

PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT



Our key on the corncob
keychain has wondered off...
Please check to see if you
have it and if you do,
please return it
to the main office ASAP.
Thank you!



Seminar / Webinar Announcements

January 27, 2020 at 10:00 AM in Room 247, Plant Biology Building
Lena Mueller, Boyce Thompson Institute/Cornell University
Title: *Plant Control Over Arbuscular Mycorrhizal Symbiosis*
<https://plantbiology.natsci.msu.edu/2020-faculty-candidate-seminars/>

January 30, 2020 at 4:10 PM in A149, Plant & Soil Sciences Building
Dr. Greg Lang, Horticulture, Michigan State University
Title: *Sweet Cherry Production Revolution*

January 30, 2020 at 3:30 PM in 1420 Biomedical Physical Science
Toni Lyn Morelli, Research Ecologist, USGS NE Climate Science Center, Amherst, MA
Title: The path of least resistance makes the river crooked: life as a federal scientist
and Mitch Lettow, Stewardship Director, Southwest Michigan Land Conservancy
Title: Plants, people, and patching up ecosystems: An ecological restoration career in
a local land trust

February 11, 2020 at 11:00 AM in 162, Food Safety & Toxicology Building
Dr. Mark Harris, ToxStrategies, Inc.
Title: *Consulting - Another Path for a Toxicologist*

Career Fairs

January 31, 2020 from 1:30-4:00 PM, Spartan Stadium Office Tower, 4th Floor
ComArtSci Connect

Meet with over 50 employers interested in hiring MSU students for internships, full-time, and part-time opportunities, and learn what it takes to break into your chosen career path. Many sales & marketing opportunities.

February 6, 2020 from 5:30-7:30 PM, MSU Union, Lake Huron Room, 3rd Floor
MSUFCU Career Fair Prep Mixer

Networking practice, resume tips, professional attire advise and learning to love LinkedIn - all designed to prepare you for career fairs and employer events! A buffet of tasty treats, move-around activities and door prize drawings will help make this a workshop to remember. Space is limited and you must register online by buying a \$10 ticket (to help cover the cost of your appetizer dinner.) Tell your friends and register today before it sells out!

Announcements

February 12, 2020

The XR Symposium is coming up on February 12th in the Digital Scholarship Lab in the MSU Library!

Additional information: <https://lib.msu.edu/XRS/>

Registration: bit.ly/XRS2020

March 30-31, 2020

USDA Rural Development, Montana State University, and Western Sustainable Agriculture Research and Education (WSARE), is announcing the inaugural Soil Health Innovations Conference. This national conference will be held at Montana State University in Bozeman.

Conference registration (to attend in person): <https://soilinnovations.ncat.org/register/>

Conference registration (livestream): <https://soilinnovations.ncat.org/universities/>

April 1-4, 2020

2020 MANRRS 35th Annual Career Fair and Training Conference - Minneapolis, MN

Our relationship with MANRRS is an important part of both our support of our current and future diverse CANR student body, and our ongoing efforts to diversify our CANR faculty, academic staff and students. Please let us know if you are interested in joining the MSU group by February 1, 2020 (ANR.DEI@msu.edu or 517-432-1349).

For additional information on this conference please click here

<https://www.manrrs.org/nationalconference>

https://www.canr.msu.edu/academics/undergraduate/student_organizations/minorities-in-agriculture-natural-resources-and-related-sciences

Professional Development Opportunities

Current Organization and Professional Development (OPD) courses are available this semester for yourself and/or faculty and support staff in your unit.

<https://hr.msu.edu/professional-development/courses/personal-development/index.html>

Upcoming Professional Development Courses

January 31	Engaging Teams for Maximum Performance
February 4	New Supervisor Essentials
February 5	From Distracted to Productive
February 5	Creating and Sustaining a Positive Workplace
February 6 & 7	Sustainable High Performance
February 12 & 13	Crucial Conversations
February 12	Managing Meetings
February 13	NEW! Inclusive Culture: A Primer for Leaders
February 19 & 20	Crucial Accountability
February 19	Honing Your Emotional Intelligence
February 19	Emotional Intelligence in Leadership
February 20	Building Capacity for Resilience as a Leader
March 11	Fundamentals of Supervision
March 11	Communicating and Influencing Up

Travel Updates

- Concur Mobile App: If you've downloaded the app, please be sure to always update to the newest version, to take advantage of new features as Concur makes them available.
- Direct Billed Airfare - MSU Agency Card: Do you have available expenses in the Expense tab? Has travel already occurred? If the answer to these two questions is "yes", please complete expense reports to charge these transactions to your departmental accounts. Additional information is available on the [Travel@State Reference Library](#) page. Look for the "NEW MSU Agency Card " link (under MSU Specific How To). Within the Expense Report, the direct billed charge can be allocated to one or more accounting strings.
- Detroit Metro Airport is now letting non-ticketed passengers past security - DTW is now allowing people who are not airline passengers past security checkpoints at the airport. This enables folks without plane tickets to accompany friends or family members to the gates, greet them when they return, or visit shops and restaurants that are usually restricted to passengers only.
- REAL ID is coming to Michigan State University on Monday, February 10. If you are planning to update your Michigan Driver's License, please be sure to review the information and complete the application available under the REAL ID menu item on the [Travel@State](#) website.

PSM Procurement Card [Pcard] Procedure Update

MSU PSM Procurement Cardholder Responsibilities

Ensure that the university's resources are spent in a responsible and ethical manner in accordance with the Manual of Business Procedures.

- Never share a Pcard; only the authorized cardholder may use the Pcard.
- Be aware of prohibited items.
- MSU is tax exempt. The MSU Federal tax identification number is embossed on the bottom line of the credit card [38-6005984]. It is the cardholder's responsibility as the MSU purchaser to ensure that tax is not charged. If you are charged tax, you need to make sure you request a tax credit from the vendor. This credit should appear in your following month activity.
- Never use the Pcard for personal use.
- Immediately report a lost or stolen card.
- Obtain original **itemized** receipt for all purchases. In the Notes and Attachment tab please note the business purpose/description for this purchase.
- Scan receipt[s] and attach to e-Doc.
- Within a day or two of any procurement card purchase, you will receive an email notification [**Notice ONE**] indicating you have an edoc needing approval. Within fourteen (14) days of receiving this e-Doc notification, you need to scan and attach receipt into the e-doc. [Please ensure receipt of materials and resolve any delivery problems, discrepancies, damaged goods, billing problems or returns with merchants.] If you have not scanned and attached your receipt within 14 days, your e-doc is automatically forwarded to the PSM Business Office.
- You will be notified **TWO** times by the PSM Business Office when e-docs are not completed. If after the **THIRD** [or if more than 30 days old] notice you have not scanned and attached your receipts to the e-Doc your procurement card will be **CANCELLED**.
- Please inform the PSM Business office if you will be out of the office for any long periods of time. We can then arrange for incoming e-Docs for processing.
- Apply the correct object code, account number and any sub account that might apply in order to properly record the expense in the accounting system.
- Apply company name for each receipt/purchase onto the description line of each e-doc.
- Submit a Statement of Questioned Items Form (.pdf) to the bank for disputes that cannot be resolved directly with the merchant. This form was provided to you in your orientation/training packet. Copy as needed.
- Notify the PSM Business Office of any changes in address, phone, email, etc.
- When transferring to a new unit, retirement or leaving the University immediately destroy your procurement card and notify the PSM Business Office.

HR / Payroll Notices

Employees now have access to their **2019 W2s** in EBS. If you have any questions or concerns, please contact Payroll at either payroll@ctrl.msu.edu or 517-355-5010.

Changes to the Federal 2020 Form W4

Click here for further information <http://www.ctrl.msu.edu/download/Payroll/Federal-2020-W4.pdf>

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 **1/31/2020 pay date** covering the 1/5/2020-1/18/2020 pay period, all time must be approved by **4:00 PM Friday, 1/24/2020**.
- For the **2/14/2020 pay date** covering the 1/19/2020-2/1/2020 pay period, all time must be approved by **4:00 PM Friday, 2/7/2020**.
- For the **2/28/2020 pay date** covering the 2/2/2020-02/15/2020 pay period, all time must be approved by **4:00 PM Friday, 2/21/2020**.

MSU Academic Calendar

Wednesday, 2/26	Middle of Semester
Monday, 3/2 - Friday, 3/6	Spring Break
Friday, 4/24	Classes End
Monday, 4/27 - Friday, 5/1	Final Exams
Friday, 5/1 - Sunday, 5/3	Commencements

Send newsletter submissions to guldner1@msu.edu

Deadline: Thursdays by 10:00 AM