

**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]
Monday-Friday from 8 AM-12 PM & 1-5 PM

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

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

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

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

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

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

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

Linda Colon [colon@msu.edu]
Monday-Thursday from 8 AM-12 PM & 1-5 PM, Fridays from 9 AM-12 PM

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

Mackenzie Graham [graham2@msu.edu]
Monday, Tuesday, Thursday & Friday from 8 AM-12:30 PM & 1-4:30 PM (off Wednesdays)

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

Sandie Litchfield [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

CANR Coronavirus response website

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/>

Because of technology gaps or different abilities, some students, faculty and staff may have difficulty learning or working remotely. Please use the MSU resources at the Resource Center for Persons with Disabilities and our local administrators, chairs and faculty members to assist in getting word to the right group for help with these issues.

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

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>

Announcements

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.

PSM Friday Coffee/Donut Hour

We are cancelling our Friday coffee/donut hour until further notice. As soon as we have a date when they will resume, we will update you with this information.

University Stores Modified Business Operations

Distribution and Delivery

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

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.

The MSU WorkLife Office has been doing a series of 10 AM topics that are beneficial to MSU faculty and staff in order to provide support for this unusual circumstance. They will also be recorded and available on the MSU WorkLife Office website [worklife.msu.edu].

The Importance of NOT Socially Isolating While Simultaneously Practicing Social Distancing

Recorded and available on the MSU WorkLife Office website.

Description: How can we stay socially connected in a time when we are physically distant?

Here are some resources that MSU is using in light of the current circumstances. Please let us know if you have any questions. We are providing Zoom chat forums daily for the next few weeks to address working from home, working from home with children home, and combating social isolation.

Announcements

The **WorkLife Office** is sharing resources to help people adjust. <https://worklife.msu.edu/campusflex>

- Blogs: <https://worklife.msu.edu/blog>
Topics include: Working Remotely, Working at Home with Children, Mental Health Matters, Taking Care in Times of Uncertainty, Culture of Trust
- Most Requested: The Importance of NOT Socially Isolating While Simultaneously Practicing Social Distancing
<https://worklife.msu.edu/blog/importance-not-socially-isolating-while-simultaneously-practicing-social-distancing>

Webinars recorded live and posted back to the site:

- Best Practices to Work at Home with Children and Preparing for Childcare and Family Arrangements
<https://worklife.msu.edu/blog/best-practices-working-home-children>
- Things to Do to Keep Kids Active, Engaged and Learning While Home
<https://worklife.msu.edu/blog/things-do-keep-kids-active-engaged-and-learning-while-home>
- Remote Work Structures and Working Together with your Supervisors
<https://worklife.msu.edu/campusflex>
- Taking Care of Yourself in Times of Uncertainty
<https://worklife.msu.edu/blog/taking-care-yourself-times-uncertainty>
- Daily at 10 am: Daily Forum, new topic daily
- <https://worklife.msu.edu/campusflex>
- Top Resources:
 - **Flexible Work Resources:** <https://worklife.msu.edu/workplace-assistance/flexible-work>
 - **Telecommuting Guide:** <https://worklife.msu.edu/workplace-assistance/flexible-work/telecommuting>
 - **Suggest other topic areas:** bit.ly/prephomesurvey
 - **Ask questions:** worklife@msu.edu

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 with your intent to seek reimbursement.

Payroll Related Update

- To clarify - if you are currently set up to receive your 3/27 or 3/31 paycheck as a direct deposit, you will continue to receive your pay as direct deposit. The checks that are being mailed are for the employees that have not elected a direct deposit in EBS.

The Payroll department has been working remotely and is only onsite for essential tasks such as check printing, handling garnishments and child support orders. We continue to encourage everyone to send all requests, including Off-cycle requests, Special Pay forms and Additional Pay forms, electronically to CTLR.Payroll@ctrl.msu.edu for processing. If you mail the forms to our office, there will be a delay in processing.

As a result of the changes, all bi-weekly checks for March 27th and monthly checks for March 31st will be mailed to the employee's home address listed in EBS. We will be mailing the checks two days prior to the pay date and we are hopeful the checks are delivered timely. If your check is not delivered by the pay date, **please do not call the Payroll department since we have no control over mail delivery.** Employees can confirm a check was generated by signing into EBS and reviewing their pay stub.

We caution employees to be careful when enrolling in direct deposit or changing their bank account and suggest you confirm all information with their bank prior to entering the information. **DO NOT enter a debit card or credit card number** as your bank account number. Your bank will not be able to process your direct deposit and the funds will be returned to MSU. It may take several days to receive the funds back from the bank and it will take several days to reprocess your electronic disbursement so it could be at least a week before you receive your funds.

If an employee is requesting a manual pay disbursement (MPD), please send the request to CTLR.Payroll@ctrl.msu.edu or contact Lindy Smith at 884-4201. We will communicate a timeframe when the disbursement will be available.

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 April 10th pay date your time is due by 5:00 PM, Tuesday, March 31st
- For the April 24th pay date your time is due by 5:00 PM, Tuesday, April 14th
- For the May 8th pay date your time is due by 5:00 PM, Tuesday, April 28th

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 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 for additional guidance.

MSU Academic Calendar

Spring 2020

Friday, April 24 Classes End

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

Friday, 5/1 - Sunday, 5/3 Commencements - **POSTPONED** (until a later date TBD)

Send newsletter submissions to guldner1@msu.edu
Deadline: Thursdays by 10:00 AM