Two-Factor Authentication in EBS Is Now Live for All Employees

MSU has fully implemented two-factor authentication for human resources, payroll and finance systems that are part of our Enterprise Business Systems (EBS).

Two-factor authentication is a much stronger method over a user name and password alone. It provides added protection for both individuals and the MSU community.

Every MSU employee who logs into EBS will need to complete an additional security step beyond their username and password. Two-factor credential options include a smartphone application, text message or a phone call to a mobile phone or landline.

Employees must register at least one credential, although two or more is recommended.

To learn more about two-factor authentication and how to register your credentials, please visit https://secureit.msu.edu/two-factor/.

For two-factor authentication and credential help, contact the IT Services Support Desk at 517-432-6200 or itserve@msu.edu.

Although two-factor authentication is only required for EBS currently, it will be expanded to additional MSU applications in the future. 

Now Accepting 2015 Outstanding Supervisor Award Nominations

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 the electronic nomination form available on the FRC website: http://www.frc.msu.edu/Worklife/OutstandingSupervisor.htm.

Nominations are due Tuesday, July 14, 2015. Supervisors of all levels are eligible, and 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 the nomination form and letter.

Nominators will be notified late summer if their supervisor has been selected. Celebrations will occur around National Bosses Day in October.
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 8 by 5 p.m.!

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

FMLA Reminders

These are important reminders to note if you need to request a Family Medical Leave Act (FMLA) leave:

• Unless an emergency, you must give your department a 30-day notice of need for leave under FMLA.
• Job descriptions are required per university policy to be attached to Form #2 (for your own serious health condition) and must remain attached to meet the definition of compliance with this policy and be approved for FMLA protection.
• Incomplete forms will be sent back to the applicant to correct and/or have completed.
• FMLA specialists are authorized to use sick time only. Once exhausted, vacation and personal time can only be used if indicated on Form #1.
• Return-to-work notes must be submitted to your FMLA specialist before you can return to work.
• Contact your FMLA specialist or visit the HR website at http://www.hr.msu.edu/timoffleave/index.htm to obtain the most current forms.
• To better serve our customers, please call ahead to 517-343-4434 and schedule an appointment with an FMLA specialist for FMLA guidance and/or forms.

MSU IPF to Launch New Campus Voicemail System

MSU Infrastructure Planning and Facilities will launch a new voicemail system for campus customers on July 1. The new system, called Avaya Aura Messaging, will replace the previous voicemail system that no longer has vendor support. The Avaya Aura Messaging system will offer updated features, including a new user-friendly interface, integrating more easily with email services and more.

Campus telephone customers with Avaya-branded phones will be automatically moved to the new Avaya Aura Messaging voicemail system. (To determine what type of phone is being used, customers can look for the name “Avaya” on their phones.) They will be able to set up voicemail boxes in the new system – including updating the greeting, changing the PIN and other set-up options – beginning June 17.

The new system will fully launch on July 1. Here are some tips for using the new system:

• When the new system is launched, messages saved in the old system will not be moved. To archive those messages, visit the MSU Unified Messenger website to download the messages to a computer.
• When users log in to the new system for the first time, they will be required to change their PIN to meet new password standards (if they did not do so when setting up their new mailbox after June 17).
• Users that have messages forwarded to their email automatically through the Unified Messaging service will need to reset this service.
• User guides will be available on the IPF website.

Campus telephone customers who are not using the Avaya Campus PBX service will not have their voicemail service (often called “Campus Voicemail”) automatically moved to the new system.

Visit IPF’s voicemail services web page at http://ipf.msu.edu/services/voicemail/index.html or call 353-5515 for more information or to schedule a consultation.
Student Employment Notes

A few notes regarding student employment are as follows:

• The last day a graduating student is allowed to work on the student labor payroll is Saturday, June 13.
• Congratulations to Rebecca Barann from James Madison College who was selected as MSU’s 2015 Student Employee of the Year!

The Seven Tests of Just Cause

MSU’s collective bargaining agreements allow the university to discipline and discharge employees for “just cause.” The contracts do not, however, provide a definition of just cause. What is just cause and why is it important? Just cause means “a legally sufficient reason.” In an employment context, just cause has been defined by the ruling of arbitrators. These rulings have lead to the creation of the Seven Tests of Just Cause, a set of guidelines which should be applied each time a supervisor is considering discipline.

You may view the Seven Tests of Just Cause at http://hr.msu.edu/news_feeds/JustCauseArticle.pdf.

Please remember, all disciplinary action must be approved by the Office of Employee Relations in advance. If you have any questions about how to apply these steps, call Employee Relations at 517-353-5510.

Recruitment Quick Tips: Writing a Quality Position Summary

The three main components of any position description are as follows: (1) position summary, (2) minimum requirements and (3) desired qualifications. HR’s Talent Management Administration would like to share how to write a quality position summary as part of a position description.

A position summary defines the purpose of a position and succinctly describes the important duties and responsibilities of that position. To assist you in writing a position summary that effectively communicates the nature of the position to applicants, we have provided the following six tips:

1. Describe the basic purpose of the job and explain why it is performed.
2. List the various duties in order of importance. Describe what the task is, how it is performed and why it is done.
3. Begin each sentence with an action verb.
4. Use examples to add meaning or clarity for the reader.
5. Define jargon, acronyms or initials.
6. Assume the reader knows nothing about your job.

MSU Contractor Criminal Background Check Policy

The university strives to provide a safe and enjoyable environment for its students, faculty, staff and visitors in support of its educational mission. In support of that goal, and in alignment with the University Events and Venues Criminal Background Check Requirements policy, the MSU Contractor Criminal Background Check Requirements policy was issued by the Office of the President on January 5.

The policy requires that contractors retain certification of specific background checks performed on their employees when certain circumstances apply, such as those with access to residential facilities or financial information.

The Manual of Business Procedures, Section 270, has been updated to include this policy. It is also available on the University Services website at http://usd.msu.edu/common/documents/criminal-background-check.pdf.

No action is required on the part of MSU departments—Purchasing will provide the appropriate language and guidance to the supplier. If you have questions about this policy or its implementation, please contact Purchasing at 517-355-0357.
What you may have missed this month on our blog...

Spartan Youth Programs and Summer Camps

Summer is quickly approaching, so you may want to check out the list of over 100 Spartan Youth Programs and summer camps for Pre-K through 12th graders. These programs offered by Michigan State University are great opportunities for children and young adults to take part in the Spartan experience and develop themselves academically. There are many 4-H camps available for all age groups, along with exciting creativity-driven camps that ignite children’s imaginations. There are also many different sporting camps, ranging from baseball and basketball to gymnastics, tennis, golf, football and hockey. Take a look at all the camps offered through Spartan Youth Programs and find one that your children would enjoy at http://spartanyouth.msu.edu.

A list of popular places to visit on campus can also be found below the list of programs, camps and activities.

Greater Lansing Walking and Bicycle Paths

As the weather begins to warm up, remember that there are wonderful walking and bicycle paths in our region. In 2014, the Lansing River Trail was expanded to reach into South Lansing’s Holt and Mason districts. If you reside in the South Lansing area, remember to take advantage of the trails on a sunny day by biking this route, which crosses Willoughby Road along Sycamore Creek. The trail leads you past the Hope Soccer Fields Complex where the trail joins the Aurelius Road bike lane at Jolly Road. Your trip continues north, passing near scenic Hawk Island County Park and going all the way to Fenner Nature Center and Potter Park Zoo in Lansing, where it joins up with what we know as the Lansing River Trail.

From there you can head either west to the Capitol and Old Town, or east to MSU and enjoy all the campus has to offer on a beautiful spring or summer day. Remember that there are some great MSU walking paths too! Visit our blog post for links to the trail and landmarks.

Try a Health4U Class This Summer!

MSU’s Health4U program aims to promote a healthy lifestyle within the MSU community. Health4U focuses on emotional wellness, food and nutrition, health consumerism, movement and fitness, and alcohol, nicotine, and drug information by providing opportunities to participate in programs, services and activities. If you’re looking to get in shape this summer or simply to enhance your personal health and wellness, do so in an accessible way by taking advantage of all that Health4U has to offer!

View the blog post for a list of classes!
Professional Development Services’ Education Opportunities

To register or get more information on all 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 “What’s New” section of the HR website.

New! EBS Financial System - Roles/Onboarding
Tuesday, June 2, 8:30 a.m. – 10:30 a.m.
Presenters: The Controller’s Office management staff. Free.
Are you new to MSU and/or to a financial role? The intent of this session is to answer this question: Where do I start? You have a vast toolbox at your disposal. This session will identify all of the tools and provide a guide to your training resources.

Writing for Grant Success
Thursday, June 11, 2:30 p.m. – 4:30 p.m.
Presenters: MSU Writing Center Staff. Free.
This grant writing workshop introduces grant writing to participants, then outlines the process of creating an effective grant proposal, from analyzing the call to answering the proposal to implementing the award. This workshop provides examples and tips, as well as a Q&A session.

Hiring Student Employees at MSU
Tuesday, June 16, 9 a.m. – noon
Presenter: Cheleane Clerkley, MSU Human Resources. Free.
Hiring student employees is a win-win situation. This session will guide you through the student employment process. This course can be taken individually or as part of the Foundations of Student Employee Supervision Certificate series.

The Spartan Experience
Wednesday, June 24, 8:30 a.m. – 4:30 p.m.
Presenters: MSU staff members from a variety of campus units. Free.
We must continually ask how Michigan State University will truly differentiate itself from the competition and thrive into the future. What will make the difference? Simply put, SPARTANS WILL. You will make the difference. This high-energy program is designed by Spartans for Spartans. Its goal is to inspire and build a high performance service mindset in all MSU team members to Deliver Outstanding Spartan Experiences with pride in everything we do and to all we serve.

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

- 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.