First Tuesday Meeting Summary

CANR Administrators

June 3, 2014

1. Marilyn Powell, University Procurement Card Administrator provided a refresher on P-card requirements. Her presentation is attached. She also shared that the university is changing banks to Bank of America effective and new cards will be issued with an effective date of August 1, 2014. These cards should be received late June early July.
2. Debbie Gulliver – Manager of the travel office, presented on travel (domestic and international); and clarified per diems and currency exchange. She also explained there has been a change in the International Travel insurance. Email explaining in detail is attached. You may access the Travel Office information at the following link: <http://www.ctlr.msu.edu/COTravel/>
3. CANR has been asked to beta test the new electronic I-9 system. Kris Hynes will be sending, via a separate email, a request for you to identify everyone in your unit that will need access to the I-9 system (anyone who does hiring). A special meeting has been scheduled for June 26, 2014 and Human Resources will be demonstrating the new system. You should have received an email inviting you to this meeting. Please feel free to bring others that do hiring in your unit to this meeting. **Please let Hannah Omara** [**omarahan@anr.msu**](mailto:omarahan@anr.msu) **know if you will be bringing others that don’t typically attend the First Tuesday meeting so we have a count for handouts.**
4. A new Educational Assistance application process system is scheduled for July 15, 2014 rollout. The new features will include an opportunity for the employee and supervisor to know available balances to use toward classes and know the status of the application electronically. Stay tuned for a detailed explanation from Human Resources.
5. The new feature in Time Management rolled out on May 29, 2014 which only affects individuals entering their own time. They no longer have to hit the review button and now hit “save” in the top right hand corner. See the link below for details. <http://www.hr.msu.edu/toolkits/ESSTimeEnhancementsFinal.pdf>
6. There are new recruiting expectations from the OFCCP (Office of Federal Contract and Compliance Programs) for Veterans and persons with disabilities. A special meeting has been scheduled for June 26, 2014 with presenters from the Office of Inclusion and Intercultural Indicatives and Human Resources. You should have received your invitation for this meeting.
7. Right to Work (Freedom to Work) information now available at:   <http://www.hr.msu.edu/documents/contracts.htm> Per the Freedom to Work Act for Michigan, as union contracts expire and new contracts are being negotiated, employees have options of withdrawing from their union. Please note that if an employee wishes to take any action with their union, you can direct them to the link provided and to their union. You do not have any official role or responsibility in this issue other than referring employees with questions to the sources provided here. The link provides access to the university form an employee utilizes to discontinue union dues or service fee deductions from their paycheck can be found at this link: <http://www.hr.msu.edu/documents/DuesRevocationCard.pdf>

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1. Kris Hynes met with the Office of Budget and Planning and Controller to further discuss the process being implemented for paying for the health care cost for those newly eligible folks under the Affordable Care Act. The procedure of asking each unit to provide one account number that can be charged for all eligible employees will not change at this time, however, there is a commitment to review the volume and make changes to the system if overall university volume indicates the first year manual process needs to be addressed. There will be a new object code for this charge so that it can be reallocated to accounts. OPB and Controller offices will be exploring any issues relative to grants being charged this amount and will let us know the outcome. As more information becomes available, I will pass along.