Center of Expertise: HR Administrative Services

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

Behind the scenes in MSU Human Resources is a small team of individuals whose primary purpose is to provide a variety of services to assist HR in meeting its goals and objectives. This team is HR Administrative Services, and they provide accounting, analytical, budgeting and strategic communication support.

Key areas of support include:

**Accounting Payments and Reconciliation**
- Vendor Payments
- Upload/Download Benefits Accounting Data
- Account and Ledger Balancing and Reconciliation

**Analytical Support**
- Benefit Plan Rate Renewals
- Collective Bargaining
- Health Care Cost Control Initiatives
- Develop Analytical Tools & Models
- Surveys, Benchmarking & Scorecards

**MSU Benefits Budget**
- Development and Projections
- Monitoring, Measurement & Analysis
- Budget Profile Development and Reporting

**Strategic HR Communications**
- Development of HR-Related Communications for the MSU Community
- Strategic Communication Consulting within HR
- Responding to HR-Related Media Requests
- Liaison with Communication and Brand Strategy (CABS)

As Human Resources continues its transformation, it is extremely important to create metrics and performance measures to monitor the effectiveness of this change. HR Administrative Services has been developing the performance measures and a scorecard that will enable the monitor and reporting of the success of HR's transformation.
Veteran and Disability Standards Changing

Effective March 24, 2014, several changes went into effect related to reporting and self-identification for employees and applicants who are veterans or who have disabilities. The Department of Labor states that it is requiring more robust affirmative action to combat the disproportionately high unemployment rates for both individuals with disabilities and veterans.

Individuals with Disabilities

Section 503 of the Rehabilitation Act has been updated to attempt to improve job opportunities for individuals with disabilities. It has always required employers to take affirmative action to recruit, hire, promote and retain individuals with disabilities. The new rules strengthen the affirmative-action provisions of the regulations, including requiring contractors to collect data from applicants for the first time. The rules include an aspirational goal: seven percent of each of the contractor’s job categories should be comprised of individuals with disabilities.

Veterans

The Vietnam Era Veterans’ Readjustment Assistance Act (VEVRAA) accomplishes a similar task for protected veterans. The new rules likewise strengthen the affirmative-action provisions of the regulations and set an aspirational goal: eight percent of the contractor’s workforce should be comprised of veterans. The categories for reporting veteran status are also becoming broader and more well-defined.

MSU’s reporting year begins October 1, 2014 and these standards will be applicable to the university at that time. You will see more communication regarding requirements for posting jobs outside the university, collecting the data at hire and a re-survey of existing employees. There are also initiatives to increase and improve outreach to, and services for, veterans and individuals with disabilities.

If you are a veteran or an individual with a disability, we encourage you to self-identify using the EBS Portal’s Employee Self Service page under Personal Information, which can be done at any time. If you are involved with hiring, please encourage the self-identification process, ensure that the latest “EEO is the Law” poster is posted in your workplace and watch for future communication on this important topic. You may contact Kristine Moore, krmoore@msu.edu, in the Office for Inclusion and Intercultural Initiatives with any questions.

2014 MSU Outstanding Supervisor Award Reminder

Members of the MSU community are invited to nominate a supervisor/administrator who consistently supports the work/life (professional/personal) needs of their employees/staff through positive leadership and managerial practices. If these characteristics fit your supervisor, please complete a nomination form available on the FRC website: www.frc.msu.edu/Worklife/OutstandingSupervisor.htm

- Nominations are due Wednesday, July 16, 2014
- All supervisors of all levels are eligible
- All staff, faculty, and students may nominate their supervisors who have been in the position for more than two years
- Two to four letters of support are required in addition to a nomination form and letter
- Submission via electronic form only!

Nominators will be notified late summer if their supervisor has been selected. Celebrations will occur around National Bosses Day in October (Thursday, October 16, 2014). Arrangements will be made based on supervisor and department availability.
Online Education Assistance Application Coming Soon

Human Resources will be releasing a new online educational assistance system in July. The new web-based system replaces outdated technology developed in the late 90’s that was paper-based, labor-intensive and resulted in longer processing times. The new online system will feature employee self-service access to application status, available balances and eligibility information. Increased automation and integration with HR and Finance systems will lead to more timely processing of applications and reimbursements. Additional functionality includes more robust reporting and data metrics. Watch for more details via email and at hr.msu.edu in the coming weeks.

The Spartan Experience- Free Ice Cream!

Team MSU, let’s celebrate all that you do! The Spartan Experience is coming to an area near you. Please join us Tuesday, July 29th, 2014 for some free MSU Dairy Store ice cream and the chance to celebrate the Spartan Experience. Look for the Dairy Store ice cream truck at the following locations. Bring a friend!

10:30 a.m. Administration Building
11 a.m. International Center
11:30 a.m. IPF Building
Noon Communication Arts and Sciences Building
12:30 p.m. Veterinary Medical Center
1 p.m. Fee Hall
1:30 p.m. Hanna Tech Buildings
2 p.m. Diagnostic Center for Pop. and Animal Health
2:30 p.m. Clinical Center
3 p.m. Surplus Store and Recycling Center Building
3:30 p.m. Angell Building
4 p.m. Nisbet Building

Introducing elevateU!

Your time is valuable, and so are your skills. Staying ahead of the curve in a rapidly changing world can be a challenge, but it just got a bit easier thanks to the new online learning program elevateU. This robust tool is now available to MSU staff and faculty at no charge, as an enhancement to the professional development offerings from HR Professional Development Services and IT Services.

elevateU offers thousands of classes, simulations, books and videos covering a broad range of essential topic areas, such as:

- Leadership
- Communication
- Desktop Skills
- Project Management
- Email & Time Management
- HR & Finance Skills
- IT Professional Skills
- Customer Service

And much more!

You can access elevateU at any time, from any computer by logging into EBS, clicking on the ESS tab, and then on the Professional Development link. For additional information, including an overview of the program, go to www.professionaldevelopment.hr.msu.edu.
What you may have missed this month on our blog...

“What’s Your Financial IQ?” Winners

On April 1, retirement vendor TIAA-CREF and MSU Human Resources released the “What’s Your Financial IQ?” challenge as part of Financial Literacy Month. The challenge came in the form of 15 online quizzes that spanned the entire month. Quiz questions covered a wide range of topics, from everyday financial matters and loans to investing, taxes and retirement. With 1,480 participant registrations, the challenge was widely received. Participants self-identified their financial subject matter knowledge, ranging from “clueless” to “ready to retire,” and they ranged in age from 18 to 65+. Overall, most participants were relatively financially-savvy, with an average accuracy rate of 75% on the quiz questions. As part of the Financial IQ challenge, three MSU employees were selected at random and awarded tablet computers for their participation. The lucky recipients were Erin Buitendorp, in Nursing, Jeremy Davis, in the Weekend MBA Program and Abbe Tykwinski, in Advancement Marketing and Communications.

Read the rest of the post here.

Healthy Eating is Accessible for You!

Healthy eating doesn’t have to be time-consuming or tasteless. In and around East Lansing, there are numerous grocery stores that sell delicious whole foods and organic produce. Visit some of these retailers in celebration of National Fresh Fruit and Vegetable Month!

**MSU Student Organic Farm**

Right on campus every Thursday from 11:30 a.m. to 5:30 p.m., the MSU Student Organic Farm sells produce to the community. Stop on by for the season’s freshest locally grown goods.

**East Lansing Food Co-Op (ELFCO)**

A community-owned operation, ELFCO sells everything from local cheeses to organic meat. The co-op also has a great selection of bulk foods. By becoming a member for a small fee, patrons gain access to special discounts.

Read the rest of the post here.

Conflict Resolution

When opinions differ, conflicts can arise. Learn about the conflict resolution process at MSU Human Resources and ways you can utilize these same steps for your own unit, department or office with a video from Todd E. Bradley, HRD Facilitator. Click here!
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.

Get LinkedIn to Succeed
Tuesday, August 12, 2:30 p.m. – 4:30 p.m.
Presenters: Chuck Folino. Free.
Are you on LinkedIn yet? This class will show you how to use this powerful professional social media tool to connect with colleagues and professional resources. You may bring your laptop or tablet.

Processing P-Cards in EBS
Thursday, August 14, 10:00 a.m. – Noon
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.

Event Planning 101
Friday, June 13, 1 p.m. – 4:30 p.m.
Presenters: Lynn E. Shivers, Peaceful Event Planning Services, Inc. $70.
Attend this workshop and you will learn to use tools that will take the worry out of all the details. You will understand how to effectively create a plan to ensure every event is successful and memorable.

Smartphone and Tablet Productivity
Wednesday, August 20, 8:30 a.m. – 11 a.m.
Presenter: Randy Dean, Randall Dean Consulting. $105.
Turn your smart phones and tablets into productivity workhorses. You will learn how to integrate your devices with other important software and communication tools. Please bring your instrument with you to class.

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, June 18, 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 hrrstaffingservices@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.