New Faculty and Academic Staff HR Forms

MSU Human Resources is pleased to announce that the faculty reappointment form has been completely redesigned into two new forms: the reappointment form and the rehire form.

The faculty hire form has also been enhanced as part of this release. In addition, functionality has released that includes one streamlined entry point which directs form initiators to the appropriate HR form (i.e., hire, reappointment, rehire, change of status). The new forms and functionality are now available to HR Unit Administrators in the EBS system.

This new functionality is part of a multi-phased approach to redesign the faculty hiring forms to become more user friendly and to enforce business rules. The objective of the redesign is to build efficiencies into the forms to support timely and accurate processing of faculty hires, reappointments and rehires. Feedback sessions were held with form initiators and approvers to obtain suggestions and input for form improvements.

It is expected that the redesign will facilitate a quicker turnaround, supporting more timely access to pay, parking, benefits and MSU systems. As part of the form redesign initiative, some changes will be made in the use of academic hiring waivers.

For details about the changes to the forms, waivers and information about training materials, please visit http://www.hr.msu.edu/newsfeeds/NewFASHRForms.htm.

Outstanding Supervisor Award Reminder

Nominations for the 12th annual Outstanding Supervisor Award are being accepted by the Family Resource Center, and are due by Wednesday, July 10. The nomination form is available online at http://www.frc.msu.edu/Worklife/OutstandingSupervisor.htm. This year’s nomination process will be electronic and the nominations will be submitted online.

This award honors supervisors who have consistently demonstrated work/life sensitivity and support of the professional/personal needs of the employees in their unit.

Selected recipients from various departments will be honored with surprise celebrations on or around National Bosses Day on October 16. Questions? Call the Family Resource Center at 517-432-3745 or email Strom@hr.msu.edu.

Inside this Edition

Page Two
- Upcoming Fall Payroll Clerk Review Sessions
- Off-Campus Housing Website Available to You
- HR Customer Service Survey

Page Three
- Spring Cleaning Your Office - Part 2
- MSU Archives & Historical Collections Services
- MSU Health e-Guide

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

Visit the SourceLive Blog: www.SourceLive.hr.msu.edu
Like us on Facebook: facebook.com/MSUHumanResources
Follow us on Twitter: www.twitter.com/msuhr
www.twitter.com/msujobs
Upcoming Fall Payroll Clerk Review Sessions

HR Staffing Services and the Payroll Office will be holding their annual fall payroll clerk review sessions on Thursday, July 25 and Monday, July 29. Both sessions will be held in Erickson Kiva and will start promptly at 9 a.m. The sessions are open to anyone who is involved in the hiring process of student, temporary, and on-call employees. Registration is not required.

Topics covered include:
• Student employee hiring procedures
• EBS hiring information to include students, temporary and on-call employees
• 2013 student annual raise process information
• Student employee payroll information including the CATS time reporting system.

If you have questions, please contact HR Staffing Services at 517-353-3720.

Off-Campus Housing Website Available for You

MSU is pleased to offer http://offcampushousing.msu.edu/, a listing service that the university supports to steer people to housing options. Although the website was initially targeted for students, new features have been added that faculty and staff should find useful.

The website generates a custom list of properties that meet your criteria, offers easy comparison of properties with pictures and detailed descriptions and uses Google maps and directions. Faculty and staff can use message boards to post about sabbatical or short-term housing, furniture listings, carpools, and more.

If you have a property you’d like to rent out, the site can help you market the property to undergraduate students, graduate students or faculty/staff/professionals. Monthly subscriptions are available at a reasonable rate and include a property listing in the searchable database with a description, images, email link and map.

For questions about the site, you can contact Erin Carter, Community Liaison at carter221@msu.edu or 517-432-7527.

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

Spring Cleaning - Part 2

Every day through posters or TV campaigns we’re reminded to “go green.” Part of that includes “green cleaning,” which means using all-natural cleaning solutions and environmental-friendly techniques, such as recycling. These tactics reduce waste and protect the planet.

According to the U.S. Environmental Protection Agency, or EPA, roughly 80 percent of what Americans toss into the trash is recyclable. Also, according to the EPA, the average office worker uses about 10,000 sheets of paper every year. In the United States alone, workers generate approximately two pounds of paper each day.

During the spring, people across the country like to take the time to clean their homes or their offices. To assist you in your cleaning efforts, visit the blog post for nine green cleaning solutions from an article by Green America.

MSU Archives & Historical Collections Offers Great Services for You!

MSU Archives & Historical Collections (UAHC) offers great services to MSU faculty and staff.

UAHC’s record management is responsible for the management of the university’s inactive records, including the preparation of retention schedules for its administrative, fiscal, personnel and academic records. UAHC can assist your team in the efficient administration and management of official paper and electronic records of the university. MSU faculty and staff can take advantage of the ongoing support and training to the in records management, storage and retrieval to comply with all relevant state and federal laws and regulations available at UAHC.

The reading room within UAHC has kept historical materials preserved and secure, as well as readily available for public research. The documents available at the reading room include maps from throughout campus history, scrapbooks from alumni and class rivalry posters. View the blog post for more available services.

Stay Healthy All-Year Round with the New MSU Health e-Guide

The MSU Healthwise Knowledgebase has been upgraded to the new MSU Health e-Guide, making access to resources and educational materials for maintaining your health easier than ever.

The MSU Health e-Guide features a new home page in an easier to use format, allowing visitors to find medical information quickly. Check out the blog post to learn more.
Upcoming Events...

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! Professional Presence in Interviewing
Tuesday July 16, 1 p.m. – 4:30 p.m.
Presenter: April Callis. $100.
Do you know how to convey your worth during a job interview? Learn the three interviewing phases: how to communicate professionalism to the interviewer, how to navigate the ending of the interview and how to initiate the next phase of communication.

Building a Better You
Wednesday, July 17, 8:30 a.m. – noon
Do you feel good about yourself and your work? This fun and interactive session will show you how to release the successful, unlimited person inside you.

Time and Email Quick Tips
Thursday, July 25, 10 a.m. – noon
Presenter: Randy Dean. $105.
Efficient email management saves time and reduces stress. Topics covered will include all five key Outlook functions, time savers for better email management, email organization and email automation.

New! Get LinkedIn to Succeed
Thursday, July 25, 2:30 p.m. – 4:30 p.m.
Presenters: Bethany Balks and Chuck Folino, MSU Human Resources. Free.
Are you on LinkedIn yet? This class will show you how to use this powerful professional social media tool to connect with colleagues and professional resources. You may bring your laptop or tablet.

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, July 17, at 12:30 p.m.
Presenter: Human Resources staff.
Recommended for anyone new to benefits or signing up for a retirement plan.