate the employer contribution by multiplying the employee’s 5% contribution by 2. These different ways of calculating the contribution result in very similar amounts. Variations of a few cents may occur for some people due to the different calculation methods.

Concurrent Employment

There are currently a small number of employees who work in more than one position at MSU (concurrent employment) and get paid on both the biweekly and the monthly payrolls. Under the new system, these employees will be paid on either the biweekly or monthly payroll cycle, but not both. An example of this would be a person who holds both a monthly-paid faculty position as well as a biweekly-paid on-call position. In this example, the individual would receive pay for both jobs on the monthly pay cycle. However, which payroll a concurrently employed individual receives their pay on will be decided on a case-by-case basis. [HR](#)

Overtime Calculation and Payment in New Systems

The new systems will bring some changes to how overtime is calculated and paid.

Overtime pay for eligible monthly-paid employees

Currently, employees who are on monthly pay cycles receive any earned overtime payments separately on the biweekly pay schedule. In the new system, employees who are paid monthly will receive their overtime payments in their regular monthly pay, rather than on a biweekly basis. (Please note this change only impacts those employee groups who are paid monthly. Employees who are normally paid biweekly will continue to have their overtime paid on a biweekly basis.)

Overtime pay calculation

There also is a slight difference in the way the new systems will process overtime payments. The following example

describes how the calculation method will change. Currently, if a 40-hour-per-week employee works 50 hours in a week and is contractually entitled to overtime, the overtime payment for the extra 10 hours would be calculated by multiplying the additional 10 hours by 1.5 times the employee’s usual pay rate. In the new system, the same employee’s overtime would be calculated by paying the employee his or her usual rate for all 50 hours worked PLUS multiplying the additional 10 hours by .5 of the usual rate to reflect the additional overtime dollars due. Both methods of calculation result in the same or very similar payment amounts. Variations of a few cents may occur for some people due to the different calculation methods. Though this is a different calculation method, it remains in compliance with the Fair Labor Standards Act (FLSA) and in accordance with MSU’s contractual obligations. [HR](#)

Tailored Just for YOU!

Every employee's ESS screen is personalized – that means the system will recognize who you are and display the information you need to access.

The Employee Self Service or ESS screen is the one part of the new Enterprise Business Systems that every employee will need to use. The ESS screen will be your gateway to many types of information about your employment at MSU. It also will be the tool you use to carry out many processes like participating in benefits open enrollment, registering for education and training programs, bidding or applying for MSU jobs and updating your personal information, including name and address information, emergency contact information and more!

Your ESS screen may look slightly different than the one below because each employee's ESS screen is individualized to make sure you have access to the mix of information you need to do your job. Your ESS screen will be available for you to begin using on December 28, 2010. **To access your ESS screen online on or after December 28, go to ebs.msu.edu and click on the EBS Portal Log In tab. Then log in using your MSU NetID. Please note that the ebs.msu.edu site is still under construction. More information will become available there as we approach the December 28 go-live date.**

If you have problems accessing your ESS screen or have questions about how to use it that aren't answered by the system's help screens, you can get help by calling 517-884-3000.

Employee ESS Self Service

Your Gateway to EBS

Personal Information

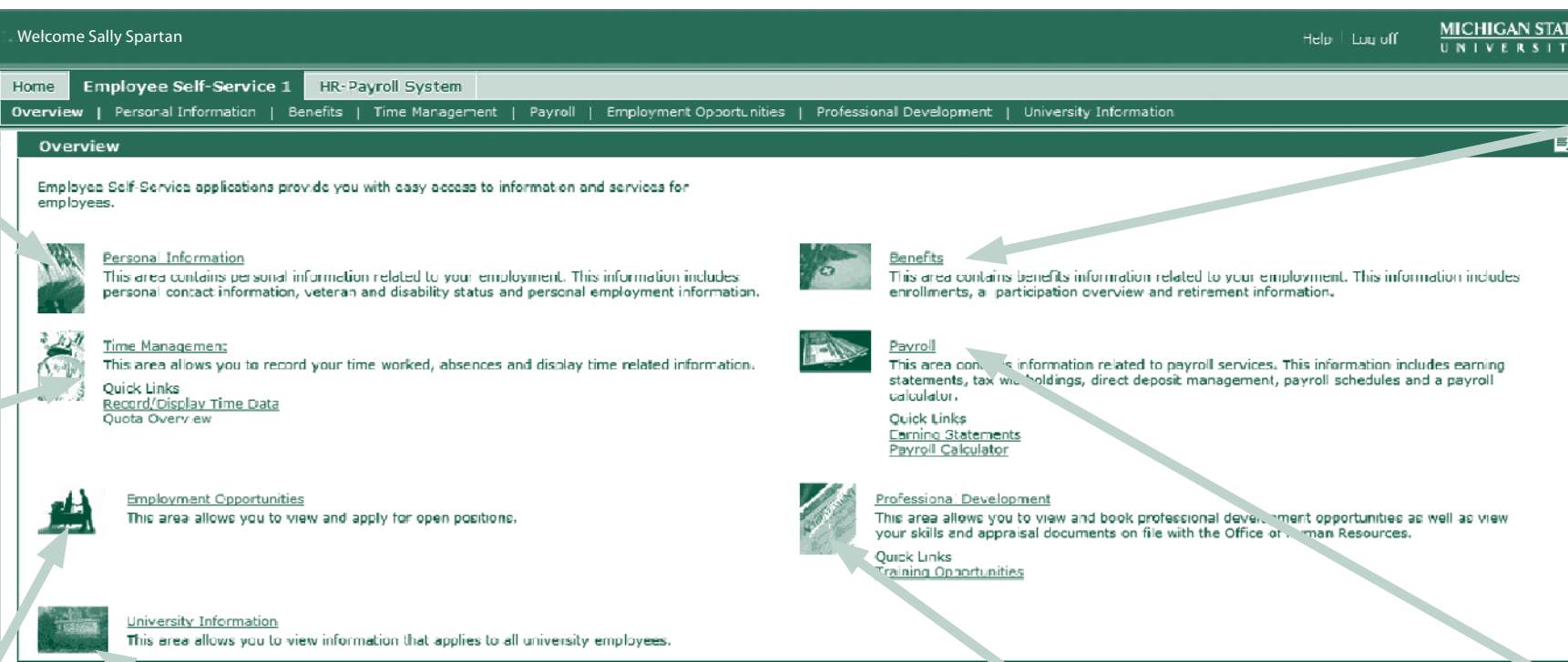
In this area, you will be able to view information related to your employment such as your work location and job title. You also will be able to update some types of information yourself, such as your home address, emergency contact information, preferred contact information and your preferences regarding publication or restriction of your address information.

Time Management

In this area, you will be able to view your attendance and absence information and your quotas (leave accruals). You also will be able to access your personal attendance history. Employees who enter their own absences into the system will do it here. (In some units, entry of time worked and absences is handled centrally by a designated person or team. If you are unsure whether you need to enter your own absences, please ask your supervisor or unit time administrator.)

Employment Opportunities

This area is where you will go to view and apply for open positions at MSU and track the status of your applications.



University Information

This area will include web links to many helpful informational websites at MSU that display some of the most frequently needed information.

Professional Development

In this area you can access listings of educational courses, register for education and training, view your performance appraisal documents and more.

Benefits

- In this area, you will be able to:
- view information about your current benefits
 - participate in benefits open enrollment periods to make new benefits selections
 - adjust your benefits for certain life events such as marriage, birth or divorce.

Payroll

- In this area, you will be able to:
- view your earnings statements
 - update your W-4 tax withholdings
 - update direct deposit information
 - access W-2 forms and payroll calculators.

Visit ebs.msu.edu and click on EBS Portal Log In

Please Note the EBS Portal Log In Will Not Be Available until December 28, 2010

Coaching Network Formed to Help with Transition to New Systems

The Coaching Network is comprised of members of the MSU community who can provide support for the system end users in their units as EBS is implemented. You can find coaches for the HR/Payroll System (as well as coaches for other parts of the system) online at ebs.msu.edu. So if you need a little guidance when the new HR/Payroll System goes live, check out the coaches network online to find someone in your unit who can help you with basic questions. If you don't see a coach located near your work site, remember you can always call the central helpline at 517-884-3000.

EBS Will Decrease Use of Paper-Based Processes

One of the many advantages the new systems are expected to bring to MSU is a decreasing reliance on processes that currently involve shuffling paper forms around to a number of reviewers and signers. Some examples of current paper-based processes that will be streamlined in the new EBS include:

- **MSU Non-Credit Course Registration.** Support staff will be able to sign up for MSU non-credit courses (e.g., HRD and LCT classes) online and the new system will automatically determine if departmental approvals are needed. If departmental approvals are needed for release time, educational assistance use or departmental payment, the system will automatically seek those approvals through an electronic workflow process.
- **Performance Appraisals.** Support staff appraisal forms will be maintained electronically in the new systems, eliminating the need to shuffle paper forms between units and Human Resources that can get lost, damaged or misfiled.

As MSU continues to fine-tune the new systems in the future to take full advantage of all system capabilities, fewer and fewer paper-based processes will be necessary in various areas of the University. That's not only good news for system users, who will enjoy simpler and faster processes, but also is a key step in helping to achieve the MSU environmental stewardship goal of decreasing paper usage at MSU.

Family Medical Leave Act (FMLA) and New Systems

When the new systems go live, FMLA leave balances will not be immediately available for viewing in the HR/Payroll System. That information will become available in the HR/Payroll System in July. If departments or individual employees need to find out what their FMLA balances are, they can contact the FMLA/Leave team at MSU Human Resources (at 517-353-4434 or FMLAleave@hr.msu.edu). It also is important to note that until a leave is actually approved by the FMLA/Leave team, units must continue entering employee absences. Once a leave is officially approved, the FMLA/Leave team takes over entering the time off in the HR/Payroll System.

FMLA Processes to be Centralized in HR

In addition, employees should be aware that the process for applying for an FMLA leave is changing. In the past, the first step for applying for FMLA leaves was to talk to your supervisor. Effective December 1, 2010, to initiate an FMLA leave process, employees should contact MSU Human Resources directly at FMLAleave@hr.msu.edu or 517-353-4434 and ask to schedule an appointment with the FMLA/Leave team. A Human Resources representative will meet with you to determine your eligibility, inform you of your rights and responsibilities under the act and help you begin completing the required documents. The leaves team at MSU Human Resources also will help you navigate the process that is required for you to return to work after an approved FMLA leave. HR will discuss leaves with employees' departments as necessary throughout the process so the department will know what to expect in terms of how long the employee will likely be gone and any work restrictions that may be in place when the employee is at work. HR will share only information necessary for the unit to accommodate the approved leave and will minimize the sharing of information about the employee's health condition to the extent possible. This change in process will allow MSU to make better use of the new HR/Payroll System going live on December 28 and also will help ensure that all employees receive consistent and accurate information about the FMLA process. [HR](#)

Important Dates Employees Need to Know During the Transition

Changing from using various current systems that house human resources and payroll data to the new HR/Payroll System will entail going through a "cutover" process. In the cutover process, there are certain dates when we must stop using older systems while data is being prepared and imported into the new system. There will be a period of time when neither the old or the new systems are available, meaning individuals will have to either wait to complete the action in the new system, or will need to work with HR to achieve the action in a different way. Below is a listing of important HR/Payroll dates that employees may need to be aware of now and through the first month of the transition. (There are additional important dates that units need to be aware of related to cutover. Those dates can be found on the EBSP website.)

November 30, 2010

- This is the last day that you will be able to make "life event" related changes to your benefits online using the current eHR log-in. If you miss the November 30 deadline for making a change, please wait until December 28 and make the change in the new system through your Employee Self Service screen (ESS). If it is essential to make a change between December 1 and December 27, contact HR at 517-353-4434 or benefitsinfo@hr.msu.edu for assistance.
- This is the last day you will be able to make changes to your retirement contributions using the current eHR log-in. If you need to enroll between December 1 and December 27, contact HR at 517-353-4434 or benefitsinfo@hr.msu.edu. Starting December 28, you will be able to make online changes to your retirement contributions in the new system through your Employee Self Service screen.

December 21, 2010

- This is the last day that you can make your own home address changes online using the current Faculty Staff Retiree Address system (FSRA). You will be able to make these changes in the new system through your Employee Self Service screen beginning December 28, 2010.
- This is the last day that you can make W-4 withholding changes or direct deposit changes online using the current ePayroll system. It will not be possible to make updates between December 22 and December 27. Beginning December 28, you can make these changes in the new system through your Employee Self Service screen.
- This is the last day that you can submit or approve time using the current eTime system. Beginning December 28, you can begin using the new system to enter time.

December 22, 2010

- This is the last day that you can use the current attendance system to record or approve December 2010 absences.
 - For biweekly-paid individuals, time and absences that occur through December 18 should be entered in the current systems. Time and absences that occur on or after the 19th should be entered in the new system.
 - For monthly-paid individuals, time and absences that occur through the end of December should be entered in current systems by December 22, 2010. Begin using the new system for monthly-paid time and absences in January.
 - Because all December time and absences must be entered by December 22, it is likely units may need to make adjustments for unexpected absences that occur between December 22, 2010 and the end of the year. Please contact the Human Resources Records department at tattendancesupport@hr.msu.edu or 517-353-4330 for guidance if this occurs.

December 28, 2010

- The new HR/Payroll System launches on this date and you can begin accessing your Employee Self Service screen (ESS).

January 6, 2011

- 5 p.m. is the deadline for entering time and absences in the new HR/Payroll system for the first biweekly payroll in January. (The pay period that runs from 12/19/10 - 1/1/11.)

January 19, 2011

- 5 p.m. is the deadline for entering time and absences in the new HR/Payroll system for the second biweekly payroll in January. (The pay period that runs from 1/2/11 - 1/15/11.)

January 21, 2011

- 5 p.m. is the deadline for entering time and absences in the new HR/Payroll system for the monthly payroll in January. [HR](#)