January 5 2016

Summary

1. Spartan Marketplace- <http://usd.msu.edu/purchasing/spartan-marketplace/>  ( Presentation by Melinda Phillips,  Senior Purchasing Agent and Spartan Marketplace team (Dennis Seybert, Wendy Anderson, Jan Rouse, Kris Willcut, Lynn Croze and Kathy Beno). Attached is the presentation with demonstrations of how to use the new system.
2. Performance Excellence- Christy Turner presented on the New Performance Excellence Program that went live January 1 2016. Attached is the presentation. There will also be a special meeting held for CANR Business Officers from each department that will be responsible for overseeing the implementation.
3. CANR Reappointment- Renee Gagnier presented regarding fixed term employees. Please see the attachment from Renee on this issue.
4. I-9 Reports- Kris Hynes- the University is still in the process of conducting an I-9 Audit, replacing missing forms and correcting any mistakes found. The new online system Equifax can be used to upload new I-9’s as well as old corrected forms. An employee will need a new

I-9 if there is a break in service of even one day. Temps and On- Calls who are required to take a week off between jobs (per union contract and policy) must also receive a new I-9 when they begin a new job. Any employee who has a change in visa status will require a new I-9 as well as report their new status to payroll. Also, HR is providing a monthly list of everyone who has been e-verified or is e-verified exempt. You may contact Hannah O’Mara if you need to find out if a support staff member has been e-verified. If you have questions regarding I-9’s within your department please contact Melinda Grubich ([grubich@hr.msu.edu](mailto:grubich@hr.msu.edu)). We appreciate your continued assistance with the implementation of this program.