

**New Employee Information (support staff)**

**To Do Within Your First Week:**

* Activate MSU NetID (on or before first day of employment).
  + [Manage NetID | SecureIT | Michigan State University (msu.edu)](https://netid.msu.edu/activate.html)
* Register for two-factor authentication.
  + Necessary for access to EBS portal.
  + [Multi-Factor Authentication | SecureIT | Information Security at Michigan State University (msu.edu)](https://secureit.msu.edu/multi-factor/index.html)
* Submit emergency contact information.
  + Through the Personal Profile tile in your EBS portal.
* Attend New Employee Welcome Program with Human Resources.
  + [New Hire Orientation Program (NHO) (msu.edu)](https://hr.msu.edu/news_feeds/new-hire-orientation.html)
* Get your MSU Spartan ID Card.
  + [[ID Office | Michigan State University (msu.edu)](https://idoffice.msu.edu/)](http://idoffice.msu.edu/)
* Parking Permit/Vehicle Registration.
  + [Permits | Michigan State University (msu.edu)](https://parking.msu.edu/permits)

**To Do Within Your First 30 Days:**

* Sign up for Benefits
  + Must be completed within 30 days of hire.
  + Sign-up through your EBS portal in the “My Benefits” section.
* Complete Relationship, Violence, and Sexual Misconduct (RVSM) online training.
  + [Training | Office of Research Regulatory Support | Michigan State University (msu.edu)](https://orrs.msu.edu/train/)
  + All employees are required to complete an online training program within 30 days of hire and biennially thereafter.
  + Employees will receive an e-mail, sent to their MSU email account, with instructions to complete the training program.
* Complete online course through elevateU to learn about the Performance Excellence Process.
  + [Required Training and Learning Opportunities (msu.edu)](https://hr.msu.edu/performanceexcellence/training-required.html)
* Complete and submit a performance planning form/session with your supervisor.
  + [Performance Planning Form (msu.edu)](https://hr.msu.edu/ua/performanceexcellence/documents/MSU_PP_Form.pdf)

**Payroll and Compensation:**

* Access through the “My Time and Payroll” section of your EBS portal
* Complete your W4
* Sign up for Direct Deposit
  + You will need the routing number for your financial institution and account number.
* Earnings Statements – view or print a copy of your earning statements through your EBS portal.

**Vacation time, sick time, personal time, personal observance days**

* All support staff employees earn paid vacation, sick, personal time, and personal observance days.
* First allotment of vacation time will be awarded after six months of employment at MSU.
  + Thereafter, vacation time is earned bi-weekly or monthly, depending upon employee payroll type.
  + Vacation time earned increases after five years of service and again after ten years of service.
  + Unused time rolls over each year until maximum allotment is reached (refer to collective bargaining agreements for clarification on accruals and maximums).
  + Must have approval of supervisor BEFORE taking vacation time.
* Personal time is awarded annually on July 1.
  + 24 hours of personal time for full-time employment. Pro-rated for part-time employment.
  + Unused personal time expires each year on June 30 and does **not** carry forward to the next year.
  + A new 24-hour allotment will be awarded each July 1.
  + Personal time can be taken any time, as needed, to attend to personal matters.
  + Notify supervisor of absence.
* Sick time is earned with each paycheck – either bi-weekly or monthly, depending upon employee payroll type.
  + Supervisor/unit should be notified of absence.
* Personal observance days – two days (16 hours) of personal observance time is provided at the beginning of each calendar year (Jan 1).
  + To be used for personal observance days of the employee’s choice.
  + Unused time expires at the end of each calendar year (Dec 31) and does **not** carry forward to the next year.
  + Notify supervisor of absence.
* Refer to the collective bargaining agreement for the appropriate employee group to determine other options for paid time off.
  + Options may include: bereavement for family (funerals), jury duty, military, etc.
* ***All time MUST be entered into EBS and approved by the unit time administrator or supervisor.*** Please confirm with your unit the process for entering time off, as it can vary by department.