HR Quick Reference Guide

1. Where can I view my paystub?
   - Go to: MSU’s Enterprise Business Systems (EBS)
     - Click on EBS Login
     - Enter NetID and password
     - You may also need to go through Two-Factor Authentication if you are logging onto the system.
     - Click My Time & Payroll
     - Click Earning Statements

2. How much do I contribute each month towards insurance coverage (health, dental, life insurance, etc.)?
   - There are two ways to find this information – either on your monthly paystub or on the University benefits brochure.
     - To view contributions your monthly paystub, refer to question #1 above.
     - To view the University Benefits brochure, go to: MSU HR Benefits Summaries & Brochures
   - You can review additional benefits information in EBS by clicking on My Benefits

3. How can I set up direct deposit?
   - Go to: MSU's Enterprise Business Systems (EBS)
     - Click on EBS Login
     - Enter NetID and password
     - You may also need to go through Two-Factor Authentication if you are logging onto the system.
     - Click My Time & Payroll
     - Click Bank Information

4. I’d like to utilize the Education Assistance program for non-academic support staff. Do I qualify? How much is the annual benefit?
   - Go to: MSU HR Tuition Assistance

5. Where can I find information on the MSU Extension Tuition Assistance Program for Academic Staff?
   - MSUE Tuition Assistance Forms

6. Where can I find a blank timesheet?
   - Go to the MSU Extension HR website: MSU Extension Timesheets
     - Choose the appropriate timesheet for your role

7. Do I need to submit a monthly timesheet even if I didn’t take time off?
   - Yes, monthly timesheets are required each month. The timesheet serves acts as a method of communication between you and your direct supervisor.

8. What benefits options does MSU offer?
   - To view the University Benefits, go to: MSU HR Benefits

9. When do I need to enroll in benefits?
All benefit elections need to be made within 30 days of hire a life event (marriage, birth, etc.)

10. How do I enroll in benefits?
   - Benefits enroll needs to be completed online, via the Enterprise Business System (EBS).
     - For detailed instructions, go to: MSU HR Benefit Enrollment
     - Contact Central Human Resources at 800-353-4434 for additional assistance and information.

11. I’m a new employee and when I enrolled in benefits, I added my dependents. When I log into the system, I can’t see that my dependents are covered on my insurance.
   - The first point of contact for specific benefit questions would be the University Benefits Office at (800) 353-4434.
   - MSUE HR will certainly try to assist with any questions you may have, but specific benefit plan/participation questions should be directed to the University Benefits Office.