

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**

Effective March 24, 2020 the PSM Administration Offices are closed.

During this time of uncertainty, please be patient with any request you may have placed with a PSM support staff member. Know that PSM support staff will get to your request as quickly as possible.

AnnMarie Guldner [[guldner1@msu.edu](mailto:guldner1@msu.edu)] Monday-Friday from 8 AM-12 PM & 1-5 PM

Ashley Lathrop [[danas@msu.edu](mailto:danas@msu.edu)] Monday-Friday from 8 AM-12 PM & 1-5 PM

Brian Horgan [[horganb@msu.edu](mailto:horganb@msu.edu)] Monday-Friday from 8 AM-12PM & 1-5 PM

Christiina Donley [[tymoszew@msu.edu](mailto:tymoszew@msu.edu)] Monday-Friday from 8:30 AM-12:00 PM & 12:30-5:00 PM

Debbie Williams [[williade@msu.edu](mailto:williade@msu.edu)] Monday-Friday from 7 AM-3 PM

Dominic Colosimo [[colosi14@msu.edu](mailto:colosi14@msu.edu)] Monday-Friday from 8 AM-12 PM & 1-5 PM

Gina Centeno [[centeno@msu.edu](mailto:centeno@msu.edu)] Monday-Friday from 8:15 AM-2:45 PM

Lee Duynslager [[duynslag@msu.edu](mailto:duynslag@msu.edu)] Monday-Friday from 8 AM-12:30 PM & 1-4:30 PM

Linda Colon [[colon@msu.edu](mailto:colon@msu.edu)] Monday-Thursday from 8 AM-12 PM & 1-5 PM, Fridays from 8 AM-12 PM

Lisa Bowen [[bowenli1@msu.edu](mailto:bowenli1@msu.edu)] Monday-Friday from 8 AM-4 PM

Mackenzie Graham - On maternity leave until June 5, 2020

Linda Colon will be able to assist with grad secretary needs during Mackenzie's leave.  
[[colon@msu.edu](mailto:colon@msu.edu)]

Rachel Esch [[eschrach@msu.edu](mailto:eschrach@msu.edu)] Monday-Friday from 7 AM-3 PM

Sandie Litchfield [[litchfi9@msu.edu](mailto:litchfi9@msu.edu)] Monday-Friday from 7:30 AM-12 PM & 1-4:30 PM

## Resources

### MSU latest coronavirus updates

<https://msu.edu/coronavirus/latest-updates/>

### MSU Coronavirus response website

[msu.edu/coronavirus](https://msu.edu/coronavirus)

### CANR Coronavirus response website

[canr.msu.edu/coronavirus](https://canr.msu.edu/coronavirus)

### Employment related questions

<https://hr.msu.edu/news/coronavirus-faqs.html>

### MSU WorkLife Programs

<https://worklife.msu.edu/campusflex>

### MSU travel guide

<https://www.canr.msu.edu/coronavirus/travel>

### MSU events updates

<https://www.canr.msu.edu/coronavirus/events>

### Messages from President Stanley

<https://president.msu.edu/communications/messages-statements/index.html>

### Messages from Dean Ron Hendrick & from Extension Director Jeff Dwyer

<https://www.canr.msu.edu/coronavirus/index>

### MSU Guide to remote teaching

<https://www.canr.msu.edu/coronavirus/teaching-working>

### MSU Resource Center for Persons with Disabilities

<https://www.rcpd.msu.edu/>

### A Resource to Help to Learn How to Work Remotely

<https://michiganstate.sharepoint.com/sites/Spartan-365-Help-FAQ>

### Guide to web accessibility

[https://webaccess.msu.edu/Help\\_and\\_Resources/checklist.html](https://webaccess.msu.edu/Help_and_Resources/checklist.html)

### Student Resources

<https://www.canr.msu.edu/coronavirus/student-resources>

### How to cancel or postpone events

Cancel: <https://www.canr.msu.edu/news/how-to-cancel-an-event-in-dotcms-due-to-novel-coronavirus>

Postpone: <https://www.canr.msu.edu/news/how-to-postpone-an-event-in-dotcms-due-to-novel-coronavirus>

### MSU fireside chats and teaching services

<https://www.canr.msu.edu/coronavirus/teaching-working>

## Career Fairs

The Career Services Network has transitioned all career advising appointments to virtual format, and they have also launched a new **Virtual Career Center** (<https://careernetwork.msu.edu/resources-tools/virtual-career-center/index.html>) for students to access many other key resources to support their needs.

### Virtual Career Fairs

<https://careernetwork.msu.edu/jobs-internships/Career-Fairs/index.html>

**May 11:** Teacher and Administrator Fair (a collaboration among all Michigan public universities and led by MSU Career Services)

We are continuing to promote **MSU Connect** (<https://msuconnect.msu.edu/>), the new online career mentoring and alumni networking community for students. More campaigns are planned for yet this week to increase awareness and participation. At the same time, we are in the process of adding 10 more college-level sites that will go live on the system in the coming weeks. These secondary hubs will help drive additional alumni support for students seeking jobs and internships and needing guidance or advice related to their career goals.

## Professional Development

### How to Access elevateU

- 1) Log in to the EBS Portal with your MSU NetID and password.
- 2) Click on My Career and Training in the top navigation.
- 3) Click on the elevateU tile to open the application in a new window.

### How to Use elevateU

View video tutorials to learn more about elevate and how to navigate the application. These videos are also available within the elevate application in the left sidebar navigation.

### Certificate of Completion

Certificates of completion are available for those who complete a course and pass the exam at 75% or better. To print a certificate, go to the left sidebar of the home page and click on Learning Transcript. From there you can set filters to see only completed classes. Then click on Actions, and View Certificate.

### Questions?

If you have questions about using the elevateU application, please contact Organization and Professional development at [prodev@hr.msu.edu](mailto:prodev@hr.msu.edu).

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### May 13 from 3:00-4:00 PM

#### Live Event: The Get Better Mindset

Log in to elevateU to participate.

Social psychologist and researcher Dr. Heidi Grant explores the mindsets needed to ensure personal growth. She advises we should avoid a "Be Good" mindset – one where we are constantly attempting to prove ourselves and outperform others. Instead, we should embrace a "Get Better" mindset – where we always perceive ourselves as having more to learn, we welcome risk and are less afraid of failure, both keys to personal and professional success, and resilience in the face of change and challenge.

## Professional Development

### Topic: Taking Care of You

- **Book: Bouncing Back: Rewiring Your Brain for Maximum Resilience and Well-Being** by Linda Graham

Log in to elevateU to view.

Resilience is the ability to face and handle life's challenges, whether everyday things or extraordinary experiences. With powerful, time-tested exercises, this book guides us in rebuilding our core well-being and disaster-proofing our brains.

- **Video: Handling Unexpected Stress**

Log in to elevateU to view.

Despite the distractions created by change, leaders can keep their teams engaged and accountable by learning seven guidelines for communicating and modeling behavior.

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### Topic: Adapting to Change

- **Course: Redefining Yourself After Organizational Change**

Log in to elevateU to take course.

In this course, you will learn the importance of adapting to organizational change, as well as the essential skills needed to handle it. The course details the best practices of building self-motivation and introduces the idea of reframing as a coping method. You'll learn to turn resistance to change into acceptance. Finally, this course covers the importance of capitalizing on the career opportunities presented by organizational change.

- **Course: Navigating Your Own Emotions**

Log in to elevateU to take course.

In times of change and stress, emotions can often run high. In this course, you'll learn how to manage your emotional IQ, or EQ, in order to handle difficult situations more effectively. You'll explore the science behind emotion, self-management techniques, and methods for recovering from emotional hijackings.

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### Topic: Working Better Together

- **Course: Planning Meetings Fit for Purpose**

Log in to elevateU to take course.

In this course, you'll discover a process for preparing effective meetings by establishing a clear purpose and objectives. With the right people and agenda, and solid prep work, you're nearly there! If you struggle to start meetings on the right note, this course can help you get the most out of them, saving you valuable time.

- **Course: Navigating Other People's Emotions**

Log in to elevateU to take course.

In this course, you'll learn how to recognize emotional awareness in, actively listen to, and empathize with others by developing emotional intelligence. You'll also discover how to apply organizational awareness and empathy to enhance your workplace relationships.

## Announcements

### **Cloth Face Mask Information:**

In compliance with current State of Michigan Executive Orders, all MSU Employees are required to wear a non-medical cloth mask when entering enclosed public spaces. This applies to MSU facilities and non-MSU facilities. When traveling, you are required to have a mask in your possession and use it when in enclosed public spaces. We have ordered a cloth mask for each PSM employee (faculty, staff, grad, post-doc, etc.). Once they arrive you will be contacted regarding distribution. Please watch your email for this notice.

### **April 25<sup>th</sup> email from MSU Human Resources**

We are writing to confirm that your units, colleges, and departments should continue to abide by Governor Whitmer's "Stay Home, Stay Safe" order, **which has been extended through May 15** in the Governor's new Executive Order No. 2020-59.

As outlined in the HR Guidelines Memo from March 24, employees who are working at home should continue to do so, in accordance with direction from their supervisors. We are continuing to monitor the Governor's executive orders and may make adjustments to work as the orders allow.

Any employee whose physical presence at their place of work is necessary to (a) sustain or protect life, or (b) conduct minimum basic operations, must be designated as "necessary" and continue to report to their place of work. Units must determine which employees are designated as "necessary."

Additionally, the Executive Order now requires the University to provide cloth face coverings to employees required to report to work physically. We are working directly with units to acquire the necessary masks for your unit. If you have been determined a necessary employee, you should expect to receive a cloth face covering from your supervisor early next week. Necessary employees may choose to wear their own face-covering in lieu of the University-provided face covering. For information on how to wear, clean and store face coverings, visit the Environmental Health and Safety website. Please continue to refer to the HR website for the latest resources to assist employees, supervisors, and HR professionals during this time. Continue to check the Keep MSU Working site for the latest updates and information regarding the University's response to the coronavirus.

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### **PSM Summer Hours**

PSM summer hours will be in effect from May 11th through August 3rd. During that time, the PSM office will be open from 8:00 AM-4:00 PM.

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### **University Stores Modified Business Operations**

#### **Distribution and Delivery**

Service updates are listed at <https://usd.msu.edu/university-stores/>

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### **Temporary Exception Mobile Communications and Residential Internet Connectivity Policies**

We recognize that some of you have had increased expenses associated with working remotely in order to continue normal operations. Those incremental cost increases should not be your responsibility. Therefore, if you have had to increase your internet speed or change your data plan on your cell phone, please contact Debbie Williams at [williade@msu.edu](mailto:williade@msu.edu) with your intent to seek reimbursement.

## Announcements

### KFS Project Code for Coronavirus Expenses

This message is for all persons involved in accounting transactions in the MSU financial system (including Fiscal Officers, Fiscal Officer Delegates, and Accounting Document Preparers).

Many units are incurring extraordinary expenses for things related to the Coronavirus. It is important that we keep track of these expenses in the event that there may be emergency funds available from the federal or state government in the future.

To facilitate this tracking, a new accounting strip Project Code has been created in the MSU financial system (KFS) to track expenses related to addressing the Coronavirus. The Project Code is COVID19. This new Project Code COVID19 should be used university-wide on the accounting string of all expenses related to the Coronavirus on any MSU account.

Please use the COVID19 Project Code for expense related to the Coronavirus so that MSU can accurately track and report on these costs. Use of the Project Code will not preclude units from reporting on other accounting string attributes (e.g., sub-account) as may be the routine.

If you have any questions about how to use this Project Code, please contact your MAU Budget Officer/Fiscal Officer.

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### To Temporarily Modify Work Location for East Lansing City Income Tax:

This is NOT to be considered a recommendation to change your tax withholding status. It is intended to provide instructions for someone who normally works on campus and who is now working remotely, and whose remote location is outside of the East Lansing City income taxing authority. IF you make this modification, be sure to change it back again when you are once again working on campus.

In EBS:

- Go to 'Personal Profile'
- Scroll to 'W-4 Local Tax - Location of Work'
- To the right of 'Work Tax Area', select edit (pencil icon)
- For 'Work City' enter the appropriate 'Taxing City' or 'MI' if your home city does not collect local income tax
- The effective date will be the date of your next paycheck (you cannot back date the change)
- You must check the 'Certification' box
- Click 'Save and Back' at the bottom
- Again—be sure to come back and return the work location to East Lansing when you return to work on campus!

## Announcements

The **Families First Coronavirus Response Act** enacted by the Department of Labor goes into effect April 1, 2020. The act is meant to assist you during COVID-19 by providing additional leave options. These new options are available through Dec. 31, 2020. To view your employee rights under the act, please go to this website [https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA\\_Poster\\_WH1422\\_Non-Federal.pdf](https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf)

New leave options include:

- Emergency Family and Medical Leave Act (EFMLA)
- Emergency Paid Sick Leave (EPSL)

### EFMLA

The federal government has expanded this option to provide up to 12 weeks of partially paid coronavirus-related family leave. Eligible employees may take this leave if they are unable to work or telework due to the need to care for a minor child whose school or daycare is closed, or daycare is unavailable, due to COVID-19.

### EPSL

This new act provides eligible employees up to 80 hours of fully or partially paid leave for the following reasons:

- you are subject to a government-ordered quarantine or isolation order related to COVID-19
- you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- you are experiencing COVID-19 symptoms and is seeking medical diagnosis
- you are caring for an individual who is subject to a government-ordered quarantine or a health care provider's recommendation to self-quarantine
- you are caring for a child whose school or place of care has been closed due to COVID-19
- you are "experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor."

Effective Apr. 2, 2020, the EPSL will now replace the University's up to 80 hours of sick time against future sick accruals for those whose sick, vacation, and personal time was insufficient to cover their absence.

### Who Qualifies and How to Apply

You can view more detailed information on who qualifies for these leave options, as well as information about what is covered, pay, etc. on the MSU HR website at <https://hr.msu.edu/time-off-leave/ffcra.html>. Please note that due to the nature of their jobs, MSU PD staff and MSU Health Team staff and providers are excluded from both the EFMLA and EPSL leave programs.

To apply for EFMLA, contact the MSU HR Leaves Team at [HR.EPSL-EFMLA@hr.msu.edu](mailto:HR.EPSL-EFMLA@hr.msu.edu).

To apply for EPSLA, complete and submit the form located at <https://hr.msu.edu/time-off-leave/documents/epsl-form.pdf> (Instructions are included on the form.)

During this fluid pandemic, please know that university leadership is continuing to evaluate how best to care for employees while also providing fair workplace options that follow federal and state guidelines. More information will be available in the coming weeks regarding any additional changes.

## Travel

### ACTION REQUESTED: Please Cancel Travel Plans

As you are aware, the 2019 novel coronavirus outbreak is dramatically impacting international and domestic travel and we imagine that you may have already canceled or postponed your trips. The U.S. State Department, Centers for Disease Control and Prevention (CDC) and White House have all issued travel advisories or declarations during the past few months urging people not to travel.

**All university-sponsored international travel is suspended until May 15.** The current end date will be reevaluated and likely extended. This includes new travel as well as any currently booked trips between now and then. Faculty, staff, and graduate/professional students currently abroad should contact the Office of International Health and Safety for further guidance.

We thank you for canceling travel Requests and trip reservations that were scheduled during this travel suspension. If you have not taken these actions, please do so at your earliest convenience. For those who registered their international travel in the Global Travel Registry, we also request that you or your travel arranger cancel any international travel in the Global Travel Registry, or send an email to the Office of International Health and Safety (OIHS) at [oihs@msu.edu](mailto:oihs@msu.edu) requesting that your trip be deleted.

Action is required if you have any MSU Agency Card (billed airfare/rail) transactions: You or your travel arranger are requested to file an Expense Report so that this expense is charged to an MSU account.

➤ **U.S. State Department**

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

➤ **Centers for Disease Control and Prevention (CDC)**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

➤ **Office of International Health and Safety**

<https://oihs.isp.msu.edu/>

Please visit [Travel@State](mailto:Travel@State) for additional guidance.

## PSM Payroll Time Reporting

Due Date Reminders for **biweekly payroll** (includes labor and student)

Reminder: If your employee's time is not submitted, they will not be paid.

- For the May 22nd pay date (for time worked between April 26 - May 9) your time is due by 5 PM on Tuesday, May 12th
- For the June 5th pay date (for time worked between May 10-23) your time is due by 5 PM on Tuesday, May 26

## MSU Academic Calendar

### Spring 2020

Monday, 4/27 - Friday, 5/1 Final Exams

Saturday, 5/16 Class of 2020 Virtual Commencement Ceremony

### Class of 2020 Virtual Commencement Ceremony

MSU will hold a virtual commencement celebration on May 16 for all undergraduate and graduate students earning degrees at the end of the 2020 spring semester.

The University postponed its May 1 in-person commencement due to the novel coronavirus pandemic. The virtual event does not replace an in-person ceremony and members of the class of 2020 will be invited to participate in a future in-person commencement.

The virtual ceremony will be held via MSU's Facebook page ([facebook.com/spartans.msu/](https://facebook.com/spartans.msu/)) beginning at 10 AM EDT (7 AM PDT) May 16. Members of the 2020 class, their friends, families and Spartans everywhere are invited to gather online and make this the largest MSU commencement ever, as university leadership recognizes graduates and confers their degrees. The ceremony will feature remarks from President Stanley and the interim provost as well as musical performances from students in the College of Music.

Fall 2020 Commencement Dates:

Advanced Degrees: Friday, December 18, 2020 (Time To Be Announced)

Baccalaureate Degrees: Saturday, December 19, 2020 (Times to be Announced)

Send newsletter submissions to [guldner1@msu.edu](mailto:guldner1@msu.edu)

Deadline: Thursdays by 10:00 AM