Support Staff Health Care Payment

The Joint Health Care Committee (JHCC) Health Care Agreement once again includes a lump-sum health care payment to all members of the eight participating unions that are actively employed as of January 1, 2015. 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, 2015. It is imperative that all employment actions for these employee groups are submitted and fully processed by January 1.

To receive the payment, support staff must be actively employed, which means receiving pay from MSU in some form as of January 1, 2015. The employee doesn’t have to be enrolled in a health plan to receive the payment. The payment amount will be based on the employee’s percent of employment.

The payment will be rolled into the employee’s normal paycheck. Payment for bi-weekly support staff will be made on January 23, 2015. Payment for monthly support staff will be made on January 30, 2015.

If you have additional questions about the payment, please contact SolutionsCenter@hr.msu.edu or 517-353-4434.

Spring Student Employment Note

The first day of spring classes is January 12, 2015. All student employees who have graduated, or those not enrolled for spring semester, must be terminated no later than Sunday, January 11, 2015.

All students may begin working up to 40 hours per week starting the week of finals on Sunday, December 7, 2014 through Sunday, January 11, 2015.

Please contact Human Resources at 517-353-4434 if you have any questions.

Comments & suggestions for Source are welcome!
Contact us at: hrcommteam@hr.msu.edu
2014 W-2s Will Be Mailed to Employee’s Permanent Address

Please be aware that your 2014 W-2 will be mailed January 30, 2015 to the permanent address that MSU has on record for you. If you have moved or the address that MSU has on record is not current, please validate or update your address at the EBS portal no later than December 31, 2014.

- Visit www.ebs.msu.edu and click the EBS Login button. Log in using your MSU NetID and password.
- Go to your ESS (Employee Self Service) tab.
- Go to the Personal Information sub-tab.
- Choose Addresses. Validate that your permanent address is correct. If not, select the Edit button in the Permanent Residence box.
- Input your address on this screen (red asterisks denote required fields).
- Click Review.
- Click Save.

For more detailed instructions, visit http://ebs.msu.edu/ESS/docs/AddressChange.pdf.

If you are unable to update your address in the EBS Portal, please contact the Service Desk at 517-884-3000 or ITServe@msu.edu.

This is also a good time to review your earnings statements under your ESS tab of EBS and make sure there aren’t any errors that will be reflected in your 2014 W-2. If you have concerns with your earnings statements, please contact the Payroll Office at 517-355-5010.

Retirement Plan Core Investment Menu Update

MSU reviews the investment options available through the new 403(b) Retirement Plan and the new 457(b) Deferred Compensation Plan accounts to make sure we continue to help MSU employees meet their financial goals and investment objectives. As a result, we have the following updates to the investment options for new contributions that will be effective in February 2015:

- The Harbor High Yield Bond Fund, which is categorized as a High Yield Bond Fund in our core investment menu, will be replaced by the Loomis Sayles High Income Fund in both the Fidelity Core Investment Menu and the TIAA-CREF Core Investment Menu. Through the ongoing review process, it was determined that the Harbor High Yield Bond Fund has not met the expectations, including the performance of the fund in the short-term and long-term as compared to its index. We have determined, through the assistance of our external investment consultant, that the Loomis Sayles High Income Fund is a better match for our core investment menu.

- The New York Life Guaranteed Interest Account in the Fidelity Core Investment Menu, which is categorized as a Fixed Annuity/Stable Value investment option, will have a reduction in total investment expense. The current investment expense is 0.35%, and will be reduced to 0.10%, with the 0.25% difference being allocated back to the participant as additional earnings.

- We are adding the Dodge & Cox Global Stock Fund as a new Global Stock Fund in the TIAA-CREF Core Investment Menu. This new investment, which is a mutual fund, will be added as a complementary global equity option to the current CREF Stock Annuity investment.

You will receive communications with more detail from your investment vendor (either Fidelity or TIAA-CREF) in late January about these changes that will take place in February.
What you may have missed this month on our blog...

2014 Clerical-Technical Award Winner

Annually, the Clerical-Technical Award is presented to an exemplary clerical or technical employee at MSU. The award is made possible by Dr. Charles and Marjorie Gliozzo who established a fund in honor of Thomas and Concettina Gliozzo in 2001. According to Dr. Gliozzo, “the CTs are the backbone and the infrastructure of the university and they deserve recognition.”

The recipient of the 2014 Clerical-Technical Award is Anne Simon. Simon has been a dedicated MSU employee for 29 years. She began working for the College of Music in 2005 and quickly became indispensable to the department, acting as the sole office assistant in the graduate office. While Simon has myriad responsibilities in this position, she has proven to be an amicable and diligent worker, a wonderful colleague, and a fantastic resource.

An intimate ceremony was held in Anne’s honor on October 31st. Present were co-workers, students, friends, family, and Anne’s supervisor, David Rayl. Rayl nominated Anne along with several co-workers and students

Read the rest of this blog post here.

What Is Your New Year’s Resolution?

That last ten pounds. Quitting smoking. Discarding your fashion faux pas from the past year. Every year, we think about what to get rid of. Why not focus on gaining something, like a little knowledge?

Today’s careers are more demanding than ever. What is cutting edge today may well be obsolete tomorrow. Professional development and job skills training have become an essential part of most careers. But how do you find the time to perform the obligations associated with your job when you are trying to stay on top of your skills with ongoing training and other professional development activities?

elevateU can help to meet these demands. Take a course, whenever it’s convenient for you. Watch a five minute video to boost a specific skill. Download an audio book to listen to on your commute. So many options, to make the most of your precious time.

Click here for our featured video!

Michigan Tobacco Quitline

The Michigan Tobacco Quitline is now open to all MSU employees, spouses of MSU employees, and MSU students. It is a free service that provides access to a professional Quit Coach, and a personalized quitting strategy along with other resources to help individuals quit tobacco use.

View this blog post for more details!
Professional Development Services’ Education Opportunities

Watch for the Spring 2015 SpartansLearn catalog, coming in early January! The catalog will be emailed to all support staff and will be available on the Human Resources website at www.hr.msu.edu under the “What’s New” section.

As part of our ongoing commitment to your continuing development, Human Resources and IT Services are pleased to offer an e-learning resource that can be accessed from the convenience of your computer, elevateU.

With elevateU, current MSU staff & faculty can access a diverse library of content, including:

- Courses & Simulations
- Videos
- Books
- Certification test prep materials

There are programs that cover leadership, IT & desktop, finance, human resources, change management, project management, interpersonal skills and much more. Utilize the resources as reference tools to help answer your day-to-day job questions or as part of your ongoing personal and professional development. Many of the courses are even approved for Continuing Ed credits!

To access elevateU, simply log into EBS, go to your ESS tab and click on Professional Development, then click on elevateU.

Some example resources include:

- Managing Customer-Driven Process Improvement
- Effective Team Communication
- Customer Advocacy: Communicating to Build Trusting Customer Relationships
- Principles of Accounting and Finance for Non-Financial Professionals
- Conducting Interviews: Asking the Right Questions
- Developing a High Performance Organization
- Managing Fairly
- Project Management for Non Project Managers
- IT Project Management Essentials
- Working for Your Inner Boss: Personal Accountability

Contact HR

For most HR-related questions or concerns, you should contact our HR Solutions Center at:

- 517-353-4434
- SolutionsCenter@hr.msu.edu

The following areas of HR can be contacted directly:

- 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.