Critical Illness Insurance Open Enrollment Available until January 25

An open enrollment period for voluntary, employee-paid Critical Illness Insurance is now available. This open enrollment runs through Friday, January 25, 2013.

Critical Illness Insurance gives you extra money in the event you or a covered dependent experiences a covered illness. This money can be used to offset unexpected medical expenses or for any other use you wish. During this open enrollment period, provided you are actively at work, your enrollment for an initial benefit up to $20,000 (in $5,000 increments) of coverage is guaranteed. If you miss the open enrollment period, you will have to wait until the next annual open enrollment period to enroll, you will need to answer medical questions and coverage is not guaranteed. The coverage period runs from March 1, 2013, through December 31, 2013. Critical Illness Insurance is offered by MetLife.

For more details and to enroll, visit www.metlife.com/mybenefits. You will need to register for an account with MetLife to enroll. You may contact MetLife with additional questions at 1-800-438-6388, Monday through Friday, 8 a.m. to 11 p.m.

Don’t Let Your Dependents Lose Benefits!

If you haven’t yet completed the dependent eligibility verification, your eligible dependents are at risk of losing their MSU health benefits. Please respond by submitting your documentation to Mercer by January 25, 2013. Failure to respond with the required documentation by the deadline will result in removal of your dependents from the MSU health plans at the end of February and you will not be able to re-enroll them until the next annual open enrollment period.

Though these processes are inconvenient, they are an important tool MSU is using to constrain health care costs and ensure MSU’s limited health care resources are reserved for MSU employees and their eligible dependents. For more information about the process, as well as contact information for both Mercer and the HR Benefits office, please visit: www.hr.msu.edu/dependentverify/.
2013 Updates from the Payroll Office

There were some fairly significant changes made by Congress that affect employees’ paychecks beginning January 1, 2013.

A few important changes to note:

- The Social Security Tax increases 2 percent for all employees since the temporary reduction expired as of December 31, 2012.

- Your W2 will reflect the cost of your employer-sponsored group health plan coverage in Box 12, Code DD. This is a new requirement on the W2, but it is not taxable and is being reported for informational purposes only.

- Your W2 will be sent to your home address by January 31, 2013.

To learn about all of the changes, please view the 2013 State of the Payroll Address available at http://www ctlr.msu.edu/COPayroll/StateOfPayrollAddress.aspx.

Proper Identification of Bargaining Unit Membership

In Michigan Public Sector employment, when there is an election for union representation pending, Michigan Employment Relations Commission (MERC) makes a determination as to what will define the bargaining unit membership of the group. The bargaining unit definitions of APA and APSA are nearly identical, except for the characteristic which defines the APSA — the requirement that one serve in a supervisory capacity over other regular support staff employees.

It only takes a single change — adding or removing supervision — to change the union affiliation for a support staff administrative employee. It is similar with the Union of Nontenure-track faculty (UNTF), where any one of 17 qualifying exclusions may change an employee’s bargaining unit membership from one academic period to the next.

Several issues arise when our records do not accurately record union affiliation. The employee may be given inaccurate information about benefits, rights, and responsibilities, he/she may not have proper union representation if needed, and union dues are not properly withheld (or are not withheld at all). Because not all unions are able to reimburse for overpayment of dues, errors in dues withholding can cost the employee/member hundreds of dollars.

Employee bargaining unit affiliation should be properly identified, and updated in a timely manner when necessary. Questions about employee classifications should be addressed to HR Staffing Services at 517-353-3720.

Ruth Jameyson “Above and Beyond” Award Extension

The nomination deadline for the fourth annual Ruth Jameyson “Above and Beyond” Award has been extended to Friday, February 1, 2013.

The award is designed for a Michigan State University staff member who is pursuing a post-baccalaureate degree. It will recognize a support staff member who most closely exemplifies the contributions, personal characteristics and commitment to MSU demonstrated by Ruth Jameyson, a former MSU staff member.

A stipend of $2,500 will accompany the award and may be used as determined appropriate by the recipient. The recipient will be honored at the Jack Breslin Distinguished Staff Award reception in May of 2013.

MSU faculty and staff are encouraged to nominate a deserving individual. A nominee must be a regular, active support staff employee with at least five years of service to MSU and must be enrolled and attending a post-baccalaureate program at MSU or elsewhere. A description of the award and a link to the nomination form is located at: www.hr.msu.edu/recognition/supportstaff/JameysonAward.htm.
2013 IRS Retirement Plan Contribution Limits

The IRS recently announced the retirement plan limits for 2013. Please be aware that:

• The annual contribution amount increased to $17,500 from $17,000 for 403(b) and 457(b) plans.
• Age 50 catch-up contribution amount did not change and is still $5,500 for 403(b) and 457(b) plans.

If you would like to contribute as much as you can, MSU Human Resources provides a tool to assist you in maximizing your contributions to the annual IRS limit. There is a display in EBS that shows the remaining amount of retirement contributions you have available before reaching one of the limits, and the equivalent percentage of your pay to help you spread that out for the year. A tutorial is available that will walk you through the process at [http://www.hr.msu.edu/benefits/benefits_docs/RetirementViewChange0112.pdf](http://www.hr.msu.edu/benefits/benefits_docs/RetirementViewChange0112.pdf).

(If you are an Academic Year faculty member or a Voluntary 403(b) Base participant age 50 and over, contact the Retirement Office for further assistance in calculating your contribution percentage.)

Our web pages found at [http://www.hr.msu.edu/benefits/retirement/](http://www.hr.msu.edu/benefits/retirement/) provide the following additional information:

• Retirement plans available at MSU
• How to enroll or make changes
• How much you can contribute, including online percentage calculators
• Retirement planning tools, including educational opportunities and online tools

For assistance or questions, please contact the HR Benefits Retirement office via email at retirementinfo@hr.msu.edu or call 517-353-4434, ext. 3.

2013 Retirement Education Opportunities

Below you will find retirement education opportunities offered in spring of 2013. Please register by emailing benefitsinfo@hr.msu.edu or calling 517-353-4434. All sessions are held in 125 Nisbet. You can find the full schedule at [http://www.hr.msu.edu/benefits/retirementplaneducation.htm](http://www.hr.msu.edu/benefits/retirementplaneducation.htm).

Third Wednesday of each month, 12:30 p.m.  
Benefits/Retirement Orientation

February 5, 2013, 5:15 p.m.  
Preparing Your Savings for Retirement

February 13, 2013, 5:15 p.m.  
How Much do I Need for Retirement?

February 28, 2013, 5:15 p.m.  
Mid Career Checkup

March 5, 2013, 5:15 p.m.  
A “Gen Xers” Guide to Retirement

March 14, 2013, 5:15 p.m.  
Tax Smart Ways to Save and Invest

March 19, 2013, 5:15 p.m.  
Thinking of Retiring from MSU? Here’s what to do

If you’ve had a recent interaction with MSU Human Resources, we’d love for you to take our customer service survey:  
What you may have missed this month on our blog...

How Do I Recognize Email Fraud?

**Phishing**: The practice of using fraudulent emails and copies of legitimate websites to extract financial data from computer users for purposes of identity theft.

Fraudulent emails are constantly floating around and many can affect those with MSU NetIDs, but they can easily be avoided by knowing what to look for. MSU IT Services has some tips on how to identify a fraudulent email and what to do when you see one.

How to spot a fraudulent email:

- **Tone and Language.** The grammar of these emails is often poor and the tone is urgent or threatening toward your information. They’ll ask for an immediate response and say that your account could be suspended if you don’t act quickly. Misspellings and incorrect phrasings are extremely common.

View this blog post to see more tips on how to spot a fraudulent email and notify MSU.

Member Satisfaction High for Best Doctors Service

Best Doctors, Inc., a service offered to MSU employees, has gotten rave reviews in its first year at MSU. In a survey, over 90 percent of respondents gave the highest rating for the service’s overall ability to meet their needs and would recommend Best Doctors to their co-workers.

One customer wrote, “Best Doctors could not have been more professional, more concerning, or timely. I would recommend this service to anyone who is facing any medical treatment to themselves or a family member. The doctor who did my consulting call talked to my wife and I as if he was a family friend. I could not be happier except for what I have to look forward to with a complete shoulder replacement. Thank you for this wonderful service.”

Best Doctors is a service designed to help you easily and confidentially get second opinions from medical experts all around the nation.

Visit this blog post for the rest of the story.

LinkedIn Can Connect You to More MSU Alumnae

Social media has taken the world by storm, but it’s more than just a tool for connecting with friends. It’s becoming a medium for networking with colleagues and future employers/employees.

LinkedIn is a free site that allows you to build an online presence and connect with other people in your field. Your profile is essentially an in-depth version of your resume. A spot for a professional photo, achievement and skill sections, and tips on how to improve your profile are provided by the site.

Check out this blog post to learn more about LinkedIn!
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.

New! Create the Message You Intend — B 4 U Send
Wednesday, January 30, 10 a.m. – noon
Presenter: April Callis, $80.
Email, text and written communication of any form speak volumes about you. Learn some quick tips to craft your message and send the message you intend, before you hit send!

Get Organized Don’t Agonize
Tuesday, February 12, 1 p.m. – 4:30 p.m.
Presenter: Lois Wolfe-Morgan, $105.
Receive the motivation, tools and steps that will take the agony out of organizing your personal and professional life.

New! MSU Travel 101
Thursday, February 14, 8:30 a.m. – 4:30 p.m.
Presenter: Debbie Gulliver, MSU Travel Office. $25.
This class is designed for employees who have been processing MSU business travel for less than nine months. Topics include travel contracts, authorizations, reservation processes and services, and more.

Navigating Business Intelligence
Tuesday, February 19, 8:30 a.m. – 11 a.m.
Location: Hannah Tech Building, Training Room T
Presenter: Cathy Crane, MSU EBS. Free.
Would you like to set up your own Business Intelligence reports, or send them to other people automatically according to a schedule? Attend this course for an overview and tips on Business Intelligence.

New! Team Performance Essentials for Success
Tuesday, February 19, 8:30 a.m. – noon
Presenter: Tina Riley, Ph.D., MSU School of Human Resources and Labor Relations. $105.
As a team leader you play a key role in ensuring your team’s success. Learn how to apply the tools you need to develop a shared vision that drives performance.

HR Department Directory

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Records</td>
<td>517-355-1526</td>
<td><a href="mailto:records@hr.msu.edu">records@hr.msu.edu</a></td>
</tr>
<tr>
<td>Benefits</td>
<td>517-353-4434</td>
<td><a href="mailto:benefitsinfo@hr.msu.edu">benefitsinfo@hr.msu.edu</a></td>
</tr>
<tr>
<td>Employee Records</td>
<td>517-353-4330</td>
<td><a href="mailto:records@hr.msu.edu">records@hr.msu.edu</a></td>
</tr>
<tr>
<td>Employee Relations</td>
<td>517-353-5510</td>
<td><a href="mailto:hr.er@hr.msu.edu">hr.er@hr.msu.edu</a></td>
</tr>
<tr>
<td>Human Resource Development</td>
<td>517-355-0183</td>
<td><a href="mailto:hrdmail@hr.msu.edu">hrdmail@hr.msu.edu</a></td>
</tr>
<tr>
<td>Staffing Services</td>
<td>517-353-3720</td>
<td><a href="mailto:hrstaffingservices@hr.msu.edu">hrstaffingservices@hr.msu.edu</a></td>
</tr>
</tbody>
</table>