New Long-Term Care Insurance Options Available to Benefits-Eligible Employees

As a reminder, MSU is now offering long-term care insurance individual policy coverage through Transamerica Life Insurance Company. This coverage is voluntary and employee-paid. The full memo explaining these new options and who is eligible is available at www.hr.msu.edu/benefits/benefits_docs/LTC_Announcement_Letter_2013.pdf.

Eligible employees also received an email from Todd Benefits Group, an independent, third party consultant, on February 4 or 5. This email included a personal illustration of what long-term care insurance may cost you. If you haven’t received the illustration email, please send an email to contact@toddltc.com or call 888-310-8633 and one will be forwarded to you.

For questions or to apply for coverage, visit the Todd Benefits Group’s website at www.toddltc.com/spartans12 or call them toll-free at 888-310-8633. These new long-term care options are only available until March 31, 2013.

Overtime Frequently Asked Questions

The Fair Labor Standards Act (FLSA) is a critical employment law and gives employers guidance on such issues as minimum wage, exempt and non exempt status of employees, payment of overtime, etc. In addition to the FLSA, the collective bargaining agreements at MSU also provide guidance on when employees must be provided overtime/compensatory time.

If you’ve ever had questions about overtime scheduling and when work qualifies for overtime pay, you aren’t alone.

For answers to some of the frequently asked questions about overtime pay, go to: www.hr.msu.edu/news_feeds/OvertimeFAQ.htm.

If you have further questions or need clarification, please contact Employee Relations at 517-353-5510 or hr.er@hr.msu.edu.
Special Website for Health Care Reform

The Affordable Care Act (ACA), also referred to as Health Care Reform, will bring large changes to our MSU health plans. To help people understand the complex information contained in the ACA, MSU Human Resources has created a special section on the HR website.

While many provisions of the law are still being worked out, MSU continues to implement elements where there is a clear understanding of the law. The ACA was passed by Congress and signed into law by the President on March 23, 2010, and upheld by the Supreme Court on June 28, 2012.

This site was created to provide you with MSU’s activities in our effort to comply with ACA and also to provide you access to resources where more information can be found. MSU will post new information to the site as it becomes available.

Employees are encouraged to visit the new site and watch the informative video that gives high-level information on Health Care Reform and how it affects Americans. Visit http://www.hr.msu.edu/healthystate/.

Updating Your Emergency Contact Information

Did you know that you can list emergency contact information in Employee Self Service (ESS) of EBS? Sharing an emergency contact can help the university in times of unfortunate circumstances. To list an emergency contact, follow these steps:

- Visit www.ebs.msu.edu and click the EBS Login link to enter your MSU NetID and password.
- Select your ESS tab.
- Select the Personal Information link.
- Next, select the link for Emergency Contact.
- Select the Edit button at the bottom of the screen to update your contact information, OR identify an emergency contact (the screen may be blank initially; you must select the Edit button first to begin typing into the fields).
- After you have finished updating the information, click Save.
- You will see Emergency contact updated successfully at the top of the screen.

One important thing to note: you need to enter the two-letter abbreviation for the Region/State and Country (i.e., MI and US). 😇

Reminder: Update Your Veteran and Disability Status

If you are a veteran or a person with a disability, please consider using Employee Self Service (ESS) of EBS to provide MSU with information about your status.

MSU Human Resources is in charge of collecting information about the number of veterans and persons with a disability employed at MSU. Federal regulations require that MSU makes an effort to collect and track this information. This information also helps us support the university-wide commitment to assuring equal access and equal-employment opportunities. Participation is voluntary.

To self-report your veteran or disability status, visit www.ebs.msu.edu, log in with your MSU NetID and password, click your ESS link, click the Personal Information link, and then click the Veteran and Disability Status link.

You will need to click Change your status to make edits. The information you provide will be kept confidential. If you need assistance using the system to report new information about your status as a veteran or a person with a disability, visit MSU Human Resources at 110 Nisbet Building, or call 517-353-4330.

The self-identification system does not validate the presence of an ADA disability nor serve as notice of your need for specific accommodations. If you wish to request an accommodation, please contact the Resource Center for Persons with Disabilities (RCPD) at 517-884-7273 or begin the secure/confidential identification and accommodation request process via http://www.rcpd.msu.edu. 😇
**Updated Website for Organization and Employee Development**

Organization and Employee Development (OED), a functional area of Human Resources, helps units achieve their organizational goals by partnering with them to remove barriers and increase employee commitment, engagement and productivity. OED provides consulting services, including: assessments, team building, strategic planning, leadership development, and conflict and performance management.

To better serve the MSU community, OED has revamped their section of the HR website. The site includes information on leadership development, organizational effectiveness, departmental assessments, participatory management, custom departmental programs, MSU skill building and much more!

Human Resource Development, part of OED, continues to provide professional development opportunities for support staff. You can view the semester’s course listings on the site, along with instructions for how to enroll.

To view the new site, visit [http://oed.hr.msu.edu/](http://oed.hr.msu.edu/).

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**Dependent Verification Process Update**

We would like to thank the thousands of MSU faculty and staff who participated in the dependent verification process that ran from late November 2012 until January 25, 2013. At the close of the process, Mercer reported that 96 percent of faculty and staff with dependents on the plan participated and documentation was received for close to 14,000 dependents on MSU’s health plans. 217 dependents were voluntarily removed from health plans by faculty and staff due to not meeting eligibility guidelines. An additional 238 faculty and staff did not respond at all or provide documentation for their dependents, and 232 faculty and staff submitted incorrect or inadequate documentation, leaving a total of 800 dependents still at risk of losing benefits effective March 1. Benefits staff have been reaching out to employees whose dependents are at risk of losing their benefits via personal emails and phone calls.

Through these outreach efforts, an additional 187 dependents have had their eligibility verified. Currently 613 dependents (of 358 MSU faculty and staff) are still at risk of having dependent benefits terminated effective March 1. We will continue trying to reach those faculty and staff to assist them in completing a late audit until those terminations are processed in late February. Once Benefits are terminated for non-verified dependents, open enrollment in the spring will be the next opportunity to provide documentation and re-enroll eligible dependents.

If you are one of the 358 MSU faculty and staff who are at risk of having your dependent benefits terminated effective March 1, there are a few days left for you to take action to verify your dependents’ eligibility. We encourage you to contact MSU Benefits at 517-353-4434 or [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu) and we will do our best to assist you.

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**Worker’s Compensation After Hours Care Location Change**

The Sparrow Urgent Care After Hours Clinic on the corner of Mt. Hope and Okemos Roads has moved to a new location. It is now called East Lansing Urgent Care and is located at 2683 E. Grand River Avenue, East Lansing, MI 48823. This information is important to know because workplace injuries that may result in worker’s compensation claims should only be treated at three locations.

Olin Health Center should always be the first choice for non-emergency medical assessment and treatment for workplace injuries that occur whenever the Olin Health Center is open. For after hours injuries, please visit the East Lansing Urgent Care clinic’s new location. The new phone number is 517-333-6562. This site is open from 8 a.m. to 8 p.m., 7 days a week, 365 days a year. For injuries that occur when both Olin Health Center and East Lansing Urgent Care are closed or for injuries that are emergencies at any time, please go to the Sparrow Hospital Emergency Room. Departments, please always refer to the HR website for the most up-to-date forms as treatment locations do change from time to time and the forms will always have the correct addresses.
What you may have missed this month on our blog...

Don’t Forget Your Annual Check-up!

As we begin a new year, it’s a good time to consider scheduling your next physical exam. A routine physical is one of the most basic and vital tools for monitoring and maintaining your health. Annual physical examinations help your physician to detect and diagnose any problems early on, to promptly provide any treatment needed.

Sometimes a regular physical can detect conditions that are warning signs for more serious disorders. For example, standard physicals screen for high cholesterol or high blood pressure. These are both conditions that lead to other problems, but can be treated if they are diagnosed early enough.

To learn more about why physicals are important, click here!

Is Telecommuting an Option for Me?

In the 21st century workplace, certain jobs and tasks can be executed outside of the office; this is known as telecommuting. Telecommuting is a program that allows staff to work from a remote location for a portion of their normally-scheduled work hours.

Telecommuting has potential benefits for the work done within a department: increased performance and productivity, decreased absenteeism and turnover, improved work/life balance and job satisfaction, reduced energy/fuel usage and associated greenhouse gases, and increased office space flexibility.

Not all positions and departments will benefit from, nor are suited for, telecommuting. Discuss this out-of-office work approach with your supervisor to see if your job is suited for telecommuting and if it will benefit both you and your department.

To learn more about telecommuting, please visit [http://www.hr.msu.edu/telecommuting/](http://www.hr.msu.edu/telecommuting/).

8 Tips to Keep Your New Year’s Resolutions!

It’s about the time of year when people tend to stray away from their New Year’s resolutions. In fact, according to a study by University of Scranton, only 8% of New Year’s resolutions are actually achieved. But fear not! We’ve got 8 tips to help you keep your resolutions going strong.

Check out the tips on our blog post!
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](http://www.hr.msu.edu) or go to [SpartansLearn.msu.edu](http://SpartansLearn.msu.edu). The current catalog is available under the “HR News” section of the HR website.

Navigating Employee Self Service
Friday, March 15, 8:30 a.m. – 10:30 a.m.
Presenter: Shelley Wells, MSU EBS. Free.
Employees at all levels of the organization will learn to effectively navigate through the Employee Self Service (ESS) environment in EBS with this hands-on session.

Essential Skills for Leadership
Wednesday, March 20, 8:30 a.m. – 4:30 p.m.
Presenter: Pam Wyess. $230.
Learn how to manage behavior and engage employees with you and their work. Get your message across clearly and learn how to respond no matter what employees bring to your attention.

New! End the Office Clutter and E-Overload
Thursday, March 21, 8:30 a.m. – 11:30 a.m.
Presenter: Randy Dean. $110.
Efficient email management saves time and reduces stress. Topics covered include time savers for better email management, organization and automation, and all five key Outlook functions.

MSU Accounting in EBS
Thursday, March 21, 8:30 a.m. – 5 p.m.
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. This class is a prerequisite for future MSU accounting programs.

Retirement Investment Education Opportunities
MSU Human Resources is offering a variety of education opportunities this spring, including Mid Career Checkup, A “Gen Xers” Guide to Retirement, Tax Smart Ways to Save and Invest, and more! Visit [http://www.hr.msu.edu/benefits/retirementplaneducation.htm](http://www.hr.msu.edu/benefits/retirementplaneducation.htm) to see all sessions and their descriptions.

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

HR Department Directory

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