Seeking Nominations for 2013 CT Award

Is there an outstanding CT in your unit who deserves special recognition for his or her skills, abilities and dedication to excellence? Nominate that special person for the 2013 Clerical Technical Recognition Award! The winner will receive $1,000 in recognition of their outstanding service, along with a special recognition reception. Criteria for the award include:

- Respect of their peers and continuous diligence in attending to their daily responsibilities;
- Concern for students, faculty, staff and colleagues in their respective units, particularly (but not limited to) those assisting overseas U.S. students and faculty, international students, international faculty, etc.;
- Extraordinary and significant contributions to the community or public service;
- Innovative thinking in facilitating unit tasks and responsibilities.

Individuals may be nominated by any member of the university community. To nominate an individual you will need to complete a nomination form and collect a minimum of two support letters (maximum of five) by MSU colleagues. You may include additional information if it supports the applicant’s nomination. You can find nomination forms on the MSU Human Resources website at http://www.hr.msu.edu/recognition/supportstaff/CTrecognitionAward.htm. Submit the nomination form and attachments (preferably PDF) by 5 p.m. on June 3, 2013 to ServiceAwards@hr.msu.edu, Attn: CT Recognition Award Selection Committee.

The Breslin Takeover II Carnival is April 6!

Please join MSU Student Parents on a Mission (SPOM) and the Family Resource Center as they take over the MSU Breslin Center for a second year on Saturday, April 6 from 1 p.m. to 5 p.m.!

This year will include many family fun activities along with a resource fair in the upper concourse. Representatives from local schools, day cares, YMCA, community services programs, etc., will be there to answer any questions you may have about their programs. You will receive pertinent information for making informed choices on where best to find quality care for your children and loved ones.

More information can be found at http://www.frc.msu.edu/News/index.htm.

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30 and 60 Are Important Numbers to Know!

If you need to make changes to your benefits due to qualifying life events, 30 and 60 are numbers it pays to remember.

- If you are a new hire, you have 60 days from the date you were hired to sign up for benefits. If you miss the 60-day deadline, you will have to wait until the next annual open enrollment period to enroll in benefits.

- If you are rehired or you are an existing faculty or staff member that has become newly eligible for benefits due to a change in your appointment or work assignment, you have 30 days from the date of becoming rehired or newly eligible to enroll in benefits. If you miss this 30-day deadline, you will have to wait until the next annual open enrollment period to enroll in your benefits.

- If you get married, you have 30 days from the date of your marriage to sign your spouse up for benefits. If you miss this deadline, you will need to wait until the next annual open enrollment period to enroll your spouse in benefits.

- If you give birth or adopt a child, you have 30 days from the date of birth or adoption to sign the new baby up for benefits. Please don’t miss this 30-day deadline in order to ensure coverage for your new family member!

- If your spouse or other dependent experiences a loss of other existing coverage, you have 30 days from the date the coverage was lost to enroll your dependent in benefits. If you miss this 30-day deadline, you will need to wait until the next annual open enrollment period.

If you experience any qualifying life event that allows you to make a change to your benefits outside of open enrollment, a good general rule to remember is to act fast. Contact the Benefits office at 517-353-4434 or benefitsinfo@hr.msu.edu as soon as your qualifying life event occurs. If you wait more than 30 days to act, you will need to wait until the next annual open enrollment period to make changes to your benefits.

Contract Administration and Your Role as a Supervisor

Did you know that the unionized employees at MSU are represented by ten different collective bargaining agreements? This is important information because each collective bargaining agreement, or contract, is a unique legally binding document entered into between the university and the respective union/association. As with any other legal document, it is important that each contract is administered correctly. As a supervisor, you are on the “front line” and the university relies on you to abide by and consistently administer each of the contracts. Therefore, it is imperative that you know which type of employees you supervise and to familiarize yourself with the applicable contract.

As an example, if you supervise a Clerical-Technical employee, the provisions for approving vacation time are different than if you supervise an Administrative Professional Association employee. Similarly, if you supervise a 999 employee, the way in which overtime is equalized is different than if you supervise a 1585 employee.

It is also important for you to know that every one of the contracts at MSU preserves certain rights for supervisors. One of these rights is the ability to manage and direct the workforce. This encompasses a number of management functions, such as the right to decide the type of work to be performed, the right to train and cross-train employees, the right to set and change schedules, and the right to fill vacancies.

An electronic copy of each of the contracts can be found here: http://www.hr.msu.edu/documents/contracts.htm. Employee Relations is available to answer questions related to contract interpretation and administration and can be reached at 517-353-5510 or hr.er@hr.msu.edu.

Save the Date: The 2013 Benefits Open Enrollment will take place from Monday, April 22 through Monday, May 13!
Auto and Home Insurance Now Available

MSU is pleased to announce that benefits-eligible faculty and staff can now enroll in employee-paid auto and home insurance through MSU Benefits Plus.

Auto and home insurance is available through two providers: Liberty Mutual and MetLife. Each provider offers insurance at special group rates. Choosing either provider allows you to pay for your premiums through payroll deduction. There is no formal enrollment period for auto and home insurance; eligible faculty and staff can enroll at any time.

To receive a quote or to learn more, please visit [https://msubenefitsplus.com/](https://msubenefitsplus.com/). If you haven’t previously set up an MSU Benefits Plus account, you will need to use your ZPID number to register for an account to enter the website. You can locate your ZPID on your MSU Spartan Card ID badge, or you can find the number in Employee Self Service (ESS) in EBS. Once you’ve clicked your ESS tab, click “Personal Information” then “Personal Data.”

Making Appointments Helps HR Benefits Serve You Better

When MSU faculty and staff need help with an issue related to Worker’s Compensation, Long-Term Disability, Family Medical Leave Act (FMLA) or other types of leaves, we ask that you make an appointment with one of the HR Benefits staff members listed below. This ensures that someone with the knowledge you need is available when you arrive to help you apply for your leave or answer your questions.

For FMLA or other types of leaves of absence, if your last name begins with:
- A–L: contact Beth Tominski at 884-0188.
- M–Z: contact Sheila Chorey at 884-3652

For Worker’s Compensation or Long-Term Disability issues, if your last name begins with:
- A–K: contact Tony Lemke at 884-0163 or Kendra Sokol at 884-0208
- L–Z: contact Rosemary Huguelet at 884-0162.

Once an appointment has been arranged, please check in first in suite 140 when arriving for an appointment. Suite 140 is located in the hallway to the right of the elevators on the first floor of the Nisbet Building. If you arrive without an appointment at a time when a staff member is not available to assist you, the Benefits Service Center will assist you in scheduling an appointment.

Retirement and Service Recognition Awards Are April 22

The 2012-13 Retirement and Service Recognition Awards Convocation honors members of the staff who are retiring and others who have given extended service to the university.

This year approximately 750 employees and retirees will be honored.

This year’s awards convocation will take place:

Monday, April 22, 2013
4:30 p.m.
Spartan Club, Spartan Stadium Tower

Invitations have been sent out to honorees. If you’re interested in attending, please email ServiceAwards@hr.msu.edu.

Congratulations to all of this year’s honorees and thank you for your dedicated service to Michigan State University.
What you may have missed this month on our blog...

Tips on Making a Great Résumé

Everyone needs a résumé—it’s an essential quick-summary of your work experience. Here are some tips on making a top-notch résumé.

**Use bullets**
Résumés are skimmed. Using bullets with short descriptions of your skills will work better than a large body of text that may not get read.

**Action language**
Use action verbs as the first word in a bullet point; i.e., “examined” instead of “I looked at.” This helps describe your work experience at a quick glance.

For more résumé tips, click here!

How to Beat the Winter Blues

When winter rolls around, sadness or depression can too. Seasonal Affective Disorder (SAD) is a form of depression that affects people during the same season every year. Typically, people who experience SAD feel worse in the winter months and better in the spring and summer.

SAD can affect everyone, but according to the Health4U’s Health E-Guide, those more likely to experience the disorder include:

- People who live in areas where winter days are very short or there are big changes in the amount of daylight in different seasons.
- Women.
- People between the ages of 15 and 55. The risk of getting SAD for the first time goes down as you age.
- People who have a close relative with SAD.

But whether it’s SAD or another form of the “winter blues,” five tips offered in this blog post can offer ways to help improve your mood.

Go Green and Recycle with Free Office Clean-Outs!

“Go Green,” means recycling and that’s exactly what MSU is doing with their participation in RecycleMania. RecycleMania is an eight-week competition between different universities in the United States, created to find out which college can collect and recycle the most trash and to promote waste reduction. The competition runs from Feb. 3 to March 30, 2013 and is being led at MSU by the MSU Recycling Center.

View this post for more information on how you can pitch in!
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.

Speak and Write with Confidence
Tuesday, April 9, 8:30 a.m. – 3 p.m.
Presenter: Jackie McCarroll. $155.
Effective verbal and written communication skills are key to success in any job. This interactive seminar will give you an opportunity to apply your current knowledge and new tools in a safe environment.

Hiring Temporary and On-Call Employees
Friday, April 12, 8:30 a.m. – 10:30 a.m.
Presenter: Melissa Kacos, MSU HR. Free.
Participants will learn rules, procedures and processing requirements for employment of temporary and on-call employees in all employee groups. There also will be a demonstration of new online tools.

Great Customer Service — All the Time
Tuesday, April 16, 8:30 a.m. – noon
Presenter: Todd Bradley, MSU HR. Free.
Enhance your skills to provide high-quality customer service all the time, especially in times of change. Learn practical tools to stay steady and up your game in serving both internal and external customers.

New! MSU Travel 101
Wednesday, April 24, 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 university travel for less than nine months. Topics include travel contracts, authorizations, reservation processes, reimbursements, per-diem calculations, exchange rates, cash advances, EBS and more.

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, April 17, 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