The HR Website Has Been Redesigned!

MSU Human Resources is pleased to announce our website has been enhanced! Please visit our updated site at http://www.hr.msu.edu/.

We have redesigned our homepage to offer less clutter and easier navigation. You will find the central homepage content categorized by audience, with top links included for each area. These top links were determined based on website analytics.

The top navigation is similar to our previous site, but the audience top bar now offers a drop-down menu with additional top links for each audience.

You also will find a “What’s New” section where we include links to major HR-related announcements and stories, along with updated policies or publications.

Another new addition to the website is HR toolkits. Toolkits are designed to help you more easily complete an HR-related task or better understand an HR process, such as hiring, benefits eligibility and enrollment and orientation.

They offer all of the needed information for these tasks in one place. Toolkits currently are available for prospective employees, new employees, support staff, faculty & academic staff, and administrators, managers & supervisors. More toolkits will be added throughout the summer and fall.

If you have feedback about our new website design or have requests for additional types of toolkits, please send that feedback to the HR webmaster at webmaster@hr.msu.edu. 😊

Inside this Edition

Page Two
- October Open Enrollment and New Plan Year Reminder
- Student Raises Coming in August
- Upcoming Changes to Faculty & Staff Meal Plans

Page Three
- Explore Works of Art at the Broad Art Museum
- Take a Walk at MSU
- Are You Washing Your Hands Properly?

Page Four
- HRD Education Opportunities
- Benefits/Retirement Education Opportunities
- HR Department Directory

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October Open Enrollment and New Plan Year Reminder

During our spring open enrollment period, MSU Human Resources announced that we would be moving from a fiscal year-based benefits year to a calendar year-based benefits year. As of July 1, we began a six-month benefits period that will run through December 31, 2013. During the entire month of October, we will hold open enrollment to select benefits for the 2014 calendar year (January 1 through December 31, 2014).

This October open enrollment will be for all benefits, including health, dental and life insurance, Flexible Spending Accounts, and voluntary benefits. This combines all of our open enrollments that have traditionally happened during different times of the year.

Besides allowing faculty and staff to make all their selections at one time each year, this change will bring several other advantages. Because both the health plan year and the FSA plan year will be based on the calendar year, it will be easier for faculty and staff to determine the impact of health plan deductibles when deciding on FSA withholdings. Also, the change to a calendar year-based plan year will better align MSU with Affordable Care Act regulations from January 1, 2014 moving forward.

A Benefits Fair will be held at Breslin Center on October 15, 16 and 17. For the first time, all our benefits program vendors will be invited to the fair. There also will be information sessions regarding the Affordable Care Act and other benefits-related topics.

Please watch for more information on open enrollment and the Benefits Fair in September. If you have questions, contact the HR Benefits Office at 517-353-4434 or benefitsinfo@hr.msu.edu.

Student Raises Coming in August

The Board of Trustees has approved a four-percent pay increase to student hourly employees. The student raises, effective August 11, will be processed in the HR/Payroll system the week of July 29. Students who have an active record, prior to August 1, will receive a four percent increase to their current hourly wage.

If a cost redistribution or pay change transaction is “in process” at the time HR attempts to apply the raises to the employee records, the HR/Payroll system will not allow HR to update the employee records.

In an effort to make the raise upload process as smooth as possible, we ask that you please approve all cost redistributions and pay changes for student hourly employees by Friday, July 26, and hold on initiating any cost redistributions or pay changes for student hourly employees during the time period of Monday, July 29 through Thursday, August 1. This limitation is only being requested for student employees — all other employee groups are unaffected by this process.

We apologize for any inconvenience this may cause.

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

Upcoming Changes to Faculty & Staff Meal Plans

Effective Saturday, August 17, 2013, MSU Culinary Services will be implementing changes to its dining plans, including the Faculty and Staff DineOn 10+ plan.

Culinary Services offers MSU faculty and staff low-cost, all-you-care-to-eat dining to dine along with family and guests at its 10 residential dining halls. To continue to provide a quality dining experience, the Faculty and Staff DineOn 10+ plan will be offered at $5.99 (plus tax) per meal. The Flex Option will no longer be offered as of Saturday, August 17.

Combo-X-Change is included with the Faculty and Staff DineOn 10+ plan to use at all Culinary Services retail locations, including Sparty’s, Union Pizzeria, Serrano’s, Union Deli, Riverwalk Market at Owen Hall and the Eat at State ON-THE-GO food truck. Starting this fall, the Kellogg Center’s Food for Thought food truck will also accept Combo-X-Change. Combo-X-Change allows dining plan holders to use a meal access as a “combo” at these retail locations, and each location has a combo menu that shows what can be purchased using a meal access.

In addition, the Union Food Court will host all-you-care-to-eat dining from 8 p.m. to midnight, daily.

If you have any questions, visit www.eatatstate.com or contact info@eatatstate.com.
What you may have missed this month on our blog...

Explore Works of Art at the Eli and Edythe Broad Art Museum

Accessing works of art is easier than ever with the Eli and Edythe Broad Art Museum on Michigan State University’s campus. The museum doors opened to the public and the MSU community in November 2012.

The museum is named for Eli and Edythe Broad, longtime supporters of MSU, who provided the initial funding support for the museum’s creation. The museum’s mission is to explore international contemporary culture. Broad currently houses more than 75 works of art, including international and contemporary artwork.

The museum was built by prize-winning architect Zaha Hadid. The museum’s building is made of pleated stainless steel and glass and covers 46,000 square feet.

Curious about what the museum has to offer? Check out our walking tour of the Broad Museum.

Take a Walk .... At MSU! (with a contest!)

Do you want to flex your legs, see amazing scenery and increase your energy? Then the Campus Walking Loops interactive map is just for you.

Campus Walking Loops is an interactive map that displays walking routes across campus. The map lists the distance of each route to help you coordinate your walking schedule, along with emergency phones and campus art features. There is also a downloadable PDF version available on the website.

Walking is good for you. According to the MSU Health e-Guide, walking can strengthen the heart, increase blood circulation throughout the body, lower blood pressure, reduce body fat and improve blood sugar and cholesterol levels.

View the blog post for walking tips and to learn how you can win a pedometer in our photo contest!

Are You Washing Your Hands Properly?

We’ve all heard that washing our hands is important, and that it prevents the spread of germs and infections. Hand washing seems like such a simple task, but a recent study by MSU researchers found that only five percent of people that use the bathroom wash their hands properly.

The study was conducted by Carl Borchgrevink, JaeMin Cha and SeungHyun Kim, faculty members in the MSU School of Hospitality Business. Check out the blog post to learn more.
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! Effective Proofreading Techniques
Tuesday July 30, 8:30 a.m. – noon
Presenter: Jackie McCarroll. $80.
Proofreading skills are essential to ensure quality of your documents. When you complete this workshop, you will be able to apply proven techniques for reviewing a variety of documents.

New! Processing P-Cards in EBS
Tuesday, August 6, 8:30 a.m. – 10:30 a.m.
Presenter: Denise O’Brien, University Services/Purchasing and EBS colleagues. Free.
This class provides an overview of the p-card transaction processing in EBS. We will cover routing, cardholder and fiscal officer roles and responsibilities, reconciliation procedures and more.

Discover Your Strengths
Thursdays, August 8 and August 15, 8:30 a.m. – noon
Presenter: Lori Mason. $150.
Learn why focusing on strengths provides more potential for growth and development than trying to repair weaknesses, as well as how to distinguish between talents, skills and strengths.

New! Essentials Of Employee Relations
Tuesday, August 13, 8:30 a.m. – 10:30 a.m.
Presenters: Kathie Elliot and Renee Burck, MSU Human Resources, Employee Relations. Free.
This course offers new and experienced supervisors a refresher from Employee Relations on topics such as setting expectations, performance management, what to do when you think you need to discipline an employee and your role as a contract administrator.

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.

MSU Benefits/Retirement Orientation
Wednesday, August 21, at 12:30 p.m.
Presenter: Human Resources staff.
Recommended for anyone new to benefits or signing up for a retirement plan.

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