Open Enrollment Begins on April 22

The next Benefits Open Enrollment period begins on Monday, April 22 and will run through Monday, May 13, 2013. This is the time of year when all benefits-eligible employees can re-evaluate their benefits needs and make changes to benefits selections. These changes take effect on July 1, 2013.

It is important to note that this open enrollment period is to enroll in benefits for a six-month period beginning July 1, 2013 and ending December 31, 2013. MSU is moving toward a calendar year-based benefits period rather than a fiscal year-based plan year for all of the benefits plans currently available to faculty and staff. There will be another open enrollment period in October 2013 for faculty and staff to make plan selections that will be effective beginning January 1, 2014.

This change will bring many advantages for faculty, staff and the university. Please see the Open Enrollment Guide for more details. MSU faculty and staff will continue to receive their Open Enrollment Guide electronically, rather than through the mail. The guide is available at www.hr.msu.edu/openenrollment.

There will be three Benefits Fairs where faculty and staff can learn about benefits options and ask questions of benefits vendors and Human Resources staff. There will also be computers and staff members present to help through the online enrollment process in EBS.

To view the Benefits Fairs dates, along with other benefits information related to Open Enrollment, visit www.hr.msu.edu/openenrollment.

Congratulations DSA Award Winners!

The following individuals will receive the Jack Breslin Distinguished Staff Award on April 22:

- Glen Brough, Office of Admissions
- Christie Tobey, Lyman Briggs Dean
- Shari Murgittroyd, Counseling Center
- Amanda Frederick, Pediatrics - HT
- Allyn Radcliffe Shaw, Faculty & Organizational Development
- Sarah E. Davis, Veterinary Medicine Dean


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HR Employee Relations Welcomes Amy Holda

On April 15th, Amy Holda began working in the Employee Relations office as an Employee Relations Professional. Amy holds a bachelor’s degree and a master’s degree in human resources and labor relations, both from Michigan State University. Prior to coming to MSU, Amy served as the human resources director for Meridian Township where she represented the township in bargaining sessions, advised supervisors on the discipline process, handled grievances and developed policies and procedures. In addition, she also has years of experience in organizational restructuring, compensation, team-based employee involvement, staffing and health care/benefits issues. She holds the Senior Professional in Human Resources certification from SHRM and serves on a state-wide board for employee relations in the public sector. Amy can be reached at 884-0116. Please join us in welcoming Amy to Team MSU! 🌟

Take Your Child to Work on April 25

The annual Take Your Child to Work Day takes place on Thursday, April 25. MSU is once again hosting a variety of activities for children and parents to attend.

There will be thirty-minute tours at various campus locations in the morning and afternoon. There also will be a recognition ceremony at the MSU Union at 11:30 a.m.

The event is sponsored by the Family Resource Center and Women’s Resource Center.

A list of campus tours can be found at [http://wrc.msu.edu/events.php?events](http://wrc.msu.edu/events.php?events).

Taste of East Lansing Will Take Place on April 27

The East Lansing Community Relations Coalition (CRC) is proud to host the second annual Taste of East Lansing on Saturday, April 27th from 4 p.m. to 7 p.m. on the 300 block of Albert Street in downtown East Lansing.

This tasty event will offer opportunities to sample local cuisine, a silent auction, a raffle and prizes, live music and entertainment, and fun for students and families alike. 25 percent of food ticket proceeds and 50 percent of raffle ticket and silent auction proceeds will be donated to The Rotary Club of East Lansing’s Playground in the Park Re-Imagined project.

For more information on sponsorship, the silent auction and raffle, or volunteer opportunities, email the CRC at [crc@msu.edu](mailto:crc@msu.edu) or visit the Taste of East Lansing website at [wealllivehere.org/tasteofeastlansing](http://wealllivehere.org/tasteofeastlansing). 🌟
Spring Cleaning Your Electronics

Spring is time to start clean in so many ways; don’t forget your electronic tools and toys in your cleaning rituals. While you don’t ever want to use your regular vacuum on sensitive electronics or run your keyboard through the dishwasher, there are some tools that you can use safely. Microfiber cloths are great for dusting and canned air is invaluable for blowing out the debris.

**Keyboards**

We really do not want to know what is on that keyboard that we touch probably hundreds of times a day. Cleaning a regular keyboard is relatively easy. First, turn off your computer and detach the keyboard cable, then turn the keyboard over and shake to dislodge loose particles. Depending on how long it has been since you did this, you may need a broom to clean up that mess! If you are cleaning a laptop keyboard, skip the shaking part and use canned air to blow out particles. You can clean the keys with a cotton swab moistened with isopropyl alcohol – use as little liquid as possible. And never spray or pour liquid onto the keyboard or any other component.

To read the rest of the article, click here! 📚

Customer Service Tips at MSU

Great customer service skills can be developed with time and practice. HRD Facilitator Todd E. Bradley explains how to provide better customer service to internal and external customers of MSU and why providing good customer service is so crucial.

You can watch his video HERE.

To learn more about customer service at MSU, consider having your department host Todd’s class, Great Customer Service—All the Time, or contact Organization and Employee Development to discuss the options of a department assessment or custom program. 📚

Thank You MSU Horticulturists!

Ever take a stroll through a garden and become inspired and amazed at its beauty? If you’ve ever walked through the MSU Horticulture Demonstration Gardens you may have noticed how beautiful they are and it’s all thanks to the MSU Horticulturists. Horticulturists at MSU work year-round to arrange and maintain the gardens.

View this post for more information on MSU horticulturists and the MSU gardens! 🌸
HRD Education Opportunities

To register or get more information on any of these upcoming Human Resource Development courses, look at the SpartansLearn.msu.edu catalog on the Human Resources website at www.hr.msu.edu or go to SpartansLearn.msu.edu. The current catalog is available under the “HR News” section of the HR website.

Leading for Successful Work Habits
Wednesday, May 1, 8:30 a.m. – noon
Presenter: Pam Wyess. $115.
Learn exactly what to say to address tardiness, rule breaking and negative behaviors with confidence. Help team members maintain a positive attitude during these sensitive conversations.

Smart Phone and Tablet Productivity Tools
Tuesday, May 14, 8:30 a.m. – 11 a.m.
Presenter: Randy Dean. $105.
Turn your smart phones and tablets into productivity workhorses. You will learn how to integrate your devices with other important software and communication tools. Please bring your instrument to class.

MSU Accounting in EBS
Tuesday, May 21, 8:30 a.m. – 5 p.m.
Presenter: Lee Hunter, MSU Controller’s Office. $60.
Location: A169 Henry Center
This interactive session will provide you the opportunity to learn about key accounting concepts and how to apply them to the finance system, including accounting basics, funds, sub-funds, object codes, workflow, internal controls, reporting basics, and more.

Recognizing and Preventing Violence in the Workplace
Tuesday, May 28, 2 p.m. – 4 p.m.
MSU Police will provide instruction on how to identify warning signs and behaviors, as well as give tips on intervention and how to best respond during a violent incident.

Benefits/Retirement Investment Education
To register or get more information, call 517-353-4434 ext. 0 or email benefitsinfo@hr.msu.edu. Sessions are free and are held in 125 Nisbet Building. Registration is requested.

HR Department Directory

Academic Records
517-355-1526
records@hr.msu.edu

Benefits
517-353-4434
benefitsinfo@hr.msu.edu

Employee Records
517-353-4330
records@hr.msu.edu

Employee Relations
517-353-5510
hr.er@hr.msu.edu

Human Resource Development
517-355-0183
hrdmail@hr.msu.edu

Staffing Services
517-353-3720
hrstaffingservices@hr.msu.edu

Staffing Services