Center of Expertise: Talent Management

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

The Talent Management area of MSU HR is a new department. Their goal is to function together as strategic partners in achieving organizational success by attracting, developing, and retaining an engaged, high-performance workforce with the skills necessary to meet current and future needs of MSU.

The concept of talent management utilizes a systems approach to leverage the greatest assets an organization has, its employees. There are a number of key areas that comprise talent management in organizations today, among them:

- Workforce planning
- Talent sourcing
- On-boarding
- Performance management
- Career management
- Professional development
- Succession planning

HR Talent Management has been organized into three areas that currently support units in these critical ways:

- **Organizational Development Services**
  - Organization assessment for effectiveness and future planning
  - Team development

- **Professional Development Services**
  - Course development and management
  - Custom programs
  - Mentoring program
  - elevateU

- **Talent Planning and Administration**
  - Post vacancies on MAP/COMPASS
  - Assist units throughout the recruitment, selection and hiring process
  - Resume reviews
  - Temporary help (Office Services)
  - Layoff and bypass processes
  - Criminal background checks for youth volunteer programs

HR Talent Management’s goal is to move from the current, primarily transactional exchanges to developing business partnerships with colleges and units across the university and offering more strategic services. Clearly, to be successful, a number of systems must be aligned to achieve these goals. MSU faculty and staff will learn more about Talent Management in the coming months.

I-9 Processing Project Update

MSU Human Resources has finalized the contract with Equifax for the use of an electronic I-9 service. The electronic I-9 service through Equifax allows new employees to complete Section 1 of the I-9 on or before the first day of work, and it enables MSU authorized users to complete Section 2 of the I-9 within three (3) days of the employee’s date of hire. Equifax also enables I-9 monitoring, which assists MSU in maintaining compliance with federal law.

Focus groups are being held with select academic and support units about the process. Training for HR staff is underway, and HR plans to begin using the new process internally with support staff in June. New employee information, frequently asked questions and training materials are currently in development. Full implementation across MSU is targeted for the summer of 2014. Human Resources will provide more information and a timeline for rollout once we get closer to the implementation date.

If you have questions about the upcoming changes, please call 517-353-3720 or email HR.I9Admin@hr.msu.edu.

Employee Self Service Time Management Updates

The MSU HR/Payroll team will be rolling out some exciting improvements to time entry in the Employee Self Service tab of EBS in late May.

The act of entering/viewing absences will be essentially the same, however the ‘review’ step will be eliminated! Clicking save is all that will be required once your absence has been entered.

Other highlights include:

- The status (e.g., approved, awaiting approval) of entries will be displayed on a calendar view. You will no longer have to question whether or not your supervisor approved your time.
- Absence types will be sorted in ascending order according to their four-digit code (e.g., 2900 vacation) instead of by alphabetical order.
- A global template with the most frequently used absence codes will be displayed; existing templates will be replaced. You may still select other Absence Codes in the event they are required, and you also may choose to create your own template.
- Hourly paid employees will have a vertically displayed timesheet, which allows all fields to be completely viewable.
- More descriptive text to easily identify each assignment for concurrently employed individuals will be displayed.

Finally, there will be improvements to Quota Overview, including the ability to select historical point-in-time balances and to view Vacation Service Months.

Clerical-Technical Award Reminder

The Clerical-Technical Recognition Award is presented annually to an outstanding clerical-technical support staff member. The award is sponsored by the Thomas and Concettina Gliozzo Endowment Fund.

Selection criteria include respect and concern for all members of the campus community, diligence in daily work, significant contributions to the community or public service, and innovative thinking. Individuals may be nominated by any member of the university community.

The deadline to nominate a deserving clerical-technical employee is Monday, June 9 by 5 p.m.!

Learn more at http://www.hr.msu.edu/recognition/supportstaff/CTrecognitionAward.htm.
Student Employment Notes

A couple notes regarding student employment:

- The last day a graduating student is allowed to work on the student labor payroll is Sunday, June 8.
- Congratulations to Nicholas Chase, a Student Research Assistant in Horticulture, who was selected as MSU’s 2014 Student Employee of the Year! Learn more about the award and all of the nominees: http://sourcelive.wordpress.com/2014/04/29/2014-student-employee-of-the-year-award/.

Traffic and Transportation Committee Launches New Website

The All University Traffic and Transportation Committee (AUTTC), an advisory committee to the MSU police chief, has launched a new website with a comments section for users to submit concerns.

The website for the committee, which focuses on motorized and non-motorized traffic on campus, can be found at http://auttc.msu.edu. “It features a comment section where users can submit concerns about traffic and transportation topics,” said Sarah Nicholls, AUTTC Chairperson and MSU professor in the College of Agriculture and Natural Resources.

“One feature of the page allows users to reference a specific location on campus by clicking on a map,” said John Prush, Deputy Director, Management Services Bureau, MSU Police. “And wherever the user places the marker, the GPS coordinates will be submitted along with their completed form, allowing the user to pinpoint the exact location of their concern. An upload feature allows pictures to be submitted.”

MSU Faculty & Staff Recognized for Instructional Technology

Four outstanding instructors for online and blended courses were selected as recipients of the 2014 MSU AT&T Faculty-Staff Awards in Instructional Technology.

MSU established the AT&T Instructional Technology Awards program in 2005, through a gift from AT&T (then SBC). The award program is administered by the Office of the CIO and IT Services.

“The AT&T Awards provide a venue for MSU to recognize outstanding faculty and staff whose innovation and creativity inspire others in new ways of using technology in instruction,” said Severin Grabski, lead judge for 2014 AT&T Awards; associate professor in the Department of Accounting & Information Systems, College of Business; and senior faculty advisor to the CIO of MSU.

The winning innovations of the 2014 AT&T Faculty-Staff Awards in Instructional Technology are:

**Best Online Course**
- Elizabeth Lavolette – LLT 346: Pedagogical Grammar
- Stephen Thomas – ISB 202: Applications of Environmental Organismal Biology

**Best Blended Course**
- Eva Kassens-Noor – UP 488: Sustainable and Climate Resilient Cities

**Best Technology Enhancement**
- Louise Mead – ZOL 890-601: Evolutionary Biology for Non-Life Scientists

See more on the winners and honorable mentions at http://att-awards.msu.edu/.
What you may have missed this month on our blog...

Unique Places to Eat at MSU

Are you tired of your regular lunch break routine? There are delicious and affordable meal options all over MSU’s campus, you just have to know where to look. Here are a few options that we recommend trying out on your next lunch break!

The MSU Dairy Store:
The Dairy Store has two locations on campus, one on Farm Lane in Anthony Hall, and the other inside the MSU Union. The Dairy Store is known for its variety of ice cream flavors and sweet treats as well as homemade cheese from local farms. Affordable lunch combinations are available every day at the Dairy Store; on Mondays, the Dairy Store offers a free cup of tomato soup with the purchase of a grilled cheese sandwich. To learn more about the MSU Dairy Store, check out their website!

View the remaining unique places to eat here.

Benefits of Taking the Spartan Experience

There are plenty of benefits to participating in The Spartan Experience program. The purpose of the program is to inspire a high-performance service mindset to Deliver Outstanding Spartan Experiences (DOSE) with pride in everything we do and to all we serve. Ultimately, we want the quality of our service to improve. We, as MSU staff, must act with the understanding that Spartan Experiences occur each and every day.

So far, we’ve had around 800 people participate in The Spartan Experience from about 70 different MSU units. This is a great amount of people, but we know we can get even more involved! This is a free program, built for MSU staff by MSU staff.

Read the rest of the post here.

How to Deal with Stress

Stress can cause headaches, anxiety and tension. Learn how to manage stress and reduce its negative impacts on your life with a video from Employee Assistance Program Counselor Lisa Laughman. Click here!
Upcoming Events

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.

Unit Budget Planning for FY 2014-15
Monday, June 9, 1 p.m. – 4 p.m.
Presenters: MSU OPB staff. Free.
This training session will give you the tools on accessing and entering data in Cognos Contributor to develop unit budgets. This system will be used for fiscal year 2014-15 budget planning for the general fund.

Crucial Accountability
Wednesday, June 11 and Thursday, June 12, 8:30 a.m. – 4:30 p.m. Presenters: Jeff Magnuson, MSU Henry Center and Leslie Johnson, MSU College of Human Medicine $250.
This two-day course teaches a step-by-step process for enhancing accountability, improving performance, and ensuring execution. You’ll improve individual, team and organizational effectiveness.

Sexual Harassment: For Supervisors
Friday, June 13, 1 p.m. – 4:30 p.m.
Presenters: Kristine Moore, JD, MSU Office for Inclusion and Intercultural Initiatives, and Jayne Schuiteman, Ph.D., MSU Women’s Resource Center. Free.
As a supervisor or manager, you are responsible for upholding the University’s policy on sexual harassment. Learn how to recognize and respond to sexual harassment issues at work.

Proving Value with Assessments & Surveys
Monday, June 16, 1 p.m. – 4:30 p.m.
How do you know that the programs you offer are adding value? Assessments provide a method for determining what to measure, how to measure and who to ask.

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 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.