**First Tuesday CANR Business Manager’s Meeting Summary**

**Tuesday, April 7, 2015, 10:00 a.m. – 12:00 noon**

**International Center, Spartan Rooms B & C**

10:00 a.m. --            Laurie Young, Corrine Knox, Karen Rutherford -- IT Services

                                    E-ARM System/Systems Access & Authorizations

                                    Presentation is attached.

10:40 a.m. --            Loraine Hudson, Rhett Butler -- Export Control

                                    Presentation is attached.

11:15 a.m. --            Becky Hulbert, Marian Reiter, Kraig Ehm, Eileen Gianiodis

                                    ANR Communications

                                    Handout is attached.

                                    Presentation is too large for e-mail, but will be posted on the CANR website.

11:45 a.m. --            Renee Gagnier

* Affordable Care Act update
  + If you are hiring new temp or student employees (e.g. first hire date begins in 2015 or later), and will be scheduling them for at least 30 hours per week for at least a 90-day period, please complete, and send to HR, the ACA Notification Form, found on HR’s website at <http://www.hr.msu.edu/healthystate/documents/ACA_exception_form.pdf>. Please also be aware that if the work schedule of 30-hours+ per week ends, you need to notify HR in order for the monthly ACA charge to be stopped.
* FMLA leaves
  + As of 3/1/2015, all FMLA leaves are being entered into SAP centrally – no leave or leave return forms will need to be completed (\*\*only for leave reason of FMLA). However, if a unit initiated a leave prior to 3/1/2015, a leave return form will need to be completed in order to maintain consistency. Thank you.