

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



**Best Wishes Sandie!**

Today is **Sandie Litchfield's** last day before her well earned retirement. Sending our best wishes to Sandie for a happy & healthy retirement full of travel & relaxation!



**Seminars/Webinars**

**Molecular Plant Sciences Seminar Series**

**Monday, February 1, 2021 at 4:00 PM**

**Noah Whiteman, UC-Berkeley**

Title: "My model organism eats your model organism; Evolution of a Drosophila that attacks Arabidopsis"

To join Zoom meeting: <https://msu.zoom.us/j/95996313892>

Password: 941910

**Announcements**

**2021 Drivers Certification Forms**

Drivers Certification Forms for 2021 are due by January 31<sup>st</sup>. A blank form is attached to this newsletter. Please fill out, sign, and email to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu). If your driver's license has been issued in a state other than Michigan, please include a current out of state driving record that includes the past 36 months.

**Sieg Snapp's Interview for the Broad Exhibit on Soil Health**

**Sieg Snapp** gave an interview for the Broad Exhibit on Soil Health. To view the recording, please go to <https://www.facebook.com/msubroad/videos/856589195124843>

**Amazon available in Spartan Marketplace using Pcard**

University Services Purchasing is pleased to announce that they have launched the Amazon catalog in Spartan Marketplace. By policy, purchases from the MSU Amazon Business account can only be made by individuals using a Pcard to obtain goods on behalf of the university and must be used for business purposes. Please see information attached to this newsletter.

## Announcements

### C.S. Mott Fellows Nomination Invitation Letter

Attached to this newsletter you will find a letter from **Dr. Michael Hamm**, C.S. Mott Chair of Sustainable Agriculture, regarding the nomination of potential recipients of the Mott Fellowship for the 2021-2022 academic year. Feel free to contact **Emma McNabb** should you have any further questions regarding the contents of the letter. Emma can be reached at either [ulrichem@msu.edu](mailto:ulrichem@msu.edu) or 517-432-1612.

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### Building Access

If building access is needed, please remember to have your PI email **AnnMarie Guldner** ([guldner1@msu.edu](mailto:guldner1@msu.edu)) directly with this request. Requests cannot be accepted from anyone other than your PI.

### PSSB

Due to COVID-19 restrictions, the only doors that you can currently enter PSSB through are either 9 & 10, which are on the East side of the building across from Vet Med along Bogue Street, or doors 31 & 32, which are on the South side of the corridor that connects Plant and Soil to MPS.

### PBL

Access to Plant Biology from PSSB was removed due to COVID-19 regulations. Entry needs to be from the outside of the building by using doors 1 & 2, 11, 12, or 13 & 14.

### CIPS

The doors that are available for the CIPS building are 1 & 2, 24, and the connector doors to Food Toxicology and the headhouse.

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### Nominations are Open for the Student Employee of the Year Award

If you work on campus, you know how important student employees are to the success of your department and the university. Do you know a student who consistently goes above and beyond in their work? Supervisors have the chance to recognize these exemplary Spartans by nominating them for the Student Employee of the Year award by **February 8, 2021**. Please see the attached Department of Student Life website at <https://studentlife.msu.edu/leadership/employee-of-the-year.html> for additional information.

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### Notice of Change of Monthly Reports

Please note that starting February 1, 2021, there will be a change to how you will receive accounting updates on your accounts. You will receive multiple reports that show current expenditures along with encumbered salaries and current spendable amounts. We have started sending these reports to a handful of faculty for the testing phase. We have included a guide on how to read the reports and will be available for support [see the attached PDF called Admin.ReadingReport.v1]. If you are interested in seeing these reports, please contact **Ashley Lathrop**. If you have any questions regarding the new process, contact Ashley on Teams or by email.

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### PSM Office Coverage

We will be staffing the PSM office on Wednesdays for essential needs only (Ex: keys). An appointment needs to be made prior by contacting **AnnMarie Guldner** at either [guldner1@msu.edu](mailto:guldner1@msu.edu) or 517-353-0120. No drop ins will be allowed.

## Announcements

### 2021 Spring Undergraduate Research Forum

Registration is open for the **23<sup>rd</sup> Annual University Undergraduate Research and Arts Forum (UURAF)**. UURAF is an opportunity for students to showcase their research and creative scholarship to the university and local community. Students present their work to faculty judges in an oral, poster, or performance presentation.

Students need to register by **Thursday, February 11, 2021** at 11:59 PM. Registration and other detailed information can be found here:

<https://www.urca.msu.edu/uuraf/reg> .

Please encourage faculty to have their undergraduate students participate in the forum. The opportunities for student participation are very broad. Although last year's event was canceled due to COVID-19 restrictions, 997 students registered to participate in the event.

**UURAF 2021** will be an asynchronous, virtual event on **Thursday, April 15 to Monday, April 19**. We are finalizing details for the event location and will follow up with a link to the event later.

For additional information, contact **Heather Dover**, Coordinator for Undergraduate Research, at [doverhea@msu.edu](mailto:doverhea@msu.edu) or 884-1558.

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### Essential Skills for Navigating Difficult Times

"Essential Skills for Navigating Difficult Times" is an 8-session course (one session a week for 8 weeks) presented by **Lisa Laughman**, Emotional Wellness Consultant at MSU.

Sessions will be every Thursday morning (via Zoom) from 9:00-10:30, beginning **February 11, 2021 through April 1, 2021**.

For registration information and details, please visit this link:

<https://web.cvent.com/event/1c2221c1-2c4d-4c2a-a2c6-d0cd6d1b22e2/summary>

*"Let this 8 week webinar series help support you as we move through the next few months. Don't miss your opportunity to learn essential skills for resilience and develop strategies for processing the natural stress that comes with dealing with all the things....winter, cabin fever, systemic racism , COVID related challenges, COVID losses, political unrest, challenges facing MSU as we continue to move our University towards increased equity and justice, and anything else you are currently navigating. Many of us are experiencing a "parfait of stressors" and could use a weekly opportunity to center, regain perspective*

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### Spring Drop-In Advising

Career Services Network will be hosting several virtual Drop-in Advising events to help with resume reviews for career fairs and the job search, as well as overall preparation for our upcoming job fairs! If you know of any students who are looking for career fair prep and/or a fast resume review, we have advisors ready to help them for virtual drop-ins on these dates:

**Thursday, February 18<sup>th</sup> from 5-7 PM (EDT)**

**Tuesday, April 6<sup>th</sup> from 5-7 PM (EDT)**

All of these events are listed on Handshake ([msu.joinhandshake.com](https://msu.joinhandshake.com)) under "CSN Drop-in Advising", as well as on our website under "Learn About Drop-in Services".

Promotional flyer will be attached to this newsletter for reference and promotions.

Additional Questions: Contact **Lauren Hinkel**, Career Advisor, Exploratory and All-Majors-Career Services Network at 517-884-1353 or [hinkel2@msu.edu](mailto:hinkel2@msu.edu)

## Announcements

### Recognizing MSU Educators with the 2021 AT&T Awards

The past year of remote learning presented numerous opportunities and challenges that many MSU educators met with creativity and innovation. Educators who adapted to this new environment and endeavored to support student success deserve recognition.

We are pleased to announce that nominations for the **AT&T Faculty-Staff Awards Competition** are now open and available for educators in your units. These awards recognize instructional technology innovations and celebrate the educators responsible for implementing them.

Please share this message and **encourage your faculty, instructors, and teaching assistants to apply**. All educators will receive entry and category information via email. Entries may be in one of three award categories: Online, Hybrid, and Best Technology-Enabled Innovation.

The entry deadline is **Friday, March 5, 2021, by 5 p.m.**

For application details and past winners, visit <https://att-awards.msu.edu/entry-information>.

Thank you for helping us recognize MSU educators' outstanding contributions in the use of technology for teaching and learning.

## Travel

### Assistance Resources

Travel policy and travel program support: [travel@ctrl.msu.edu](mailto:travel@ctrl.msu.edu) or 517-355-5000  
Concur: [concurhelp@msu.edu](mailto:concurhelp@msu.edu)

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### Inbound travel

- Travelers coming to any of MSU's campuses are asked to follow the applicable protocol outlined on our Office of International Health and Safety's website: <https://oihs.isp.msu.edu/travel-during-covid-19-pandemic/health-protocol-inbound-travel>.
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### University-sponsored travel

- For employees and students engaged in university-sponsored projects, **all non-essential outgoing domestic and international travel is suspended indefinitely**. If you feel you have essential travel needs, you can submit a waiver for review at least 3 weeks prior to departure. Prior to submitting the waiver, you will be required to obtain documentation from your unit administrator and, for students, from the cognizant advisor, college administrator or program director, affirming that the travel is essential in the context of both programmatic priorities and financial considerations. Note: The health and safety context for travel is currently very fluid, rapidly evolving by location and significantly impacted by frequent issuances of local, national, and international policies.
- Links to appropriate waivers can be found here: <https://oihs.isp.msu.edu/travel-during-covid-19-pandemic>

## COVID-19 Updates (1-8-2021)

### Returning to work

- MSU continues to encourage everyone that can work remotely to do so. Supervisors should continue to ask employees who can work remotely to do so. Do not come to campus unless it is absolutely necessary.
- If you are on campus, [face coverings must be worn](#) (including all faculty, staff, students, vendors and visitors) indoors and outdoors while you are on property owned or governed by MSU and while participating in MSU-related or MSU-sponsored activities. If you have a medical condition that may prevent you from safely wearing a face covering, or you would like a clear face covering, you should contact MSU's Resource Center for Persons with Disabilities to begin the accommodation process.
- As required by the governor, all employees must fill out a health screening form each day they come to campus to work. MSU IT and the University Physician's office have created an online [campuswide health-screening form](#) that units can use.
- Human Resources keeps [an updated FAQ website](#) for employees, and information on resources for faculty, staff and researchers operating in a virtual setting can be found at [remote.msu.edu](#).
- For those administrative and academic functions that are deemed necessary to return to campus, [a template has been created](#) to help guide them through that process, along with a [decision making guide](#). Those units must review and respond to the Return-to-Work Procedures and Protocols framework, which guides what steps need to be taken before bringing employees back to campus. A [document](#) that complements this guide is intended to be used as a guide for unit leadership to ensure a fair and equitable process in making staffing decisions.

### Food and Drink Policy

#### Food and Drink Policy - Addendum to the PSSB Reopening Plan 7/23/2020

Based on the changing Executive Orders and needs of the MSU community, food consumption Will be allowed in PSSB in posted designated areas. Please keep in mind that this change in policy may pose an increased risk of exposure and it is important to observe physical distancing, follow disinfecting protocols and spend minimal time in the room.

To meet these goals and maximize safety, the PSSB building SOP plan has been modified to:

- Note that it is always preferable to eat outside of the building when possible
- Conference and break rooms on the second floor will be open for food consumption. Please limit your time to 30-min to accommodate colleagues/other building occupants.
  - A279 - Horticulture conference room - maximum occupancy is 5
  - A271 - PSM conference room - maximum occupancy is 6
  - A246 - Break room - maximum occupancy is 5
- Maximum occupancy signs will be posted on each door. If the room is fully occupied, please check another designated space. If all conference and break rooms are fully occupied, check back later.
- Masks must be worn in each room unless actually consuming food.
- Kitchenettes will continue to be closed. There is no microwave or refrigerator usage allowed.
- Everyone should bring and remove all personal supplies for eating.
- The user is required to disinfect the space before and after each use following EPA approved guidelines (70% alcohol for 5-min; Sani-wipes for 3-min). Disinfectants will be present in the room.
- Snacks and community food to share should not be brought to work.

## COVID-19 Vaccine Information For Faculty and Staff (1-8-2021)

### Is MSU administering the vaccine?

Not at this time. The state and county health departments have indicated the COVID-19 vaccine only will be available from hospitals and local health departments. While MSU maintains clinical practices, the university does not have a health system and is not receiving doses from the state to administer.

### What is happening at the MSU Agricultural and Livestock Pavilion?

MSU is providing the Ingham County Health Department space to use as a vaccine distribution center. Only those in the [appropriate phases](#), as outlined by the state of Michigan, and who live or work in Ingham County are eligible to receive it. This distribution site is not open to the public; an [appointment](#) is required.

### Why am I hearing about vaccines being administered by the University of Michigan?

The state and county health departments have indicated the COVID-19 vaccine only will be available from hospitals and local health departments. Michigan Medicine, run by the University of Michigan, is a health system and received vaccine doses from the state of Michigan to administer.

### How do I sign up to receive the vaccine?

First, you need to be sure that you fall within the priority group currently recommended to receive the vaccine. You can determine what priority group you are in and if you are eligible to receive the vaccine at this time by reviewing the [MDHHS priority guidance](#). When your time comes to make an appointment to receive your vaccine, visit [Michigan.gov/COVIDvaccine](https://Michigan.gov/COVIDvaccine).

### Will the university require vaccines for faculty, staff and students?

The university is not mandating a vaccine for spring semester 2021. However, MSU leadership strongly urges members of the community to receive the vaccine when it is available to them. Not only will receiving the vaccine protect you from the virus, it also protects your friends and loved ones.

### Do I need to keep wearing a mask after I receive the vaccine?

Yes. It is vital that you keep wearing a face covering and practice all [COVID-19 related safety measures](#), as it will take many months before everyone is protected.

### Who do I contact for more information about COVID-19 vaccines?

Local health departments are the best resource for information about vaccines. It is recommended you visit your local health department website as several have frequently asked questions posted online.

The state of Michigan also has a some [frequently asked questions](#) on its website.

### Will MSU be administering the COVID vaccine?

- The state of Michigan is leading initial distribution plans for a COVID-19 vaccine. At this time, the university is not directly administering the vaccine. As we learn more about state distribution plans and its availability to our students, faculty and staff, we will keep you informed.

## Face Coverings Updated 01/04/2021

Face coverings should:

1. be non-medical grade to maintain supplies for health care use,
2. fit snugly against the side of your face,
3. cover your nose and mouth,
4. be secured with ties or ear loops and
5. allow for breathing without restriction.

Cloth face coverings should only be worn for one day at a time, and they must be properly hand washed or laundered with soap/detergent before subsequent use. Face coverings may vary (for example, disposable non-medical masks or neck gaiters are acceptable).

In addition to wearing face coverings, whether you are on- or off-campus, you also must adhere to the guidelines and recommendations from the [Centers for Disease Control and Prevention \(CDC\)](#) as well as federal and [state government](#) authorities, in order to protect your own health and the health of the entire MSU community.

## Protocol - MSU COVID 19 Testing and Reporting

Please see this [link https://msu.edu/together-we-will/students-parents/](https://msu.edu/together-we-will/students-parents/) and <https://msu.edu/together-we-will/faculty-staff/> for current COVID-19 testing and reporting protocol.

## Vehicle Use Policy

Please see the attached COVID-19 Vehicle Occupancy Guidance. (September 2020)

## MSU Academic Calendar

### Spring 2021

March 2-3	Break Days
March 10	Middle of Semester
April 21	Classes End
April 22-23	Study Days
April 26-30	Final Exams
May 1-8	Commencements

### Spring 2021 Commencement Dates

Due to COVID-19, ceremony specific information is not available at this time. For additional information go to <https://commencement.msu.edu/>

## IRS Tax Form Guidance Chart

As part of the calendar year end, several departments across campus will be issuing IRS required tax forms to individuals and business for various transactions. Questions may come in from students, employees, and vendors regarding these tax forms. In an effort to help direct those questions, please see below for a chart of the tax forms MSU will be issuing, the department responsible, and the due date of when the form will be issued.

Form	Description	Recipients	IRS Required Due Date to Recipient	Delivery Method	Department Contact		
W-2	Wage and Tax Statement	Employees	2/1/2021	Mail or EBS	Payroll	<a href="mailto:payroll@ctrl.msu.edu">payroll@ctrl.msu.edu</a>	517-355-5010
1098-T	Tuition Statement	Students	2/1/2021	StuInfo	Student Accounts	<a href="mailto:student.accounts@ctrl.msu.edu">student.accounts@ctrl.msu.edu</a>	517-355-3343
1042-S	Foreign Person's U.S. Source Income Subject to Withholding	Employees	3/15/2021	Mail	Payroll	<a href="mailto:payroll@ctrl.msu.edu">payroll@ctrl.msu.edu</a>	517-355-5010
		Students	3/15/2021	Mail	Student Accounts	<a href="mailto:student.accounts@ctrl.msu.edu">student.accounts@ctrl.msu.edu</a>	517-355-3343
		Vendors	3/15/2021	Mail	Accounting	<a href="mailto:accounting@ctrl.msu.edu">accounting@ctrl.msu.edu</a>	517-355-5000
1099-MISC	Miscellaneous Income	Royalty recipients, Prizes or awards, settlements	2/1/2021	Mail	Tax Services	<a href="mailto:taxreporting@ctrl.msu.edu">taxreporting@ctrl.msu.edu</a>	517-355-5029
1099-NEC	Nonemployee Compensation	Independent Contractors	2/1/2021	Mail	Tax Services	<a href="mailto:taxreporting@ctrl.msu.edu">taxreporting@ctrl.msu.edu</a>	517-355-5029
W-2G	Certain Gambling Winnings	Raffle winners	2/1/2021	Mail	Tax Services	<a href="mailto:taxreporting@ctrl.msu.edu">taxreporting@ctrl.msu.edu</a>	517-355-5029
1099-K	Payment Card and Third Party Network Transactions	Payment Settlement Vendors	2/1/2021	Mail	Tax Services	<a href="mailto:taxreporting@ctrl.msu.edu">taxreporting@ctrl.msu.edu</a>	517-355-5029
1098-E	Student Loan Interest Statement	Students (who paid student loan interest)	2/1/2021	Mail or Heartland ECSI website <a href="https://heartland.ecsi.net/">https://heartland.ecsi.net/</a>	Loans Receivable	<a href="mailto:federal.loans@ctrl.msu.edu">federal.loans@ctrl.msu.edu</a>	517-355-5140 or toll-free 888-913-3949
1095-C	Employer-Provided Health Insurance Offer and Coverage	Employees	3/2/2021	Mail or EBS	HR	<a href="mailto:solutionscenter@hr.msu.edu">solutionscenter@hr.msu.edu</a>	517-353-4434

\*\* A 1099-R for Distributions from Retirement is not issued by MSU. It would come from the retirement investment vendor. All questions regarding this form should be directed to the individual's retirement investment vendor.

\*\* Any student Canadian tax form TL11A requests should be forwarded to Student Accounts [student.accounts@ctrl.msu.edu](mailto:student.accounts@ctrl.msu.edu) or 517-355-3343.

Office of the Controller - Tax Services / General Contact 517-355-5029 or [taxreporting@ctrl.msu.edu](mailto:taxreporting@ctrl.msu.edu)

### 2020 W2s

Employees may now access their 2020 W2s online in EBS. A paper copy of your W2 has been mailed to your home address that is on file in EBS.

Questions? Please contact the Payroll Office at [payroll@ctrl.msu.edu](mailto:payroll@ctrl.msu.edu) or 517-355-5010

Changes to be aware of:

- SSNs are masked with only the last 4 digits printing on the W2.
- If you have multiple state or local taxes, your W2 will include 2 or more pages- each mailed separately. Please follow the instructions that will be printed on your W2s.
- For Multiple Locals: Box 20 on the FEDERAL/EMPLOYEE REFERENCE COPY of your W2 will say "TOTAL LOCAL" and Box 18 Local Wages will be blank. For tax reporting of Multi-Local Wages you must use Box 18 from each CITY/LOCAL FILING COPY of your W2 and total all Box 18 LOCAL WAGES.
- For Multiple States- Box 15 on the FEDERAL/EMPLOYEE REFERENCE COPY of your W2 will say "TOTAL STATE" and Box 16 State Wages will be blank. For Tax Reporting of Multi-State Wages, you must use Box 16 from each STATE FILING COPY of your W2 and total all BOX 16 STATE WAGES.
- If you received any COVID related earnings, we are required to report them to the IRS in Box 14. These wages have already been included in the taxable wages on your W2, but the IRS is requiring them to also be reported separately. The meaning of the codes are:
  - SLW511 - Sick leave wages subject to \$511 per day limit
  - SLW200 - Sick leave wages subject to \$200 per day limit
  - EFMLA - Family Leave wages under EFMLA

## CITY OF EAST LANSING REMINDERS FOR LOCAL INCOME TAX PAYERS

As noted in [East Lansing's press release today](#), the following forms will be required for non-residents requesting a refund in their 2020 tax filing:

- Form CF-COV or EL-COV to determine the allocation of time spent outside of the city. The form may be found in most tax software or at [City of East Lansing Allocation Form](#)
- A letter from your employer verifying the information on your return. Please see the 'Manager's City Tax Certification' form and instructions on the Controller's website at [Controller's Website City Tax Certification](#).
- If you would prefer to report the total number of work days spent working outside of the city, please see the instructions for Calculating City Work days [Calculating City Work Days](#).

Please note that HR and Payroll cannot assist you with completing any of these forms. If you have any questions please contact the East Lansing City Tax office at [City of East Lansing Income Tax](#)

## Entering Hours Into EBS: Temp-On-Calls & Undergrad Students

Effective January 3, 2021 we will start the process for temp on-calls and undergrad students to enter their own hours into EBS with their direct supervisor approving these hours on a bi-weekly basis. Attached are the general instructions on this process.

## 2021 PSM Payroll Schedule

Attached to this newsletter is the PSM 2021 Payroll Schedule

## 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 February 12<sup>th</sup> pay date (for time worked from January 17-30) your time is due by 5 PM on Tuesday, February 2<sup>nd</sup>.
- For the February 26<sup>th</sup> pay date (for time worked from January 31-February 13) your time is due by 5 PM on Tuesday, February 16<sup>th</sup>.
- For the March 12<sup>th</sup> pay date (for time worked from February 14-27) your time is due by 5 PM on Tuesday, March 2<sup>nd</sup>.
- For the March 26<sup>th</sup> pay date (for time worked from February 28-March 13) your time is due by 5 PM on Tuesday, March 16<sup>th</sup>.
- For the April 9<sup>th</sup> pay date (for time worked from March 14-27) your time is due by 5 PM on Tuesday, March 31<sup>st</sup>.

## PSM Office Contact Information / Hours

Effective March 24, 2020 the PSM Administration Offices are closed. During this time of uncertainty, please be patient with any request that 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	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Monday-Friday	7 AM-3 PM
Ashley Lathrop	<a href="mailto:danas@msu.edu">danas@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Brian Horgan	<a href="mailto:horganb@msu.edu">horganb@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Christiina Donley	<a href="mailto:tymoszew@msu.edu">tymoszew@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Debbie Williams	<a href="mailto:williade@msu.edu">williade@msu.edu</a>	Monday-Friday	7 AM-3 PM
Dominic Colosimo	<a href="mailto:colosi14@msu.edu">colosi14@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Gina Centeno	<a href="mailto:centeno@msu.edu">centeno@msu.edu</a>	Monday-Friday	8:15 AM-2:45 PM
Hannah O'Mara	<a href="mailto:omarahan@msu.edu">omarahan@msu.edu</a>	Monday-Friday	8 AM-12 PM & 1-5 PM
Lee Duynslager	<a href="mailto:duynslag@msu.edu">duynslag@msu.edu</a>	Monday-Friday	8 AM-12:30 PM & 1-4:30 PM
Lisa Bowen	<a href="mailto:bowenli1@msu.edu">bowenli1@msu.edu</a>	Monday-Friday	8 AM-4 PM
Mackenzie Graham	<a href="mailto:graham2@msu.edu">graham2@msu.edu</a>	Monday-Friday	8 AM-12 PM & 12:30-4:30 PM
Rachel Jorgensen	<a href="mailto:eschrach@msu.edu">eschrach@msu.edu</a>	Monday-Friday	6:30 AM-3:00 PM

### Newsletter Submissions

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

Deadline: Thursdays by 10:00 AM