

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**

Effective March 24, 2020 the PSM Administration Offices are closed.

During this time of uncertainty, please be patient with any request 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 [guldner1@msu.edu] Monday-Friday from 8 AM-12 PM & 1-5 PM

Ashley Lathrop [danas@msu.edu] Monday-Friday from 8 AM-12 PM & 1-5 PM

Brian Horgan [horganb@msu.edu] Monday-Friday from 8 AM-12PM & 1-5 PM

Christiina Donley [tymoszew@msu.edu] Monday-Friday from 8:30 AM-12:00 PM & 12:30-5:00 PM

Debbie Williams [williade@msu.edu] Monday-Friday from 7 AM-3 PM

Dominic Colosimo [colosi14@msu.edu] Monday-Friday from 8 AM-12 PM & 1-5 PM

Gina Centeno [centeno@msu.edu] Monday-Friday from 8:15 AM-2:45 PM

Lee Duynslager [duynslag@msu.edu] Monday-Friday from 8 AM-12:30 PM & 1-4:30 PM

Linda Colon [colon@msu.edu] Monday-Thursday from 8 AM-12 PM & 1-5 PM, Fridays from 8 AM-12 PM

Lisa Bowen [bowenli1@msu.edu] Monday-Friday from 8 AM-4 PM

Mackenzie Graham - On maternity leave until June 5, 2020
Linda Colon will be able to assist with grad secretary needs during Mackenzie's leave.
[colon@msu.edu]

Rachel Esch [eschrach@msu.edu] Monday-Friday from 7 AM-3 PM

Sandie Litchfield [litchfi9@msu.edu] Monday-Friday from 7:30 AM-12 PM & 1-4:30 PM

Resources

MSU latest coronavirus updates

<https://msu.edu/coronavirus/latest-updates/>

MSU Coronavirus response website

msu.edu/coronavirus

CANR Coronavirus response website

canr.msu.edu/coronavirus

Employment related questions

<https://hr.msu.edu/news/coronavirus-faqs.html>

MSU WorkLife Programs

<https://worklife.msu.edu/campusflex>

MSU travel guide

<https://www.canr.msu.edu/coronavirus/travel>

MSU events updates

<https://www.canr.msu.edu/coronavirus/events>

Messages from President Stanley

<https://president.msu.edu/communications/messages-statements/index.html>

Messages from Dean Ron Hendrick & from Extension Director Jeff Dwyer

<https://www.canr.msu.edu/coronavirus/index>

MSU Guide to remote teaching

<https://www.canr.msu.edu/coronavirus/teaching-working>

MSU Resource Center for Persons with Disabilities

<https://www.rcpd.msu.edu/>

Because of technology gaps or different abilities, some students, faculty and staff may have difficulty learning or working remotely. Please use the MSU resources at the Resource Center for Persons with Disabilities and our local administrators, chairs and faculty members to assist in getting word to the right group for help with these issues.

A Resource to Help to Learn How to Work Remotely

<https://michiganstate.sharepoint.com/sites/Spartan-365-Help-FAQ>

Guide to web accessibility

https://webaccess.msu.edu/Help_and_Resources/checklist.html

Student Resources

<https://www.canr.msu.edu/coronavirus/student-resources>

How to cancel or postpone events

Cancel: <https://www.canr.msu.edu/news/how-to-cancel-an-event-in-dotcms-due-to-novel-coronavirus>

Postpone: <https://www.canr.msu.edu/news/how-to-postpone-an-event-in-dotcms-due-to-novel-coronavirus>

MSU fireside chats and teaching services

<https://www.canr.msu.edu/coronavirus/teaching-working>

Career Fairs

The Career Services Network has transitioned all career advising appointments to virtual format, and they have also launched a new **Virtual Career Center** (<https://careernetwork.msu.edu/resources-tools/virtual-career-center/index.html>) for students to access many other key resources to support their needs.

There are 3 **Virtual Career Fairs** (<https://careernetwork.msu.edu/jobs-internships/Career-Fairs/index.html>) scheduled that replace two previously scheduled on-campus career fairs: Spring Career Fair and Teacher and Administrator Fair. These career fairs will now be online using a virtual career fair technology, and the new dates are as follows:
April 23: Spring Career Fair - Large Employers
April 24: Spring Career Fair - Small Employers and Non-Profits
May 11: Teacher and Administrator Fair (a collaboration among all Michigan public universities and led by MSU Career Services)

We are continuing to promote **MSU Connect** (<https://msuconnect.msu.edu/>), the new online career mentoring and alumni networking community for students. More campaigns are planned for yet this week to increase awareness and participation. At the same time, we are in the process of adding 10 more college-level sites that will go live on the system in the coming weeks. These secondary hubs will help drive additional alumni support for students seeking jobs and internships and needing guidance or advice related to their career goals.

Announcements

PSM Summer Hours

PSM summer hours will be in effect from May 11th through August 3rd. During that time, the PSM office will be open from 8:00 AM-4:00 PM.

University Stores Modified Business Operations Distribution and Delivery

Service updates are listed at <https://usd.msu.edu/university-stores/>

Temporary Exception Mobile Communications and Residential Internet Connectivity Policies

We recognize that some of you have had increased expenses associated with working remotely in order to continue normal operations. Those incremental cost increases should not be your responsibility. Therefore, if you have had to increase your internet speed or change your data plan on your cell phone, please contact Debbie Williams at williade@msu.edu with your intent to seek reimbursement.

Parking Permit Refunds

As noted in President Stanley's message on Monday, March 23rd parking permit refunds may be requested. Please use this link [<https://police.msu.edu/parking-permit-refunds/>] to access the form to initiate the refund process for your parking permit.

Faculty and staff with a current employee parking permit that is payroll deducted will not have a payment due in April 2020. If you are an employee who did not opt for payroll deduction, please use the link above and submit the form to process a 1-month refund.

Announcements

KFS Project Code for Coronavirus Expenses

This message is for all persons involved in accounting transactions in the MSU financial system (including Fiscal Officers, Fiscal Officer Delegates, and Accounting Document Preparers).

Many units are incurring extraordinary expenses for things related to the Coronavirus. It is important that we keep track of these expenses in the event that there may be emergency funds available from the federal or state government in the future.

To facilitate this tracking, a new accounting strip Project Code has been created in the MSU financial system (KFS) to track expenses related to addressing the Coronavirus. The Project Code is COVID19. This new Project Code COVID19 should be used university-wide on the accounting string of all expenses related to the Coronavirus on any MSU account.

Please use the COVID19 Project Code for expense related to the Coronavirus so that MSU can accurately track and report on these costs. Use of the Project Code will not preclude units from reporting on other accounting string attributes (e.g., sub-account) as may be the routine.

If you have any questions about how to use this Project Code, please contact your MAU Budget Officer/Fiscal Officer.

To Temporarily Modify Work Location for East Lansing City Income Tax:

This is NOT to be considered a recommendation to change your tax withholding status. It is intended to provide instructions for someone who normally works on campus and who is now working remotely, and whose remote location is outside of the East Lansing City income taxing authority. IF you make this modification, be sure to change it back again when you are once again working on campus.

In EBS:

- Go to 'Personal Profile'
- Scroll to 'W-4 Local Tax - Location of Work'
- To the right of 'Work Tax Area', select edit (pencil icon)
- For 'Work City' enter the appropriate 'Taxing City' or 'MI' if your home city does not collect local income tax
- The effective date will be the date of your next pay check (you cannot back date the change)
- You must check the 'Certification' box
- Click 'Save and Back' at the bottom
- Again—be sure to come back and return the work location to East Lansing when you return to work on campus!

April 5-May 17, 2020

Red Water Alert

Hydrant flushing across the entire campus. Flushing will take place from 9 PM to 5:30 AM on weekdays. During this work, some discoloration of the water supply may occur throughout campus. However this discoloration is harmless in terms of sanitation and safety. Contact **Sam Fortino**, skilled trades supervisor, at 517-432-0505 or fortin17@msu.edu, or IPF at 517-353-1760 for additional information.

Announcements

The **Families First Coronavirus Response Act** enacted by the Department of Labor goes into effect April 1, 2020. The act is meant to assist you during COVID-19 by providing additional leave options. These new options are available through Dec. 31, 2020. To view your employee rights under the act, please go to this website https://www.dol.gov/sites/dolgov/files/WHD/posters/FFCRA_Poster_WH1422_Non-Federal.pdf

New leave options include:

- Emergency Family and Medical Leave Act (EFMLA)
- Emergency Paid Sick Leave (EPSL)

EFMLA

The federal government has expanded this option to provide up to 12 weeks of partially paid coronavirus-related family leave. Eligible employees may take this leave if they are unable to work or telework due to the need to care for a minor child whose school or daycare is closed, or daycare is unavailable, due to COVID-19.

EPSL

This new act provides eligible employees up to 80 hours of fully or partially paid leave for the following reasons:

- you are subject to a government-ordered quarantine or isolation order related to COVID-19
- you have been advised by a health care provider to self-quarantine due to concerns related to COVID-19
- you are experiencing COVID-19 symptoms and is seeking medical diagnosis
- you are caring for an individual who is subject to a government-ordered quarantine or a health care provider's recommendation to self-quarantine
- you are caring for a child whose school or place of care has been closed due to COVID-19
- you are "experiencing any other substantially similar condition specified by the Secretary of Health and Human Services in consultation with the Secretary of the Treasury and the Secretary of Labor."

Effective Apr. 2, 2020, the EPSL will now replace the University's up to 80 hours of sick time against future sick accruals for those whose sick, vacation, and personal time was insufficient to cover their absence.

Who Qualifies and How to Apply

You can view more detailed information on who qualifies for these leave options, as well as information about what is covered, pay, etc. on the MSU HR website at <https://hr.msu.edu/time-off-leave/ffcra.html>. Please note that due to the nature of their jobs, MSU PD staff and MSU Health Team staff and providers are excluded from both the EFMLA and EPSL leave programs.

To apply for EFMLA, contact the MSU HR Leaves Team at HR.EPSL-EFMLA@hr.msu.edu.

To apply for EPSLA, complete and submit the form located at <https://hr.msu.edu/time-off-leave/documents/epsl-form.pdf> (Instructions are included on the form.)

During this fluid pandemic, please know that university leadership is continuing to evaluate how best to care for employees while also providing fair workplace options that follow federal and state guidelines. More information will be available in the coming weeks regarding any additional changes.

Travel

ACTION REQUESTED: Please Cancel Travel Plans

As you are aware, the 2019 novel coronavirus outbreak is dramatically impacting international and domestic travel and we imagine that you may have already canceled or postponed your trips. The U.S. State Department, Centers for Disease Control and Prevention (CDC) and White House have all issued travel advisories or declarations during the past few months urging people not to travel.

All university-sponsored international travel is suspended until May 15. The current end date will be reevaluated and likely extended. This includes new travel as well as any currently booked trips between now and then. Faculty, staff, and graduate/professional students currently abroad should contact the Office of International Health and Safety for further guidance.

We thank you for canceling travel Requests and trip reservations that were scheduled during this travel suspension. If you have not taken these actions, please do so at your earliest convenience. For those who registered their international travel in the Global Travel Registry, we also request that you or your travel arranger cancel any international travel in the Global Travel Registry, or send an email to the Office of International Health and Safety (OIHS) at oihs@msu.edu requesting that your trip be deleted.

Action is required if you have any MSU Agency Card (billed airfare/rail) transactions: You or your travel arranger are requested to file an Expense Report so that this expense is charged to an MSU account.

➤ **U.S. State Department**

<https://travel.state.gov/content/travel/en/traveladvisories/ea/covid-19-information.html>

➤ **Centers for Disease Control and Prevention (CDC)**

<https://www.cdc.gov/coronavirus/2019-ncov/travelers/index.html>

➤ **Office of International Health and Safety**

<https://oihs.isp.msu.edu/>

Please visit **Travel@State** for additional guidance.

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 April 24th pay date your time is due by 5:00 PM, Tuesday, April 14th
- For the May 8th pay date your time is due by 5:00 PM, Tuesday, April 28th

MSU Academic Calendar

Spring 2020

Friday, April 24 Classes End

Monday, 4/27 - Friday, 5/1 Final Exams

Friday, 5/1 - Sunday, 5/3 Commencements - **POSTPONED** (until a later date TBD)