2013 W2s Will Be Mailed to Employee’s Permanent Address

Please be aware that your 2013 W2 will be mailed January 31, 2014 to the permanent address that MSU has on record for you. If you have moved or the address that MSU has on record is not current, please validate or update your address at the EBS portal no later than December 31, 2013.

- Visit www.ebs.msu.edu and click the EBS Login button. Log in using your MSU NetID and password.
- Go to your ESS (Employee Self Service) tab.
- Go to the Personal Information sub-tab.

Choose Addresses. Validate that your permanent address is correct. If not, select the Edit button in the Permanent Residence box.

- Input your address on this screen (red asterisks denote required fields).
- Click Review.
- Click Save.

For more detailed instructions, visit http://ebs.msu.edu/ESS/docs/AddressChange.pdf.

If you are unable to update your address in the EBS Portal, please contact the Service Desk at 517-884-3000 or ais311@msu.edu.

HR Office Moves Occurring at Nisbet the Week of December 16

As we continue working toward transforming Human Resources to better serve the Michigan State University community, we will be undergoing a major physical reorganization the week of December 16. This will entail many of our staff moving offices as well as relocation of computers and phones. We are making every effort during that week to minimize service disruptions and expect to have full operational capacity restored by the end of the week. The move will not change any of the phone numbers or email addresses you currently use to reach us at this time. Please see our HR department directory on page 5 for contact information.

Inside this Edition

Page Two
- Weather-Related Absenteeism
- MSU Community Charitable Campaign Needs Your Help

Page Three
- Spring Student Employment Note
- Conducting Youth Programs on Campus: Minimum Operational Requirements
- Health Care Spending Account Expense Tips

Page Four
- Indoor Walking Tracks
- Support Staff HR Toolkits
- Personal Health Statistics

Page Five
- Education Opportunities

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Like us on Facebook: facebook.com/MSUHumanResources
Follow us on Twitter: www.twitter.com/msuhr
www.twitter.com/msujobs
Weather-Related Absenteeism

As we enter the winter months in Michigan, we can usually expect some days of extreme weather conditions, increasing the potential for absences due to poor driving conditions and child care responsibilities as schools and daycares close. We encourage you to proactively devise a plan for this possibility.

Departmental staff meetings provide a good opportunity to discuss potential winter weather staffing issues, including key duties when operating at minimal staff, which employees may be authorized to work from home and call-out procedures.

Supervisors also may talk to employees about preparing for weather, such as winterizing cars and houses to avoid costly and disruptive repairs. For caregivers of young children or aging parents having back-up care ready on ‘snow days’ is also a consideration. Some ideas for childcare may include a network of other parents to alternate with, a high-school or college student in the area or the Emergency Childcare program. Care.com is an internet resource for seeking out caregivers for children, adults and pets for both emergency and planned needs. It includes local college students that may be available on school ‘snow days’ if university classes are cancelled. More information on childcare options can be found at http://www.frc.msu.edu/Child_Care/index.htm.

If you are in a unit which provides “essential functions” to the university or community, please make sure your staff members know who may be “essential” and under what circumstances. This will minimize confusion and increase response time and service.

Departments should also make sure that they have current phone contact information for their employees (and employees for their managers). If contact information has changed, employees should update their personal contact information in EBS under Employee Self Service.

MSU Community Charitable Campaign Needs Your Help

Thanksgiving recently passed, and those who coordinate the MSU Community Charitable Campaign hope everyone was able to find something to be thankful for. As we approach the end of 2013, we see many worthy organizations in the area soliciting funds in order to be able to continue offering their services to the community. At MSU we have the unique ability to help many organizations through one fundraising campaign – the MSU Community Charitable Campaign. Through this campaign, Team MSU has been a reliable source of support to charitable organizations throughout the mid-Michigan area.

Last year the campaign introduced a new way to make your pledge. Using the Employee Self Service tab within EBS, employees can click on the University Information link to bring up their electronic pledge form. For those who prefer the traditional method, however, you can still print a pledge form and fill it out. To do so you simply need to access the MSU Community Charitable Campaign website at http://www.msuccc.msu.edu/.

Click on the “Make Your Pledge” option on the left side of the page, then click “Print Out a Pledge Form to Mail.” Follow the instructions at the bottom and your pledge will be processed!

However you choose to make your pledge, campaign volunteers are asking faculty, staff, retirees and MSU affiliates to continue the spirit of giving that has helped make our community a better place to live. Through your generous gifts, initiatives like the Women’s Leadership Council, Learning from Birth to Young Adult, and any charitable organizations throughout the local area that you wish to support can continue to provide services that are so desperately needed in these challenging economic times.

Thanks to all of you who have already made your pledge. If you have not yet done so, please consider making a pledge and helping our community continue to become a better place for everyone!
Spring Student Employment Note

The first day of spring classes is January 6, 2014. All student employees who have graduated, or those not enrolled for spring semester, must be terminated no later than Saturday, January 4, 2014.

All students may begin working up to 40 hours per week starting the week of finals on Sunday, December 8, 2013 through Saturday, January 4, 2014.

Please contact HR Staffing Services at 517-353-3720 if you have any questions.

Conducting Youth Programs on Campus: Minimum Operational Requirements

This is a reminder that the university has developed a set of guidelines that address conducting youth programs on campus. One of the requirements states that “all individuals who have direct contact with minors at a youth program must have been subject to a criminal background check (including sex offender registry check) through the Human Resource Department within the last twelve months.” In addition, “an external organization sponsoring a youth program on campus or using MSU facilities for a youth program must certify that all adults working or volunteering at the program have been subject to a criminal background check (including sex offender registry check) within the last twelve months.”

The complete set of guidelines as well as the Background Check Authorization Form is located on the HR website at http://www.hr.msu.edu/documents/uwidepolproc/youthprograms.htm. For more information about requesting a criminal background check, please contact Latoya Nelson at stewa364@hr.msu.edu, or Sondra Olin at olin@hr.msu.edu.

Health Care Spending Account Expense Tips

Are you worried about losing unused Health Care Spending Account (HCSA) funds at the end of the year? Your HCSA may cover more health-related items than you realize!

Did you know that your HCSA covers things like first aid and lead testing kits? What about blood pressure and heart rate monitors? Cholesterol and glucose testing supplies also are covered. These items can become pretty expensive, but they are great to own if you have the extra funds.

Less costly items you may not know are covered under your HCSA include orthopedic shoe inserts, thermometers, hearing aids, hearing aid batteries and alcohol swabs.

If you suffer from back or other joint problems, back braces, neck supports, knee braces, wrist guards, heat wraps and hot/cold packs may be covered by your HCSA.

If you’ve been trying to quit smoking, nicotine gum and patches may be covered.

While over-the-counter medications are no longer covered without a prescription from your doctor, most over-the-counter medical supplies or items that do not contain a medication are covered.

Finally, you may be reimbursed for the mileage you spent driving to and from medical appointments.

Remember that your HCSA debit card will switch to withdrawing from your 2014 funds on January 1, 2014, but you can continue using 2013 funds through reimbursement until March 15, 2014.

It is still advisable to plan carefully and be conservative with how much money you decide to put in your HCSA each year, but there are many more ways to use your HCSA than you may think!

You may view more detailed FSA information at http://www.hr.msu.edu/benefits/fsa/index.htm.
What you may have missed this month on our blog...

Flex Your Legs on Indoor Walking and Running Tracks

It’s that time of the year, when the air is chilly and the leaves are falling. Snow and ice will soon follow, but luckily for walkers and runners everywhere there are several indoor walking facilities available in the Greater Lansing area to help keep you on track.

**Jenison Field House**

Jenison Field House offers an indoor track available to faculty, staff and students. Availability of the track varies each day due to classes and possible events. The track is not available on weekends and typically closed on Fridays and Mondays for event setup and/or break down. The best way to discover if the track is available is to make a trip to Jenison on the day you want to walk and inquire.

Read about other indoor walking facilities here.

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**Spotlight on HR Toolkits for Support Staff**

Have you used an HR Toolkit yet? Toolkits are web pages where we have gathered all of the relevant information for a process in one convenient place.

This month we are shining the spotlight on Toolkits for Support Staff. We have information about making benefit changes when you have a life event like birth, adoption or marriage. If you need a new Staff ID or need to update your Direct Deposit information, we’ve got you covered in the Employment Information Toolkit. Ready for a new career challenge? Check out the Applying for Support Staff Positions Toolkit; it guides you through creating a profile on www.jobs.msu.edu, searching and applying for open positions. And whether you are a new employee or are ready to think about retirement, we have links to the information you need to make retirement plans too.

Read the rest of the article here.

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**Strength in Numbers: The Importance of Knowing Your Personal Health Stats**

Staying healthy requires having the right information. The right information includes knowing your blood pressure and cholesterol levels. Check out this Best Doctors article to find out why a yearly physical is essential and the medical information you should be aware of regarding your body.

Visit our post and view the PDF provided by Best Doctors.
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.

RNT: 3–7 Years to Your Retirement
Thursday, January 16, 8:30 a.m. – 4:30 p.m.
Presenters: MSU HR Benefits staff and outside experts. Free.
If you know you’d like to retire in the next 3–7 years, this class will cover a range of pre-retirement issues to help you reach that goal. Topics covered will include approaching retirement from a financial perspective and legal aspects of retirement planning.

Query Studio
Tuesday, January 21, 8:30 a.m. – 11:30 a.m.
Presenters: MSU Data Services team. Free.
Query Studio is an ad hoc reporting tool that can be used to produce queries against enterprise data. After this training, you will have access to use this tool. Additional ARM forms and approval to access specific data sets may be required.

New Supervisor Essentials
Wednesday, January 22, 8:30 a.m. – 1 p.m.
Presenters: MSU Human Resources staff. Free.
This session is designed to provide newly hired or appointed supervisors and managers with support and information to help you get off to a good start in your important role as a leader at MSU.

RNT: 1–2 Years to Your Retirement
Thursday, January 23, 8:30 a.m. – 4:30 p.m.
Presenters: MSU HR Benefits staff and outside experts. Free.
Will you elect to take your social security benefits at the right time? Learn about this and many other issues critical to your retirement planning, including retirement income distribution options and your MSU retirement benefits. 

Benefits/Retirement Investment Education
Faculty and staff may schedule a one-on-one benefits and retirement orientation, or ask questions about benefits and retirement plans, by calling Human Resources at 517-353-4434 or emailing benefitsinfo@hr.msu.edu. Orientations are free and are held in the Nisbet Building.

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