Congratulations!

Ashley Wright has been selected as the recipient of the 2021 Harlo Mork Graduate TA Excellence in Teaching Award. She has been selected for this honor for a variety of reasons, including her excellence in the classroom and her consistent willingness to go above and beyond on behalf of her students and ISB programming. Ashley is a TA for Dr. Cholani Weebadde.

Seminars/Webinars

November 1, 2021, 1:30-2:30 PM  
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar  
Speaker: Ross Hatlen  
Title: Investigating chemical control options for halo blight of hops  
Location: 162 NFSTC  
Zoom: [https://msu.zoom.us/j/94357844874](https://msu.zoom.us/j/94357844874)  
Meeting ID: 943 5784 4874  
Passcode: plp

November 4, 2021, 4:00-5:00 PM  
2021 PSM/HORT Fall Seminar Series  
Jennifer Kimball, Ph.D.  
University of Minnesota  
Title: Domestication and Breeding of a North American Grain, Northern Wild Rice (Zizania palustris L)  
Zoom Link: [https://msu.zoom.us/j/96750048949](https://msu.zoom.us/j/96750048949)  
Passcode: seminar

November 8, 2021, 1:30-2:30 PM  
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar  
Speaker: Nik Zainal Alam  
Title: Fungicide Sensitivity of *Cercospora zeae-maydis*, the casual agent of Gray Leaf Spot Disease on Corn  
Location: 162 NFSTC  
Zoom: [https://msu.zoom.us/j/94357844874](https://msu.zoom.us/j/94357844874); Meeting ID: 943 5784 4874;  
Passcode: plp
Seminars/Webinars

November 15, 2021, 1:30-2:30 PM
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar
Speaker: Nikki Lukasko
Title: Fungicide resistance in Botrytis cinerea from ornamental greenhouses
Location: 162 NFSTC
Zoom: https://msu.zoom.us/j/94357844874; Meeting ID: 943 5784 4874; Passcode: plp

November 17, 2021, 12:00-1:00 PM
Women’s Networking Association
Mitigating Bias in Hiring with Tina Alonzo
https://worklife.msu.edu/events/wna-mitigating-bias-hiring

November 18, 2021, 4:00-5:00 PM
2021 PSM/HORT Fall Seminar Series
Tammy Long, Ph.D.
MSU Department of Plant Biology
Title: What can modeling-based instruction teach us about student thinking?
Zoom Link: https://msu.zoom.us/j/96750048949
Passcode: seminar

November 22, 2021, 1:30-2:30 PM
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar
Speaker: Tara Watkins
Title: Evaluation of fungicide applications on Fusarium head blight and grain quality parameters of winter barley in Michigan
Location: 162 NFSTC
Zoom: https://msu.zoom.us/j/94357844874; Meeting ID: 943 5784 4874; Passcode: plp

November 29, 2021, 1:30-2:30 PM
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar
Speaker: David Perla Martinez
Title: Vegetables disease management using host resistance and fungicides
Location: 162 NFSTC
Zoom: https://msu.zoom.us/j/94357844874; Meeting ID: 943 5784 4874; Passcode: plp

December 2, 2021, 4:00-5:00 PM
2021 PSM/HORT Fall Seminar Series
Michael Gore, Ph.D., Cornell University
Title: Building a nutritious and resilient food system through advances in crop genomics and phenomics
Zoom Link: https://msu.zoom.us/j/96750048949
Passcode: seminar
Seminars / Webinars

December 7, 2021, 12:00-1:00 PM
Women’s Networking Association
Trivia on Famous Women/Winter Networking
Women’s Networking Association: Holiday Fun/Trivia on Famous and Historical Women | MSU WorkLife Office

Announcements

Campus Influenza Immunization Clinics
The Office of the University Physician will be hosting influenza immunization clinics for MSU faculty, staff and benefits-eligible family members in October and November.

2021 Public Influenza Immunization Clinic Schedule
11/09/2021 10:30 AM-1:30 PM Main Library - Green Room W444
11/10/2021 11:30 AM-1:30 PM Food Stores - Conference Room 101
11/15/2021 11:30 AM-1:30 PM Vet Med - A174
11/19/2021 11:30 AM-1:30 PM Administration - Board Room 401

Road Closure Notice
Saturday, November 6, 2021, from 6:00 AM-5:00 PM
Eastbound Service Road between Bogue Street and Interdisciplinary Science and Technology loading dock entrance. A detour will be in place. See graphic below.
Announcements

Mental Health Matters: Resources from MSU

MSU Health 4 U

- **MSU Grief and Loss Support Group - MSU Health4U**: Specialized counselors facilitate weekly online support sessions on Tuesdays for those experiencing grief and loss.
- **The Healing Power of Guided Imagery - MSU Health4U**: Guided imagery is a form of directed day-dreaming that relaxes the mind and engages the senses in the physical and emotional healing process.
- **Resources (Emotional Wellness) - MSU Health4U**: Increase your emotional resilience and psychological flexibility with resources on topics ranging from Gardening and Mental Health - MSU Health4U to Rest and Creative Idleness - MSU Health4U and so many more.

Employee Assistance Program Counseling Services

The **MSU Employee Assistance Program** is a confidential counseling service provided at no cost to MSU faculty, staff, retirees, graduate student employees, and their families. Learn how to make an appointment on the EAP website. These appointments are offered virtually through Zoom or in-person if you are comfortable. This is the only direct-through-university program offered for employees currently, so the wait time for an appointment is higher than normal. If you are in need of support earlier than EAP can offer, check out the offsite resources below.

**Teladoc and Best Doctors Service**

As a reminder, benefit-eligible employees also have access to Teladoc and Best Doctors Behavior Health Navigator for mental health services. Teladoc offers 24/7 access to a healthcare professional via web, phone or mobile app for employees enrolled in an MSU health plan. Employees and their dependents over 18 can also receive medical care for behavioral health (depression, anxiety, grief counseling, addiction, etc.). If deemed medically necessary, a prescription will be sent to the pharmacy of your choice. The Behavior Health Navigator can help you get a second opinion on any medical decisions and access to caching and online educational tools.

Your mental health matters and MSU resources and benefits are available to get you - or keep you - on the path to a healthy body and healthy mind.

This is a reminder that the Payroll department is continuing to service employees remotely. If an employee requires in-person service, an appointment may be scheduled by call 517-355-5010 or emailing payroll@ctlr.msu.edu.

For any employees that are receiving physical paychecks, all checks are mailed three days prior to the pay date to their home address in SAP.

Employees are also encouraged to visit their website at Office of the Controller - Payroll (msu.edu) which contains a lot of information to assist in answering any questions or resolving issues.

**PSSB Lactation Room**

PSSB has a lactation room on the first floor. If you need to use this room, please contact AnnMarie Guldner (guldner1@msu.edu) for room reservations and key check-out.
Announcements

Recycling Update
Changes have been made to what can be recycled in our building and the rest of campus. This is due to staffing shortages and a lack of markets for much of the plastics that we used to recycle. Please see the sign attached to this newsletter. Take note that we can only recycle plastic bottles and tubs, so NO pipet tip boxes and other plastics. Also, a reminder to take off all labels and stickers on Styrofoam coolers and boxes before recycling. Please contact Sue Hammar (hammar@msu.edu) with any questions.

MSU IT Service Alert
MSU IT has scheduled several improvements in October and November to enhance network security, stability and functionality. Please note, you may experience intermittent interruptions in service during the following dates and times:

➢ Saturday, November 6th from 11:59 PM to 2:00 AM on Sunday, November 7th
➢ Saturday, November 20th from 11:59 PM to 2:00 AM on Sunday, November 21st

Off-Campus Users: Access to MSU internet-based services including the virtual private network (VPN), also known as Campus VPN, MS secure remote access, or F5 BIG-IP Edge, may experience a disruption in service during the posted times.

ON-Camps Users: If you are located on MSU’s campus during these maintenance windows, your internet connectivity may be impaired intermittently, including access to cloud-based services such as Spartan 365 and D2L.

ACRS Monthly Meeting and Dinner (see flyer attached to this newsletter)
➢ November 5, 2021, 4:00-5:00 PM
  Meet in the MPS Atrium
  Dinner to follow, Location TBD
➢ December 3, 2021, 4:00-5:00 PM
  Meet in the MPS Atrium
  Dinner to follow, Location TBD

WC Speaker Series - Storytelling as Activism
Join over Zoom from 1:00-2:30 PM for talks from:
Dr. Lamar Johnson
➢ November 4, 2021 “Blackness Is, Blackness Ain’t: Racial Storytelling as Activism”
Dr. Andrea Riley-Mukavetz
Dr. Travis Webster
➢ February 27, 2022 “Queerly Centered Stories: LGBTQIA+ Writing Center Leadership, Twenty-First Century Activism, and Disciplinary Sustainability”
Dr. Aja Martinez
  Keynote Address at ECWCA Conference
RSVP for each event by going to https://tinyurl.com/WC-Storytelling-Activism
Announcements

11th Annual Avian Science Club Thanksgiving Turkey Sale!
Order a delicious Thanksgiving turkey from the MSU Avian Science Club. Turkeys are raised by Avian Science Club members, which provides hands-on poultry experience with live birds and processing. Proceeds from your purchase allows the MSU Avian Science Club to continue providing opportunities for students who are passionate about the poultry industry. This year, turkeys will be ranging from 14-18 pounds at $2.85 per pound and will be fresh. Order soon as these turkeys will be gobbled up fast! Please contact sachssha@msu.edu with any questions.
(Order form attached to this newsletter)

Worklife Office Family Group
The WorkLife Office will resume Family Affinity Group meetings. This group provides a virtual place for Spartans to connect and share about parenting and caregiving for the children in our lives. We will discuss related family topics with the goal of educating, sharing best practices, and building community.

Please make sure to mark your calendars to join us on the upcoming dates. Presenters will be announced soon. Meeting time: 12:00-1:00 PM

November 11th : https://worklife.msu.edu/events/family-affinity-group-2
December 9th : https://worklife.msu.edu/events/family-affinity-group-3
January 13th : https://worklife.msu.edu/events/family-affinity-group-4
February 10th : https://worklife.msu.edu/events/family-affinity-group-5
March 10th : https://worklife.msu.edu/events/family-affinity-group-6
April 14th : https://worklife.msu.edu/events/family-affinity-group-7
May 12th : https://worklife.msu.edu/events/family-affinity-group-8

Invitation to Participate: Community-building in the classroom: Including DEI principles as part of the curriculum
We are inviting all educators to this Faculty Learning Community (FLC) who are interested in moving from having conversations about DEI in the classroom to applying and practicing DEI in the classroom. We will brainstorm, develop, ponder different strategies that can be implemented to building community through an in-class student mentorship program. We will provide tools and strategies to empower undergraduate students to be co-creators of the learning experiences.

➢ Jeno Rivera, Associate Professor RCAH & CANR Community Sustainability; Director CANR Bailey Scholars Program
➢ Maria Rubino, Professor, CANR School of Packaging

Meet virtually in Wells Hall 303 or virtually via Zoom one Wednesday a month from 3:00-4:30 PM on November 17 and December 15

RSVP Here

Career Services Network - Fall 2021
Visit Handshake (msu.joinhandshake.com), search for CSN Fall Series, and select event to register and receive Zoom link for each workshop.
Workshop Times: EDT

Job Search Workshop
➢ November 10, 12:00-12:45 PM
IT News

Action required: Download Okta Verify mobile app
Symantec VIP will no longer work to receive MFA (multi-factor authentication) codes for MSU applications after December 5, 2021. You must register a new MFA method (Okta Verify mobile application) to continue receiving MFA codes.

Do not uninstall the Symantec VIP mobile app until after December 5, 2021.

Upcoming MSU Professional Development Opportunities

Register for Upcoming OPD Classes
Offered in a live, online format via Zoom, the following courses are available for registration in the EBS portal. Employees may use available educational assistance funds to pay for these programs.

Introduction to Process Mapping
November 3, 2021, from 9:00 AM-12:00 PM
Gain the knowledge and skills needed to confidently begin your process improvement journey.
Watch a short video preview of what you’ll learn.
View Course Details

Crucial Conversations
Multi-day course begins November 8, 2021
It’s in the face of disagreement where we struggle to communicate effectively, but it’s also where we have the greatest opportunity to influence the outcomes we care about. Learn step-by-step tools for promoting open, honest dialogue around high-stakes, emotional, and risky topics.
Watch a brief video overview of Crucial Conversations.

Mitigating Bias in Hiring
November 9, 2021, from 1:00-2:00 PM
Examine best practices and procedures for reducing bias in the screening and interview process.
View Course Details

The Power of Habit
December 1, 2021, from 8:30 AM-4:30 PM
The ability to align your behavior with your intentions and automate effective habits is essential to progress. Changing bad habits and creating healthy ones is not an innate trait but rather a skill that can be developed.
Watch a brief video overview of The Power of Habit
View Course Details
Upcoming MSU Professional Development Opportunities

Building Cohesive Teams
December 9, 2021, from 9:00 AM-12:00 PM
Explore strategies to increase team cohesiveness and establish positive day-to-day interactions to enhance communication, building team awareness and cultivate trustworthiness in the work culture.
https://hr.msu.edu/professional-development/courses/management/building-cohesive-teams.html

Job Announcements

Undergraduate Research Assistant
The USDA-ARS Food Legume Quality Genetics lab at MSU is looking for an undergraduate research assistant. Please see the job posting attached to this newsletter.

Research Associate - Fixed Term
Job # 738547
The (Merewitz) Holm plant physiology laboratory at MSU is looking for a post-doctoral researcher. The research will focus on winterkill and other abiotic stresses of turfgrasses and agricultural grass species such as wheat and barley.

Research Technologist I
Job # 738947
The Department of Plant, Soil and Microbial Sciences at Michigan State University, College of Agriculture and Natural Resources is seeking a Research Technician.

Research Technologist II
Job # 742229
The Small Fruit and Hop Pathology program strives to understand the plant pathogens that threaten small fruit and hop production in Michigan. Our overall goal is to develop improved disease management practices for these exciting and novel crops.

Research Associate - Fixed Term
Job # 737350
We seek an excellent post-doctoral associate to conduct research exploring plant-microbiome mediators of plant stress resilience. Strong quantitative skills and experience with bioinformatic and statistical analyses of microbial communities is expected. The successful applicant will be independent, motivated, and able to work as part of a collaborative team.
Job Announcements

Research Associate - Fixed Term
Job # 733007
Post doctoral research associate position is available to work with the Dr. Alexandra Kravchenko and Dr. Andrey Guber team.
https://www.canr.msu.edu/people/kravchenko_alexandra
https://www.canr.msu.edu/people/andrey_guber

Research Associate - Fixed Term
Job # 700439
The Department of Plant, Soil and Microbial Sciences invites applications from outstanding candidates for a fixed term Research Associate position in the area of: Plant responses to nutrient deficiency, with a main focus on phosphorus starvation.

Student Research Assistant
The Miesel lab seeks 1-2 student laboratory technicians to assist with multiple ongoing projects. Research in our group focuses on understanding how wildfire and land management influence soil, vegetation, and ecosystems (see https://www.mieselecologylab.org/ for more information about the lab). The successful applicants will be responsible for assisting with sample processing and analysis, maintaining laboratory supplies, entering data, and similar tasks. Although previous relevant experience is helpful, these positions are appropriate for entry-level undergraduate students and training will be provided. The positions are available immediately. Please apply through Handshake to Job # 5493481 (https://msu.joinhandshake.com/jobs/5493481edit?initial_page=4) and upload: (1) a brief (1-page) cover letter describing your interest in the position and how it relates to your future goals, (2) a resume including names and contact information for three references, and (3) a copy of your class schedule in calendar format. All questions about the position should be directed to Dr. Jessica Miesel at mieselje@msu.edu.

COVID-19 Updates

As we approach flu season, the university continues to encourage students, faculty and staff to get a flu vaccination. If you are in need of a flu vaccine, the university physician’s office has several vaccination clinic dates to choose from. You can also get a flu vaccine through the MSU pharmacy by scheduling an appointment. Employee Influenza Clinic Schedule 2021-2022.pdf (msu.edu)
MSU Health Care Pharmacy - MSU Health Care Pharmacy

The Michigan Department of Health and Human Services shared that the FDA has unanimously voted to approve the booster shot for the Johnson & Johnson COVID-19 vaccine. The university encourages those who qualify for the COVID-19 vaccine booster or a third does to get one. Spread Hope Coalition Newsletter (mailchi.mp)

University Communication shared flow charts to help employees and students understand what steps they should take in various scenarios related to COVID-19 exposures. COVID-19 Guidance | TOGETHER WE WILL | Michigan State University (msu.edu)

https://msu.edu/together-we-will/
Travel

Car Rental Agreement Update - Enterprise and National Car Rental
MSU, in partnership with our Big 10 partner schools, has established a new contract with Enterprise/National Car Rental agency, replacing the expired agreement. Please see below for important changes affecting rates, terms and Emerald Club membership.

New Program Details (effective October 1, 2021)
➢ Daily city surcharges will be added to certain cities Enterprise/National has identified as higher cost operating environments. The surcharges apply only to certain markets and the surcharge amounts are based on the operating costs in those markets. An updated list of the Daily City Surcharges can be reviewed on the Ground Transportation page located on the Travel@State website.
➢ Damage Waiver (DW)
  ▪ Business rentals - included
  ▪ Leisure/personal rentals - not included
➢ Daily rental rates have not changed for most rental categories.
➢ Mileage is included.
➢ Larger vehicle (ex. large, van, premium, passenger van) rates have been increased.
➢ Drop charges added to rentals not returned to original rental location.

Personal (Leisure Use) Rates
➢ Business use rates are not available for personal use due to insurance restrictions BUT,
  ▪ Preferred discount rates are available for MSU employees only renting for personal/leisure. To access these negotiated non-business (personal leisure use) rates Visit MSU Non-Business Car Rental Booking
  ▪ Must be logged into your MS account to access this page

Using Concur to Book Travel
➢ Using Concur to book travel ensures MSU’s negotiated rates and amenities are applied with every car rental (air and hotel too) as well as real-time access to a live travel agent 24/7/365. To log into Concur through EBS.

Emerald Club Program ACTION REQUIRED
With the new agreement comes the need to add the MSU program to your Emerald Club profile. This will enable access to the new contracted rates (both business and personal use). To update your Emerald Club account:
1. Click “Enroll Now” Button
2. Enter your drivers license number, last name, issuing authority (state that issued drivers license, and click on the SEARCH button at the lower right of the screen.
3. Instructions will be presented in the window that populates after you have clicked “SEARCH”.
4. Follow the instructions and, if the system finds a membership based on the information provided, your Emerald Club account will be updated with the new MSU discount program.
5. Please see the update attached to this newsletter for additional guidance.
6. Some things to be aware of:
  ▪ If you do not follow above instructions, negotiated discounts and included DW insurance will not be included on future bookings.
  ▪ Any bookings made prior to the October 1, 2021 conversion will revert to retail, non-negotiated rates. Updating your Emerald Club account will apply the discounted contract rates to bookings made October 1 forward.
  ▪ A reference FAQ is attached to this newsletter to assist with this process.
  ▪ If the system is not able to locate a profile based on the information entered, this could mean that your Emerald Club membership has expired or, for some reason no longer valid.
Travel

**MSU Concur Kick-Start Reintroduction Webinar: Request, Travel, Expense**
*Session 1*
https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1_yj5018bi

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**MSU Concur Kick-Start Reintroduction Webinar: Booking Travel and TripIt Pro App**
*Session 2*
https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Booking+Travel+and+TripIt+Pro+App/1_zy9owobv

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**MSU Concur Kick-Start Reintroduction Webinar: Groups and Guests Tools**
*Session 3*
https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+Guests+and+Groups/1_4r9e8ake\

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MSU’s domestic travel policy has returned to normal. For international travel, the level of review is dependent on vaccination status. Please visit the [Office for Global Health, Safety and Security COVID webpage](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Request+%7C+Travel+%7C+Expense/1_yj5018bi) for further guidance.

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Download and view all of the [Concur User Training Guides](https://ctlr.msu.edu/COTravelNew/Guides.aspx) from this page:

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Want the latest news in regard to travel and Concur? Register for the Travel Listserv at: [https://ctlr.msu.edu/Join_Listserv.aspx?id=UNIVTVL](https://ctlr.msu.edu/Join_Listserv.aspx?id=UNIVTVL)

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MSU’s Travel Policy is published at: [http://ctlr.msu.edu/COMBP/mbp70ebs-July2019.aspx](http://ctlr.msu.edu/COMBP/mbp70ebs-July2019.aspx)

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**Assistance Resources**
Travel policy and travel program support: travel@ctlr.msu.edu or 517-355-5000
Concur: concurrenhelp@msu.edu

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**Travel@State - Frequently Asked Questions**
[https://ctlr.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx](https://ctlr.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx)

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**MSU Travel@State Videos**
Getting Started
- Concur Request - How To Create a Request
- Zoom Session - Getting Started
- Updating Your Travel Profile
- How to Enroll in My Travel Network
- Activating E-Receipts
- Receipt Management
PSM Chairperson
Brian Horgan
horganb@msu.edu
Monday-Friday 8:00 AM-5:00 PM
AnnMarie Guldner
guldner1@msu.edu
Assistant to the Department Chairperson
517-353-0120

PSM Accounting Team
psm.accounting@msu.edu
Emily Williams
emilywil@msu.edu
Monday-Friday 8:00 AM-5:00 PM
517-353-0106
Office Hours:
Monday 10:00-11:00 AM
Wednesday 2:30-3:30 PM
Lisa Bowen
bowenli1@msu.edu
Monday-Friday 7:00 AM-3:30 PM
517-353-0161
Mon/Tue/Wed
Thur/Fri
Working In Office
Working Remotely
Gina Centeno
centeno@msu.edu
Monday-Friday 8:15 AM-2:30 PM
517-353-0105
Mon/Tue
Wed/Thur/Fri
Working Remotely
Office Hours:
Tuesday 10:00-11:00 AM (Teams)
Wednesday 1:30-2:30 PM (PSSB A271)
Kim McClung
mcclungk@msu.edu
Monday-Friday 7:00 AM-4:00 PM
517-353-0102
Office Hours:
Tuesday 2:00-3:00 PM
Thursday 10:00-11:00 AM
Mon/Tue/Thur/Fri
Wed
Working in Office
Working Remotely

PSM Human Resources Team
psm.hr@msu.edu
Hannah O’Mara
omarahan@msu.edu
Monday-Friday 8:00 AM-5:00 PM
517-353-0104
Office Hours:
Monday 10:00-11:00 AM
Wednesday 2:30-3:30 PM
Jordan Davis
davis432@msu.edu
Monday-Friday 8:00 AM-5:00 PM
517-353-0139
Office Hours:
Tuesday 2:00-3:00 PM
Thursday 3:00-4:00 PM
Christiina Donley	
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Monday-Friday 8:00 AM-5:00 PM
517-353-0139
Zoom Office Hours:
Wednesday 10:00 AM-12:00 PM
Mackenzie Graham
graham2@msu.edu
Monday-Friday 7:00 AM-4:00 PM
517-353-0111
Office Hours:
Tuesday 1:00-2:00 PM
Thursday 1:00-2:00 PM
AnnMarie Guldner
guldner1@msu.edu
Monday-Friday 7:30 AM-4:00 PM
517-353-0120
Office Hours:
Monday 2:00-3:00 PM
Wednesday 9:00-10:00 AM

PSM IT Team
Dominic Colosimo
colosi14@msu.edu
Monday-Friday 8:00 AM-5:00 PM
Lee Duynslager
duynslag@msu.edu
Monday-Friday 8:00 AM-4:30 PM
MSU Academic Calendar

Fall 2021

November 25-26  Holiday - University Closed
December 12    Classes End
December 13-17  Final Exams
December 24-27  Holiday - University Closed
December 17-18  Commencements
Dec 31 - Jan 3  Holiday - University Closed

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 November 19th pay date (for time worked from October 24-November 6) your time is due by 5 PM on Tuesday, November 9th.

➢ For the December 3rd pay date (for time worked from November 7-20) your time is due by 3 PM Monday, November 22nd. Early Due Date and Time 3 PM.

➢ For the December 17th pay date (for time worked from November 21-December 4) your time is due by 3 PM on Monday, December 6th. Early Due Date and Time 3 PM.

➢ For the December 30th pay date (for time worked from December 5-18) your time is due by Friday, December 17th. Early Due Date.

Payroll Assistance with Christiina at 12:00 PM on the following Mondays:
   November 1, 8, 15, 22, 29
   December 6, 13, 20, 27

https://msu.zoom.us/j/98549666083
Meeting ID: 985 4966 6083
Passcode: 001550

Newsletter Submissions

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