AGENDA

February 4, 2014

10:00 a.m. to noon

Room 338, Natural Resources Building

1. Demonstration on Time Usage (vacation, personal and sick leave) analysis and reporting – Michelle Dilday from EBS Payroll team presenting
2. Training on the new Affordable Health Care Act Time Reporting system - Becky Hallisy – Director of Human Resources Operations Unit presenting
3. Update on new SAP Portal improvements coming in the near future
4. Probationary Employees – Performance Evaluations
5. Emergency Planning – Essential and Non-essential positions

* Alert.msu.edu (for faculty and staff)
* Emergency Contact data updates needed
* Student information system (for students)
* Equivalent Time off
* Communication plan
* Building access for essential employees
* Emergency Messengers in your unit

1. User Acceptance Focus Groups – who participated and anything to share with the group
2. D6501, Workflow, FTU – review all roles/access – will sent spreadsheet
3. Classification system study update
4. Job Classification Search – new system
5. Driver Certification Refresher

In certain positions, an employee may be required to operate a University vehicle or equipment as part of his/her job functions. In those cases, employees will be required to complete a Driver Certification Form to 30

1. Certify that he/she meets the necessary requirements. For additional information, please see MSU’s Manual of Business Procedures (Section 70) at <http://ctlr.msu.edu/combp/>

Next month: Sergeant Penny Fishcher from MSU Police to discuss Emergency Planning

Becca Fedewa – discuss establishing billing rates