Support Staff Health Care Payment

The Joint Health Care Committee (JHCC) Health Care Agreement, effective at the start of the new year, includes a lump-sum health care payment to all members of the eight participating unions that are actively employed as of January 1, 2014. The eight unions include APA, APSA, CTU, AFSCME Local 1585, IATSE Local 274, 999, 324 and FOP. Non-bargained-for support staff will also receive the payment. Faculty and academic staff are not eligible for this payment.

In simple terms, the payment is calculated by taking the pre-determined dollar amount, divided by the total full-time equivalency (FTE) count. In order for that payment amount to be accurate, a point-in-time head count will be taken as of January 1, 2014. The FTE count and final payment amount per employee will be based on percent of employment.

To receive the payment, support staff must be actively employed, which means receiving pay from MSU in some form as of January 1, 2014. The employee doesn’t have to be enrolled in a health plan to receive the payment.

The payment will be rolled into the employee’s normal paycheck. Payment for bi-weekly support staff will be made on January 24, 2014. Payment for monthly support staff will be made on January 31, 2014.

If you have additional questions about the payment, please contact MSU HR Benefits at benefitsinfo@hr.msu.edu or 517-353-4434.

FSA “Use-or-Lose” Rule Update

On October 30, the Treasury Department issued a new notice that modifies the “use-or-lose” rule for health care Flexible Spending Accounts (FSAs). In brief, employers can decide to either maintain a grace period of two and a half months following the close of the Plan year to recover FSA contributions (which MSU currently allows), or allow participants to carryover up to $500 to use to reimburse qualified medical expenses incurred during the following Plan year. However, an employer cannot offer both a carryover and a grace period (and consistent with current rules, an employer is not required to offer either provision).

This announcement came too late for MSU to consider for the 2014 plan year as our Open Enrollment period closed on October 31. Careful consideration will be given to this option for the 2015 plan year and any change will be communicated during the October 2014 Open Enrollment period.

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2013 Clerical-Technical Award Winner

The annual Gliozzo Clerical-Technical (CT) Recognition Award was founded in 2001 to acknowledge outstanding clerical and technical employees at MSU. The winner exemplifies a respect and concern for all members of the MSU community, diligence in daily work, significant contributions to the community or public service and innovative thinking. The 2013 recipient of the CT Recognition Award is Barbara Sweeney, an Office Assistant III for the Animal Science Department at MSU.

Barbara (also known as Barb) has worked at the university for 40 years. After graduating from MSU in 1974 with a degree in Elementary Education, she began her career as a secretary in the MSU Department of Animal Science, Horse Extension Office. Since then Barbara has advanced several times in her career at MSU. She currently processes payroll for over 100 students and on-call/temporary employees. She also serves as the department lead for student hiring.

An interview with Barbara can be found at http://sourcelive.wordpress.com/2013/11/12/2013-clerical-technical-award-winner/.

2013 Outstanding Supervisor Award Winners

The Outstanding Supervisor Award was established by Family Resource Center in the spring of 2001 to draw attention to MSU supervisors who are highly regarded by their employees for their consistent support of the work/life (professional/personal) needs of their employees. Various academic and support staff units submitted excellent nominations this year. The nominees and nominators represent a wide variety of departments and position levels.

The recipient selections were based on the testimonies, such as those quoted below, from their employees’ nomination letters. This year’s four winners include:

**Eunice Hoeve**, Administrative Assistant, The Plant Research Lab-Plant Biology

o “Eunice encourages time off when breaks are needed, supporting personal well being.”

**Dr. Dana Infante**, Assistant Professor, Dept. of Fisheries and Wildlife

o “The bottom line is that Dana treats her lab as a family and not just a group of employees.”

**Pauline VanDyke**, Administrative Assistant, Electrical and Computer Engineering

o “Pauline is the “sunshine” in our department, she greets all with a smile and a kind word.”

**Jason Vallance**, Engineer/Architect, Commissioning Services, Infrastructure Planning and Facilities

o “Jason allows flexible schedules to account for the long commutes several of his direct reports have, as well as last minute child care needs.”

View the full release at http://www.hr.msu.edu/flex/2013OutstandingSupervisors.pdf.

Phishing Warning for MSU Community

The MSU Police Department is investigating an attempted theft of employee direct-deposit payroll earnings.

On Friday, October 18, two employees reported receiving email confirmation of a change in their direct-deposit designation. Police say that valid credentials (MSU NetID and password) were used by a perpetrator to modify the employees’ banking information on the EBS HR/Payroll (SAP) system. It is believed that the perpetrator gained access to the credentials through a sophisticated phishing attack.

There is no indication of a system-wide security breach or exposure of other employee data.

MSU Police are asking anyone who suspects that their banking information has been comprised to call 517-355-2222.

Questions related to phishing or MSU NetIDs may be directed to the IT Services Support Desk at 517-432-6200.

Thank You University Physician’s Office

Your health and safety are important and no one knows this better than the University Physician’s Office at MSU. The University Physician’s Office creates programs that aid and serve the MSU community.

The mission of the University Physician’s Office is to “identify areas within the University community where there is need for specific programmatic or policy initiatives that would improve the health and safety of the people, who work, learn and live at MSU and to facilitate or provide oversight for these initiatives and programs. Simply stated, the mission is to optimize the workplace public health environment.”

The University Physician’s Office accomplishes their mission through a variety of programs they offer at MSU. See the rest of the article to learn more about these programs and services.

A Credit or Debit Card Equals Parking Success with New Meters

Parking at a meter without any loose change can be a nightmare, but new parking meters across campus are changing the way MSU faculty, staff and students are parking.

During the summer MSU police conducted a three-month trial run of solar powered parking meters that accept credit and debit cards in addition to cash and coins. Since then the meters have been placed in various areas around campus, such as the Dairy Store, the Union and Owen Hall.

The meter installation is now complete with a total of 600 new meters in operation. The meters accept Visa, MasterCard, American Express and Discover Cards in addition to cash and coins.

Read the rest of the article here.

Get Connected with LinkedIn

Building a professional network, staying up-to-date on the latest industry news and creating an engaging social media profile can help propel your career forward. HR employee and HRD guest facilitator Chuck Folino offers tips for utilizing the social media network “LinkedIn” to your advantage.

Watch the video included in this blog post for Chuck’s tips!
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.

Recognizing and Preventing Violence in the Workplace
Friday, December 6, 8:30 a.m. – 10:30 a.m.
Learn to identify and address warning signs in a timely manner to prevent violence in the workplace. MSU Police will provide instruction on how to identify behaviors, as well as intervention and response.

Payments to Non-Resident Aliens & Foreign Vendors
Wednesday, December 11, 1 p.m. - 4:30 p.m.
Presenter: Lee Hunter, MSU Accounting. Free.
This session provides key information about making payments to non-U.S. vendors and individuals. Topics include identifying non-resident aliens and foreign vendors, visas, payment types and more.

New! Leading the Spartan Experience
Friday, December 13, 8:30 a.m. – 11:30 a.m.
The Leading the Spartan Experience program is designed to kick-off The Spartan Experience effort by introducing you, as a supervisor, to the key concepts of the program and to provide you with the tools needed for implementation of this initiative within your team.

Prohibited Harassment: For Supervisors
Friday, December 13, 8:30 a.m. – noon. Presenters: Kristine Moore, JD, and Amanda Garcia-Williams, JD, MSU Office for Inclusion and Intercultural Initiatives. Free.
As a supervisor or manager, you are responsible for upholding the University’s policy on prohibited harassment. Learn how to recognize and respond to prohibited harassment issues that may arise at work.

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
Tuesday, November 26, 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