

## An MSU HR Change Update...

MSU Human Resources is currently working towards an improved service delivery model to better support MSU faculty, staff, students and retirees. As part of this transformation, some staff have been moved to new areas in HR, and some HR areas are being created or redeveloped.

One new area coming in later 2014 is our Solutions Center. Staff members assigned to this area are currently going through training in preparation of that launch. This center will house customer service and operations staff members. We will have more updates throughout 2014 on our progress.

In addition to our Solutions Center, we have several "Centers of Expertise." These include Employee Relations, HR Administrative Services, HR Information Technology, Talent Management, and Total Compensation and Wellness. We will introduce or re-introduce you to these areas through 2014, but we wanted to make you aware of the new names as you'll see them pop up in communications. For now, we encourage you to view our organizational chart to better understand our new structure: <http://www.hr.msu.edu/contact/HROrgStructure.pdf>.

What's important to note is that our current contact information is not changing at this time. Please continue to use these phone numbers

and email addresses:

- 517-353-4434 or [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu) for questions related to benefits.

- 517-353-3720 or [hrstaffingservices@hr.msu.edu](mailto:hrstaffingservices@hr.msu.edu) for questions related to hiring, staffing, classifications, compensation and job postings.

- 517-355-1526 or [records@hr.msu.edu](mailto:records@hr.msu.edu) for questions related to processing of academic hires and academic job postings.

- 517-353-4330 or [records@hr.msu.edu](mailto:records@hr.msu.edu) for questions related to employment verification and time processing.

- 517-355-0183 or [ProDev@hr.msu.edu](mailto:ProDev@hr.msu.edu) for questions related to professional development courses.

- 517-353-5510 or [hr.er@hr.msu.edu](mailto:hr.er@hr.msu.edu) for questions related to unions, grievances, arbitration and employee discipline.

HR will move to one central phone number and email address later this year. If you prefer to visit us in person, you should come to 110 Nisbet Building where our customer service staff can answer your questions or direct you to the appropriate person. We appreciate your continued support as we make these changes, and we look forward to serving you in 2014! 📍

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## Your 2014 Spartan Resolution: Resolve to Exemplify Spartan Courage in the Workplace

Being a true Spartan requires commitment and courage – especially if you are a Spartan at work. Daily work responsibilities and interactions can easily turn into moments that call for everyday acts of courage. It takes courage to act in spite of being fearful, anxious or uncomfortable.

Consider the following examples of times when courage may be necessary in the workplace:

- An employee knows that a colleague (who is also a personal friend) is taking unapproved breaks. Other employees are picking up the workload, putting stress on the entire unit.
- An employee is asked by his supervisor to run a personal errand for him off campus on work time.
- A supervisor sees a developing substance abuse problem with a staff member.

- A director has recently heard several similar complaints from staff about their supervisor.

Employee Relations and Organization Development put together an article discussing Spartan Courage and doing the right thing in the workplace for employees and supervisors. Learn about “**Try**” Courage, “**Trust**” Courage and “**Tell**” Courage, and why you should resolve to use them in 2014: [http://www.hr.msu.edu/news\\_feeds/SpartanCourageArticle.pdf](http://www.hr.msu.edu/news_feeds/SpartanCourageArticle.pdf).

If you have a specific issue that you would like help with, or you would like training or resources for learning how to be courageous at work, contact Employee Relations at 517-353-5510, or Organization Development at 517-355-0183. ☺

## 2014 IRS Retirement Plan Contribution Limits

The IRS recently announced the retirement plan limits for 2014. Please be aware that:

- The annual contribution amount did not change and is still \$17,500 for 403(b) and 457(b) plans.
- Age 50 catch-up contribution amount did not change and is still \$5,500 for 403(b) and 457(b) plans.

If you would like to contribute as much as you can, MSU Human Resources provides a tool to assist you in maximizing your contributions to the annual IRS limit. There is a display in ESS that shows the remaining amount of retirement contributions you have available before reaching one of the limits, and the equivalent percentage of your pay to help you spread that out for the year. A tutorial is available that will walk you through the process at [http://www.hr.msu.edu/benefits/benefits\\_docs/RetirementViewChange0112.pdf](http://www.hr.msu.edu/benefits/benefits_docs/RetirementViewChange0112.pdf). (If you are an Academic Year faculty member or a

Voluntary 403(b) Base participant age 50 and over, contact the HR Retirement office for further assistance in calculating your contribution percentage.)

Our web pages found at <http://www.hr.msu.edu/benefits/retirement/> provide the following additional information:

- Retirement plans available at MSU
- How to enroll or make changes
- How much you can contribute, including online percentage calculators
- Retirement planning tools, including educational opportunities and online tools

For assistance or questions, please contact the HR Retirement office via email at [retirementinfo@hr.msu.edu](mailto:retirementinfo@hr.msu.edu) or call 517-353-4434. ☺



### Are You Signed up for MSU Alert?

*MSU Alert is one way that Michigan State University delivers emergency information to the campus community. To confirm or update your information, visit [alert.msu.edu](http://alert.msu.edu).*

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## Ruth Jameyson "Above and Beyond" Award Deadline Jan. 31

The nomination deadline for the fifth annual Ruth Jameyson "Above and Beyond" Award is Friday, January 31.

The award is designed for an MSU staff member who is pursuing a post-baccalaureate degree. It will recognize a support staff member who most closely exemplifies the contributions, personal characteristics and commitment to MSU demonstrated by Ruth Jameyson, a former MSU staff member.

A stipend of \$2,500 will accompany the award and may be used as determined appropriate by the recipient. The

recipient will be honored at the Jack Breslin Distinguished Staff Award reception in spring 2014.

MSU faculty and staff are encouraged to nominate a deserving individual. A nominee must be a regular, active support staff employee with at least five years of service to MSU and must be enrolled and attending a post-baccalaureate program at MSU or elsewhere. A full description of the award and a link to the nomination form is located at: [www.hr.msu.edu/recognition/supportstaff/JameysonAward.htm](http://www.hr.msu.edu/recognition/supportstaff/JameysonAward.htm). 📄

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## Call for Student Employee of the Year Nominations

MSU student employees provide valuable assistance to meet the mission and goals of Michigan State University. The Student Employee of the Year Award Program is your opportunity to recognize these outstanding student employees for their contributions to your department and the university. Nominate your outstanding student employees by February 14, 2014.

National Student Employment Week will take place April 11 - 17, 2014 and the MSU Student Employee of the Year Award Reception will be held on April 15, 2014.

The MSU Student Employee of the Year Recognition Program is sponsored by MSU Human Resources and MSU Career Services Network.

You can find the full criteria for the award and the nomination form at [http://www.hr.msu.edu/recognition/payrewards\\_docs/SEOTY\\_Award.pdf](http://www.hr.msu.edu/recognition/payrewards_docs/SEOTY_Award.pdf). 📄

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## Coming February 2014: elevateU!

As part of MSU's ongoing commitment to your continuing development, we are pleased to announce a new e-learning initiative coming in February 2014: elevateU.

This e-learning program, elevateU, is a developmental tool that can be utilized at your own pace and at a time convenient for you and your work group. E-Learning is not intended to replace instructor-led training courses, but it is designed to supplement traditional methods and provide a greater opportunity for your skill development. This program will be offered at no cost to MSU faculty and staff.

Our goal is to support your development through innovative online learning that can be accessed 24 hours a day, 7 days a week. With elevateU, you can look forward to accessing a diverse library of content, including:

- Courses & Simulations
- Videos
- Books

They cover a wide variety of subject matter in order to meet the various development and training needs of all our faculty and staff—from highly technical topics to software application instruction to business skills development. Many of the courses are even approved for Continuing Education credits!

Please watch for more information coming next month! 📄

## *What you may have missed this month on our blog...*

### **Save Time and Money with an MSU HealthTeam Pharmacy**

Filling a prescription can be time-consuming, but with MSU HealthTeam Pharmacies the process can become a lot easier. MSU HealthTeam Pharmacies include the Olin Health Center Pharmacy and the Clinical Center Pharmacy, both located on MSU's campus. Each pharmacy offers free on-campus prescription pick-up and delivery, free patient consultation, prescription transfer service, patient medical expense reports and a wide selection of prescription and over-the-counter products. Also, each pharmacy

offers a 90-day supply of prescriptions unlike other non-mail order prescription pharmacies.

The Pharmacy Delivery Service provided by the MSU HealthTeam Pharmacies, will pick up your prescription from your office on campus, fill it and deliver it within two business days. The Delivery Service is available Monday through Friday and accepts checks, cash, Visa, Discover or MasterCard for payment.

Read the rest of the article here. [👉](#)

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### **5 Tips to Stay Healthy in the Winter**

Staying active and eating healthy are essential steps in maintaining your wellbeing throughout the winter months. To assist you in staying healthy this winter, here are five tips from Health4U Nutritionist and Registered Dietician Peggy Crum.

1. While it is tempting to hibernate in the winter, it is better to keep active.

Exercise invigorates the immune system by speeding up the cells that fight off bacteria. You don't have to be a

super athlete for this to happen—a moderate amount of exercise such as a daily walk will do. Check out this list of indoor walking facilities for places to flex your legs.

2. Get adequate sleep.

Your immune system relies on sleep to stay healthy. Ongoing sleep deficiency can change the way the immune system responds, leading to trouble in fighting common infections.

Read the rest of the article here. [👉](#)

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### **10 Things to Have in Your Car in the Winter**

Winter time driving is hazardous driving. Being fully prepared for the driving conditions the winter can bring can mean the difference between having a crisis and avoiding one.

To help prepare you for winter-time driving, visit our blog post and learn about the 10 items you should have in your car, from an article by AOL Autos. [👉](#)



## PDS Education Opportunities

To register or get more information on any of these upcoming Professional Development Services (formerly HRD) courses, look at the SpartansLearn.msu.edu catalog on the Human Resources website at [www.hr.msu.edu](http://www.hr.msu.edu) or go to [SpartansLearn.msu.edu](http://SpartansLearn.msu.edu). The current catalog is available under the "HR News" section of the HR website.

### MSU Accounting in EBS

Wednesday, January 29, 8:30 a.m. - 5 p.m.

Presenter: Lee Hunter, MSU Accounting. \$25.

This interactive session will provide you the opportunity to learn about key accounting concepts and how to apply them to the finance system, including: accounting basics, funds, sub-funds, object codes, workflow, internal controls, reporting basics and more.

### Ten Tactics for Powerful Business Writing

Tuesday, February 11, 8:30 a.m. – noon

Presenter: Jackie McCarroll. \$110.

Writing skills can make a big difference to your efficiency, productivity and career success. Learn to apply proven guidelines to get the attention of your readers, and say more with fewer words.

### Processing P-Cards in EBS

Tuesday, February 18, 8:30 a.m. – 10:30 a.m.

Presenter: Denise O'Brien, University Services. Free.

This class provides an overview of the p-card transaction processing in EBS. We will cover routing, cardholder and fiscal officer roles and responsibilities, reconciliation procedures, and process for requesting a new card or editing an existing card using the PCMD edoc.

### Optimizing Your Outlook

Wednesday, February 19, 8:30 a.m. – noon

Presenter: Randy Dean. \$115.

Want to use your MS Outlook more effectively? Learn how to get the most functionality out of your software and also how to integrate it with your SmartPhone and other peripherals. 📱

## Benefits/Retirement Investment Education

To register or get more information, call 517-353-4434 or email [benefitsinfo@hr.msu.edu](mailto:benefitsinfo@hr.msu.edu). Sessions are free and are held in 125 Nisbet Building. Registration is requested.

### MSU Benefits/Retirement Orientation

Wednesday, February 19, at 12:30 p.m.

Presenter: Human Resources staff.

Recommended for anyone new to benefits or signing up for a retirement plan. 📱



### MSU Breathe Easy: Nicotine Cessation Program

*If you've been thinking about quitting smoking or tobacco products in 2014, check out MSU's next nicotine cessation information session: [http://health4u.msu.edu/breathe\\_easy\\_msu.htm](http://health4u.msu.edu/breathe_easy_msu.htm)*