Center of Expertise: Total Compensation and Wellness

As HR works through our reorganization, we will be introducing a Center of Expertise in each edition of this newsletter.

Total Compensation and Wellness is a division within Human Resources that supports the MSU community by ensuring positions are classified appropriately based on work performed, skills and education requirements. We partner with key campus stakeholders in terms of setting the overall MSU strategic direction of benefits and compensation in order to recruit and retain talent.

In addition to setting strategic initiatives, we serve as the Center of Expertise (COE) for:
- Retirement planning/programs
- Reclassifications
- Special pay consultation
- Compensation and benefit surveys
- Student insurance
- FMLA
- Workers compensation
- General leaves of absence

Total Compensation and Wellness provides support to the Solutions Center for benefits exception requests and student insurance; supports Employee Relations for bargaining; and supports Talent Management. We also conduct Requests for Proposal (RFPs) for benefits administration, such as the FSA administration RFP that is currently underway.

We are the COE charged with overseeing the Affordable Care Act and its impact on MSU. You can learn more at http://www.hr.msu.edu/healthystate/index.htm.

Congratulations DSA Award Winners!

The following individuals will receive the Jack Breslin Distinguished Staff Award on April 22:
- Robert Ceru, Environmental Health & Safety
- Evette Chavez, Women’s Resource Center
- Patricia Grauer, COM External Programs & Advancement
- Brenda Nelson, Culinary Services
- Russell Werner, English Language Center


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Visit the SourceLive Blog: www.SourceLive.hr.msu.edu
Like us on Facebook: facebook.com/MSUHumanResources
Follow us on Twitter: www.twitter.com/msuhr
Flexible Spending Account Reimbursement Deadlines

It’s almost the deadline for turning in 2013 Flexible Spending Account (FSA) receipts! Here are the FSA important dates to remember for your Dependent Care Spending Account (DCSA) and Health Care Spending Account (HCSA):

• The deadline to use your DCSA funds was December 31, 2013.
• The deadline to submit your receipts for your DCSA is April 30, 2014.
• The deadline to use your HCSA funds was March 15, 2014.
• The deadline to submit your receipts for your HCSA is April 30, 2014.

Please remember, if you do not use all of your funds and submit your receipts by the required deadlines, IRS code requires the remaining funds be forfeited. If you still have remaining 2013 HCSA funds, consider adding up mileage to any medical appointments you had throughout the plan year and claiming that.

You can find the necessary forms and contact information for FSA Plan Administrator Meritain Health at http://www.hr.msu.edu/benefits/fsa/index.htm.

Remember: MSU Benefits Open Enrollment is Now in the Fall!

Please note that our annual MSU Benefits Open Enrollment now occurs in the fall of each year and not the spring.

MSU now operates under a calendar year-based plan year rather than a fiscal year-based plan year for all of the benefits currently available to faculty and staff. This includes health plans, flexible spending accounts (FSAs) and voluntary benefits.

We will announce the open enrollment dates for the next open enrollment early in the 2014-15 academic year!

Youth Program Criminal Background Check Process Online

MSU Human Resources is happy to announce that information about the criminal background check (CBC) process for MSU-sponsored youth program volunteers/workers is now available on the MSU HR website at http://www.hr.msu.edu/volunteers/index.htm.

The following resources are now available in one location:

(1) Youth Program CBC Process page. A few highlights from this page include:
• How and when the CBC authorization form should be completed and submitted to MSU HR.
• Ways in which the CBC authorization form may be submitted to MSU HR. For example, we now have a new email address (cbc@hr.msu.edu).

(2) Youth Program FAQs page
(3) Updated Youth Program CBC Authorization Form
(4) Policy for Conducting Youth Programs

If you have questions about the CBC process for youth programs, please contact MSU HR at 517-353-3720 or cbc@hr.msu.edu.
Take the “What’s Your Financial IQ?” Challenge

MSU Human Resources has teamed up with one of our retirement vendors, TIAA-CREF, to bring you the “What’s Your Financial IQ?” challenge.

April is Financial Literacy Month, and we wanted to offer this challenge as a chance for MSU faculty and staff to learn important information about financial planning in a fun and educational manner.

The challenge is open from April 1, 2014 through April 30, 2014. Each day five new questions are added to the challenge. Every time you play, you are automatically entered for a chance to win one of three tablet computers. The more you play, the better your chances of winning! (All responses are confidential. Please visit the link below to see the official rules of the sweepstakes.)

Are you ready to test your financial savvy? Take the challenge now:
https://www.whatsyourfinancialiq.org/wyfiq/?quiz=MSU.

For Supervisors: Determining Employee Dress Policies

As the temperatures rise, so does the incidence of flip-flops in our workplace. This time of year questions often arise around dress codes. Do I have a right as a supervisor to set a dress code? What is a reasonable dress code? Can student employees be expected to follow the same dress code as regular staff?

Supervisors do have the right to determine appropriate dress for the workplace, though they ought to be based on business needs and not arbitrary (i.e., banning purple socks on Tuesdays). You should consider the work environment, safety issues and religious observances when determining an acceptable level of dress.

Here are some questions to ask yourself as you determine what is appropriate for your workplace:

• Is your workplace a professional office more fitting of dress clothes?
• What are the culture and the impression we wish to demonstrate?
• Are employees in a lab, shop or space in which dress clothes would be easily destroyed?
• Does the employee have contact with visitors or are they in a closed-off workspace with little to no outside contact?

• Can the employee be harmed or injured if limbs are not properly covered or feet are not protected in work boots or a full shoe?

Some areas you may wish to address in your dress code include the condition of clothing (unclean, torn or raggedy), jeans, offensive t-shirts, hats, flip-flops or sandals, or revealing clothing (e.g., too sheer, too cropped, or expose too much of the body that is normally covered in the workplace). Chances are, if you work in a safety-sensitive environment, you’ve already addressed proper dress.

Whatever the work environment or culture of the unit, supervisors do have the authority to determine proper dress and to hold employees accountable to these standards. It is important that you first communicate these standards clearly. Religious dress should be observed where a safety concern does not exist. Student employees do not have to be exempted from the dress codes, though it may not be reasonable to expect a student to wear a suit into the office.

If you have further questions on determining or enforcing a dress code, please contact Employee Relations at 353-5510 or hr.er@hr.msu.edu.
**MSU Travel Discounts**

The MSU Travel Office is pleased to offer a variety of discounts to faculty and staff, both for MSU business travel and for personal travel.

Personal travel discounts include:
- Delta Air Lines airfare
- National and Enterprise car rentals
- Detroit Metropolitan Airport parking program
- East Lansing-vicinity hotels
- Delta Vacations Program

Business travel discounts include:
- Delta Air Lines airfare
- National and Enterprise car rentals
- Sun Country Airlines airfare
- Michigan Flyer motor coach to Detroit Metropolitan Airport.
- Direct billing of airfare/rail

View more details on each of these discounts at [http://www.hr.msu.edu/recognition/travel_discounts/](http://www.hr.msu.edu/recognition/travel_discounts/).

If you have questions, please contact the MSU Travel Office at 517-355-5000 or travel@ctlr.msu.edu.

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**Woman to Woman Financial Essentials Workshops**

MSU HR is pleased to be a sponsor of two workshops especially for women interested in enhancing their financial knowledge. These free workshops will be held May 8 at the MSU Union. The workshops are hosted by TIAA-CREF and additionally sponsored by the Family Resource Center, Women’s Resource Center and Women’s Advisory Committee for Support Staff.

**She’s Got It: A Woman’s Guide to Savings and Investing** is designed to help the mid- to later-career women create successful investing and saving strategies. The session runs from noon to 1:30 p.m. with lunch provided.

**Start to Finish: The Early Career Woman’s Guide to Financial Wisdom** offers basic financial knowledge for women at the start of their career. The session runs from 4 p.m. to 5:30 p.m. with snacks provided.

Learn more and register at [http://www.hr.msu.edu/benefits/retirementplaneducation.htm](http://www.hr.msu.edu/benefits/retirementplaneducation.htm).

Questions? Contact Human Resources at retirementinfo@hr.msu.edu or 517-353-4434.
What you may have missed this month on our blog...

Get Fresh Produce at MSU from the Student Organic Farm

Vegetable lovers have a resource right here on campus that provides access to organic produce. The Student Organic Farm Community Supported Agriculture (CSA) program has a summer-only membership option available that runs from June through October. The program offers produce such as potatoes, beets, rutabaga, onions, garlic, parsnips, carrots, cabbage and squash.

Individuals that sign up receive a fresh box of local organic produce each week from the Student Organic Farm, which they can pick up on Mondays from 4:30 p.m. – 6:30 p.m. at the Student Organic Farm located at 3291 College Road, Holt, MI 48842.

The Student Organic Farm also has a year-round CSA. The year-round program is the first year-round CSA in Michigan. Michigan residents who are members of the CSA can receive locally grown organic produce for 48 weeks of the year. In the winter, produce includes: kale, collards, scallions, herbs and chard to salad mix. The year-round program also includes summertime produce.

Read the rest of the post here.

HR Toolkits: New Employees Start Here

When you start a new job, the last thing you want to do is search for the information you need right away. That’s when you want to start with HR Toolkits for new employees. There’s a toolkit for what you should expect and bring with you to Support Staff Orientation, information about parking, ID Cards, and the all-important NetID.

You’ll also find information about changing dependent information for benefits, what retirement plans are available and how to enroll.

View the new employee toolkits here.

Best Doctors’ “Ask the Expert” Service

Finding the right medical information for a condition or illness you have can be a daunting task. With so much information available, it can be hard to decipher what’s right and what’s wrong, what’s trustworthy and what’s not. But with the Best Doctors’ “Ask the Expert” service, you can gain direct access to experts in the medical field that can answer any questions you may have.

Visit this post for a video explaining how this important and beneficial service works and why it might be just right for you.
Professional Development Services’ Education Opportunities

To register or get more information on any of these upcoming HR Professional Development Services (PDS, formerly HRD) 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.

Essential Skills for Leadership
Tuesday, April 29, 8:30 a.m. – 4:30 p.m.
Presenter: Pam Wyess. $230.
Learn how to lead by example, manage behavior and engage employees. Discover techniques to get your message across clearly and how to respond no matter what employees bring to your attention.

New! Stay Calm and Get Things Done
Wednesday, April 30, 8:30 a.m. – noon
Presenter: Pam Wyess. $130.
Learn to quickly recognize why some things never seem to get done. If you want to increase your productivity, satisfaction and sense of calm, this class will help you identify and overcome roadblocks and help to implement your new insights and strategies immediately.

RNT: 1-2 Years to Your Retirement
Tuesday, June 3, 8:30 a.m. – 4:30 p.m.
Presenters: MSU HR staff and outside experts. Free.
Will you elect to take your social security benefits at the right time? Learn about this and many other issues critical to your retirement planning.

RNT: 3-7 Years to Your Retirement
Tuesday, June 10, 8:30 a.m. – 4:30 p.m.
Presenters: MSU HR staff and outside experts. Free.
If you know you’d like to retire in the next 3-7 years, this class will cover a range of pre-retirement issues to help you reach that goal.

Benefits/Retirement Investment Education
To register or get more information, call 517-353-4434 or email benefitsinfo@hr.msu.edu. Sessions are free and held in 125 Nisbet Building. Registration is requested.

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

Contact HR

• 517-353-4434 or benefitsinfo@hr.msu.edu for questions related to benefits.
• 517-353-3720 or hrstaffingservices@hr.msu.edu for questions related to hiring, staffing, classifications, compensation and job postings.
• 517-355-1526 or records@hr.msu.edu for questions related to processing of academic hires and academic job postings.
• 517-353-4330 or records@hr.msu.edu for questions related to employment verification and time processing.
• 517-355-0183 or ProDev@hr.msu.edu for questions related to professional development courses.
• 517-353-5510 or hr.er@hr.msu.edu for questions related to unions, grievances, arbitration and employee discipline.