

# **Welcome to the College of Agriculture and Natural Resources (CANR)**

## **New Employee Information:**

- Includes information about what to do within your first 30 days of employment and other helpful information for new employees.
- Also includes introductory information about MSU and CANR.



# Michigan State University

- MSU is the nation's pioneer land-grant university, with 17 degree-granting colleges. Today, MSU is one of the top research universities in the world – on one of the biggest, greenest campuses in the nation – and is home to a diverse community of dedicated students and scholars, athletes and artists, scientists and leaders.
- Founded in 1855, MSU was originally the Agricultural College of the State of Michigan.
- Prototype for 69 land-grant institutions established under the Morrill Act of 1862.
- First institution of higher learning in the United States to teach scientific agriculture.
- 5,200-acre campus with 566 buildings.
- Approximately 19,600 acres throughout Michigan used for agricultural and natural resources research and education.



# College of Agriculture and Natural Resources (CANR)



The mission of the MSU College of Agriculture and Natural Resources is to enhance the quality of life for the people of Michigan and the world by advancing knowledge for the management of communities and agricultural, natural resource and food systems to meet diverse human needs in a sustainable manner.

To learn more about CANR's Mission and Values, please visit:  
<https://www.canr.msu.edu/about/mission-and-values>



# CANR Programs, Faculty and Staff

- Spartans in the College of Agriculture and Natural Resources cultivate the next big ideas in food, health, and the environment.
- Approximately 300 tenure-system faculty members
- Approximately 400 fixed-term faculty members and academic staff
- Approximately 400 support staff
- 20 undergraduate majors in 12 academic units
- Graduate/doctoral programs and two-year certificate programs.



# CANR On-Campus Buildings

- Anthony Hall – Dept. of Animal Science, Dairy Store
- Center for Integrated Plant Systems
- Farrall Agriculture Engineering – Dept. of Biosystems and Agricultural Engineering
- Food Safety and Toxicology
- Giltner Hall
- Human Ecology – School of Planning, Design and Construction
- Manly Miles – Institute of Water Research, Center for Systems Integration and Sustainability
- Morrill Hall of Agriculture – CANR Dean's Office, CANR Administrative Offices, MSU Extension Offices, AgBioResearch Offices, Dept. of Agricultural, Food, and Resource Economics (AFRE)
- Natural Resources – Dept. of Forestry; Dept. of Fisheries & Wildlife; Dept. of Community Sustainability
- Natural Science – Dept. of Entomology
- Packaging – School of Packaging
- Plant and Soil Sciences – Dept. of Plant, Soil & Microbial Sciences; Dept. of Horticulture
- Plant Science Greenhouses
- Trout Food Science – Dept. of Food Science & Human Nutrition



# Learn More About Us

- CANR:
  - Website : [www.canr.msu.edu](http://www.canr.msu.edu)
  - @CANRatMSU on Facebook, Twitter and Instagram.
- AgBioResearch:
  - Website: [www.canr.msu.edu/research/](http://www.canr.msu.edu/research/)
  - @MSUAgBio on Twitter
- Extension:
  - Website: [www.canr.msu.edu/outreach/](http://www.canr.msu.edu/outreach/)
  - Facebook: @MichiganStateExtension
  - Twitter: @MSUExtension
  - Instagram: @MSU.Extension



# To Do Within Your First Week

## Activate MSU NetID

- Your MSU NetID and password is your unique identification as an MSU employee, and will allow access to various authorized systems, including your EBS portal.
- Your NetID is auto-generated once your hiring is completed in the MSU HR system.
- Activate on or before first day of employment.
- <https://netid.msu.edu/activate.html>



# To Do Within Your First Week

Register for multi-factor authentication

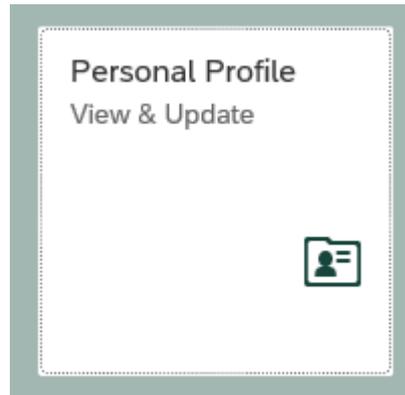
- Necessary for access to your EBS portal.
- <https://secureit.msu.edu/multi-factor/>



# To Do Within Your First Week

## Submit emergency contact information

- Through the Personal Profile tile in the “My Personal Information” section in your EBS portal.



# To Do Within Your First Week

Schedule and attend New Hire Orientation at MSU central Human Resources

- Held every Tuesday from 8:30 a.m. – 4:00 p.m.
- New Hire Orientation will cover essential topics such as employee benefits, payroll, policies, and university systems.
- Invitations will be sent to all benefits-eligible staff. Contact [SolutionsCenter@hr.msu.edu](mailto:SolutionsCenter@hr.msu.edu) if you did not receive an invitation.



# To Do Within Your First Week

## MSU Spartan ID Card

- Spartan ID Card distinguishes you as a member of the MSU community.
- Also serves as an electronic key card and provides access to some buildings and gated parking lots.
- Serves as a library card.
- Dining plans can be loaded onto your Spartan ID.
- Valid throughout your entire career at MSU.
- Visit the ID Office in the International Center and present a photo ID.
  - You must have an active appointment in the MSU HR employment system.



# To Do Within Your First Week

## Parking Permit / Vehicle Registration

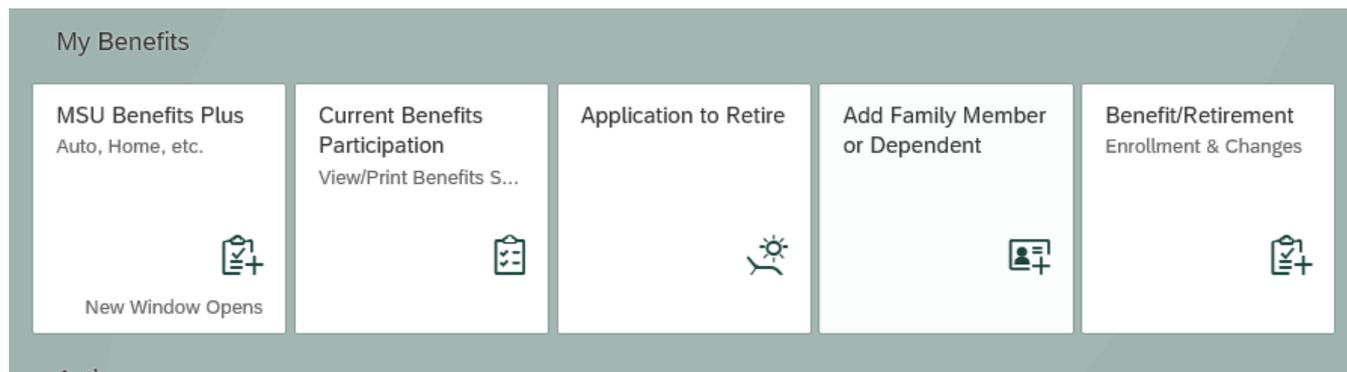
- Faculty/Staff permits may be purchased online at <https://permits.police.msu.edu>.
- To purchase a permit in person at the MSU Parking Office, you must have your MSU Spartan ID card and current vehicle registration with you.
- Permits must be properly affixed to your front windshield.
  - lower left, driver's side, inside vehicle.
- Monthly payroll deduction is the most common way to pay for parking, but permits may also be purchased annually.
- Daily virtual permits are also available for employees working remotely and who do not need a parking pass everyday.



# To Do Within Your First 30 Days

## Sign up for Benefits

- Must be completed within 30 days of hire.
- Visit <https://hr.msu.edu/benefits/> for benefit details and summaries of the various healthcare plan options.
- Sign-up through your EBS portal in the “My Benefits” section.



# To Do Within Your First 30 Days

Complete required Relationship, Violence, and Sexual Misconduct (RVSM) online training

- <https://ora.msu.edu/train/>
- All employees are required to complete an online training program within 30 days of hire and biennially thereafter.
- Employees will receive an e-mail, sent to their MSU email account, with instructions to complete the training program.



# To Do Within Your First 30 Days

Complete online course through elevateU to learn about the Performance Excellence process.

- <https://hr.msu.edu/performanceexcellence/training-required.html>



# To Do Within Your First 30 Days

Complete and submit a performance planning form/session with your supervisor.

- [https://www.hr.msu.edu/ua/performanceexcellence/documents/MSU\\_PP\\_Form.pdf](https://www.hr.msu.edu/ua/performanceexcellence/documents/MSU_PP_Form.pdf)
- Both supervisors and employees have a responsibility to participate and engage with this process.



# Payroll and Compensation

- Access through the “My Time and Payroll” section of your EBS portal.
- Complete your W4
- Sign up for Direct Deposit
  - You will need the routing number for your financial institution and account number.
- Earnings Statements
  - View or print a copy of your earning statements.

My Time & Payroll

Time Entries & Statement 	Time Quota Balances 	Holiday Calendar 	Time Quota Usage Monthly Report 	Bank Information Opens Personal Profile 	W-2 Reprint (Wage and Tax Statement)  New Window Opens	Earnings Statements 	1095 Reprint  New Window Opens	W-4 Tax Withholding Opens Personal Profile 
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# Mobile Device App for Spartans!

- Michigan State University app

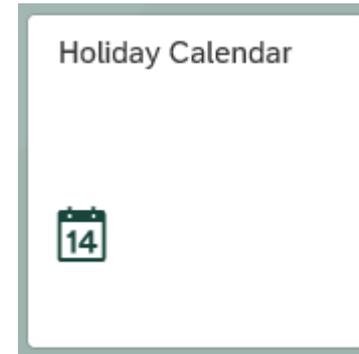


- The official app of Michigan State University. Keep up-to-date with the latest events, read top news stories, explore the in-depth map of campus, and review dining options – all from your mobile device.
- Includes helpful “walking maps” for campus. Find out the easiest route when needing to walk somewhere.



# MSU Paid Holidays – 13 paid holidays – university is closed for business on the following days:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve
- Christmas Day
- Winter Break – 3 days that fall between Christmas and New Year's holidays.
- New Year's Eve
- If Christmas Eve or Christmas Day and New Year's Eve or New Year's Day falls on a weekend, the Thursday/Friday before or Monday/Tuesday after will be the paid day off. Similar if July 4th falls on a weekend. Refer to the "Holiday Calendar" tile in your EBS portal to confirm what days will be considered university holidays each year.



# Vacation time

- All regular support staff employees earn paid vacation time.
- First allotment of vacation time will be awarded after six months of employment at MSU.
  - Thereafter, vacation time is earned monthly or bi-weekly.
  - Vacation time earned increases after five years of service and again after ten years of service.
  - Unused time rolls over each year until maximum allotment is reached (refer to collective bargaining agreements for clarification on accruals and maximums).
  - Must have approval of supervisor BEFORE taking vacation time.
- ***All time MUST be entered into EBS and approved by the unit time administrator or supervisor.*** Please confirm with your unit the process for entering time off, as it can vary by department.



# Sick time

- All regular support staff employees earn paid sick time.
- Sick time is earned with each paycheck – either bi-weekly or monthly, depending upon employee payroll type.
  - Supervisor/unit should be notified of absence.
  
- ***All time MUST be entered into EBS and approved by the unit time administrator or supervisor.*** Please confirm with your unit the process for entering time off, as it can vary by department.



# Personal time

- All support staff employees earn paid personal time.
- Personal time is awarded annually on July 1.
  - 24 hours of personal time for full-time employment. Pro-rated for part-time employment.
    - If hired between July 1 – December 31 – full-time employees receive 24 hours.
    - If hired between January 1 – March 31 – full-time employees receive 12 hours.
    - If hired between April 1 – May 31 – full-time employees receive 6 hours.
    - If hired between June 1 – June 30 – zero hours, full-time employees will receive 24 hours on July 1.
  - Unused personal time expires each year on June 30 and does not carry forward to the next year.
  - A new 24-hour allotment will be awarded each July 1.
  - Personal time can be taken any time, as needed, to attend to personal matters.
  - Notify supervisor of absence.
- Two personal observance days are also awarded annually on January 1 each year.
  - Personal observance days expire each year on December 31.
  - This additional personal time is intended to allow each individual appropriate time to celebrate or observe holidays that are important to that individual.
- ***All time MUST be entered into EBS and approved by the unit time administrator or supervisor.*** Please confirm with your unit the process for entering time off, as it can vary by department.



# Questions??

Please contact the CANR Human Resources Team:

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517-353-8873  
[gagnier2@msu.edu](mailto:gagnier2@msu.edu)

OR

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Assistant Director, CANR Human Resources  
517-884-7007  
[cheste18@msu.edu](mailto:cheste18@msu.edu)



CANR Human Resources: <https://www.canr.msu.edu/facultystaff/hr/index>



**We are so happy you have joined our team!!  
GO GREEN!!!**

