First Tuesday CANR Business Manager Meeting

Summary

October 7, 2014

1. Kara Yermak, new Assistant Director of Academic Human Resources, shared that she has been assigned to CANR as our Academic HR representative. Questions that you would have historically directed to Donna Zische can now be directed to Kara at [burtkara@provost.msu.edu](mailto:burtkara@provost.msu.edu) or 884.0185

UNTF Contract update: Kara also took the opportunity to share some highlights of the new UNTF contract provisions as follows:

\*Designation B now provides for a rolling 3-year appointment. When the evaluation is completed after the first year and it is a positive evaluation, units will need to submit a reappointment for an additional year (this way, the end date is always three years out).

\*Notice of non-renewal is required. The union will notify HR if this has not occurred and the unit will have 3 days to issue the letter. If it is not issued in the three days, the department will be required to pay this individual an additional 2 weeks of pay.

\*Criteria for determining Designation B must be posted for the college. For CANR Dr. Suzanne Lang will be the lead on this issue.

The updated contract will be posted at the following link in the near future.

<http://www.hr.msu.edu/documents/contracts.htm>

1. Robert Kent (Rob) MSU Assistant General Counsel presented on FERPA. Attached is his presentation. Due to questions that arose that are about confidential and sensitive data sharing, I’ve attached the power point presentation from when Jana Dean, MSU Internal Audit Manager, presented to our group in December 2013. We will also be inviting Rob McCurdy, Chief Information Security Officer to meet with our group in an upcoming meeting.

Rob Kent provided this information subsequent to our meeting that helps address the question about student data usage in emails. Also, attached is a communication that went out from the Registrar’s office giving direction on student data sharing you will find helpful.

“ *I spoke with Jana yesterday, and she and I were able to find where in the Institutional Data Policy (IDP) the practice was drawn from. As the group suggested, the policy does define student IDs as confidential. There is guidance on the IDP website suggesting names and IDs cannot be provided together. Last year, the Registrar’s Office put out the attached guidance providing other methods for sharing names and pids in emails. I am happy to attend another meeting with Rob M. or someone else from his office and someone from the Registrar’s Office. As I mentioned, we are currently working on a data security policy that is likely to impact the IDP and the current guidelines. We are definitely interested in the hurdles that the current policy creates for administrators during daily function. The meeting could be a good opportunity to understand the impacts of the current policy. It may also allow us to understand how well people understand the existing policy.”*

1. An updated organization chart for Human Resources was distributed. Employees with inquiries should be directed to the Solution Center main telephone number is 353.4434. Business managers and supervisors may continue to call your direct contacts. If at any time you cannot reach the person you need and you have a very time sensitive matter (such as someone’s paycheck) the HR managers invite you to contact them directly. Those managers would be Alice Smith, Cheleane Clerkley, Samatha Lake, and Becky Hallisey.
2. –As of October 1, 2014, all out-of-cycle support staff pay rate changes (AP, APSA, CT) must have the new “Special Increase for Support Staff Employees” form attached (this can be initiated in SAP). This must be signed by either the supervisor or chair/director of the unit, and must also be signed by the dean of the college, prior to attaching. This is for all base pay changes, regardless of raise amount.
3. Affordable Care Act

-There is not new “news” about the definition of seasonal employees for Affordable Care Act purposes. We will share as soon as we learn more from HR.

-HR will be contacting units soon about the account to charge for anyone that will be eligible for the Consumer Driven Health Plan effective January 1, 2015. Kris Hynes sent another communication on October 8, 2014 to Dave Byelich, Greg Deppong, Dan Evon and Renee Rivard asking for guidance on how to charge grants for this cost that will be originally charged to a general fund and to ask for assistance in how this process will be done. Since our college estimates over 100 newly eligible people thus far, the manual work load will be onerous.

-Please be sure you are closely monitoring your ACA Time report for your unit so you know who might become eligible and you can plan for the monthly benefit charge of $417.00

-Human Resources has shared that they will notify the employee directly if they become eligible to enroll in the Consumer Driven Health Plan and will notify the supervisor. We have asked that the Fiscal Officer or Dean’s office also be notified. HR is still working out the process of exactly how this will work so we will update you as we learn more.

5. I-9: Please complete purging your hard copy and electronic I-9’s (as far back as you have them) and submit them to Human Resources as soon as possible. Per i\_9 regulations, there is to only be one I-9 record (not copies) for each employee, hence, the need for cleanup.

6. Human Resources is planning to launch a new portal for SAP in the spring of 2015 with the expectation access and usability will be easier and more logical. As a result of this project, the focus group for reviewing temporary and on-call employees has been delayed. If you had previously volunteered for this process review, it has been delayed to mid-2015.

7. Please be sure every employee in your unit has a supervisor of record in EBS. You may update through the Unit Administrator Tab: Maintain Supervisor. If you need assistance in how to do this, please feel free to contact Renee Gagnier at [gagnier2@msu.edu](mailto:gagnier2@msu.edu) or 353.8873

8. Administrative Data Users Community (ADUC). Our college is now the supporting college for this initiative. Attached is an email I had sent previously about this initiative. If you are not on the mailing list to be invited to these university level meetings, please let Kris Hynes know and she will get you on the list. [hynes@msu.edu](mailto:hynes@msu.edu) or 432.7102.

9. We appreciate your assistance with ensuring everyone in your unit has met their occupational and environmental safety compliance requirements We have been sharing with the units about the inaccuracies in their data base regarding active and terminated employees and hope this can be resolved very soon. Your patience and feedback is appreciated.

**1585 and 999 Contract updates**

If you employ service maintenance (AFSCME Local 1585) and skilled trades (AFSCME Local 999 employees, attached is the handout that I provided which summarizes recent contract changes.

The new contracts will eventually be posted to the following website: <http://www.hr.msu.edu/documents/contracts.htm>