

**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.

Summer Hours are in effect from May 10-August 2. Updated hours noted below.

AnnMarie Guldner [[guldner1@msu.edu](mailto:guldner1@msu.edu)] Monday-Friday from 7 AM - 3 PM

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

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

Christiina Donley [[tymoszew@msu.edu](mailto:tymoszew@msu.edu)] Monday-Friday from 7 AM-12 PM & 1-4 PM

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

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

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

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

Linda Colon [[colon@msu.edu](mailto:colon@msu.edu)] Monday-Thursday from 8 AM-12:30 PM & 1-4:30 PM,  
Fridays from 8 AM-12 PM

Lisa Bowen [[bowenli1@msu.edu](mailto: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](mailto:colon@msu.edu)]

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

Sandie Litchfield [[litchfi9@msu.edu](mailto: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](https://msu.edu/coronavirus)

### CANR Coronavirus response website

[canr.msu.edu/coronavirus](https://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/>

### 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](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>

## Professional Development

### How to Access elevateU

- 1) Log in to the EBS Portal with your MSU NetID and password.
- 2) Click on My Career and Training in the top navigation.
- 3) Click on the elevateU tile to open the application in a new window.

### How to Use elevateU

View video tutorials to learn more about elevate and how to navigate the application. These videos are also available within the elevate application in the left sidebar navigation.

### Certificate of Completion

Certificates of completion are available for those who complete a course and pass the exam at 75% or better. To print a certificate, go to the left sidebar of the home page and click on Learning Transcript. From there you can set filters to see only completed classes. Then click on Actions, and View Certificate.

### Questions?

If you have questions about using the elevateU application, please contact Organization and Professional development at [prodev@hr.msu.edu](mailto:prodev@hr.msu.edu).

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### Topic: Taking Care of You

➤ **Book: Bouncing Back: Rewiring Your Brain for Maximum Resilience and Well-Being by Linda Graham**

Log in to elevateU to view.

Resilience is the ability to face and handle life's challenges, whether everyday things or extraordinary experiences. With powerful, time-tested exercises, this book guides us in rebuilding our core well-being and disaster-proofing our brains.

➤ **Video: Handling Unexpected Stress**

Log in to elevateU to view.

Despite the distractions created by change, leaders can keep their teams engaged and accountable by learning seven guidelines for communicating and modeling behavior.

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### Topic: Adapting to Change

➤ **Course: Redefining Yourself After Organizational Change**

Log in to elevateU to take course.

In this course, you will learn the importance of adapting to organizational change, as well as the essential skills needed to handle it. The course details the best practices of building self-motivation and introduces the idea of reframing as a coping method. You'll learn to turn resistance to change into acceptance. Finally, this course covers the importance of capitalizing on the career opportunities presented by organizational change.

➤ **Course: Navigating Your Own Emotions**

Log in to elevateU to take course.

In times of change and stress, emotions can often run high. In this course, you'll learn how to manage your emotional IQ, or EQ, in order to handle difficult situations more effectively. You'll explore the science behind emotion, self-management techniques, and methods for recovering from emotional hijackings.

## Professional Development

### Topic: Working Better Together

#### ➤ Course: Planning Meetings Fit for Purpose

Log in to elevateU to take course.

In this course, you'll discover a process for preparing effective meetings by establishing a clear purpose and objectives. With the right people and agenda, and solid prep work, you're nearly there! If you struggle to start meetings on the right note, this course can help you get the most out of them, saving you valuable time.

#### ➤ Course: Navigating Other People's Emotions

Log in to elevateU to take course.

In this course, you'll learn how to recognize emotional awareness in, actively listen to, and empathize with others by developing emotional intelligence. You'll also discover how to apply organizational awareness and empathy to enhance your workplace relationships.

## Announcements

### Nominate an Employee for the 2020 Clerical-Technical Recognition Award Today!

Nominations are now being accepted for the 2020 Clerical-Technical Recognition Award through Monday, June 30, 2020.

This award recognizes outstanding MSU clerical-technical employees who have been nominated by their peers. Individuals may be nominated by any member of the MSU community. Selection criteria includes respect and concern for all members of the campus community, diligence in daily work, significant contributions to the community or public service and innovative thinking.

#### To nominate an employee:

- 1) Complete a nomination form.  
<https://hr.msu.edu/recognition/support-staff/documents/CTNominationForm.pdf>
- 2) Collect a minimum of 2 support letters (maximum of 5) by MSU colleagues

Please note: Nominees must be part of the CT Union

You may include additional information if it supports the applicant's nomination.

Nominations are **due by 5 PM, Monday, June 30<sup>th</sup>**. Email the PDF nomination with a minimum of 2 support letters to [bracamontes@hr.msu.edu](mailto:bracamontes@hr.msu.edu) with the subject line: CT Recognition Award Selection Committee.

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### Cloth Face Mask Information

In compliance with current State of Michigan Executive Orders, all MSU Employees are required to wear a non-medical cloth mask when entering enclosed public spaces. This applies to MSU facilities and non-MSU facilities. When traveling, you are required to have a mask in your possession and use it when in enclosed public spaces. Masks have been distributed to PIs, who will in turn distribute these masks those within their groups. If you are in need of your cloth face mask, please contact your PI directly.

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### Reimbursement Documentation Requirement Update

If you are submitting a reimbursement for a pesticide exam fee, the copy of the cancelled check or money order is required along with a clear copy of the temporary credential/receipt.

## Announcements

**Graduating students** - please fill out a survey so we can recognize you during this time on our website and social media. Complete the correct Qualtrics for us to celebrate you!

➤ Master's & Ph.D. Degrees

[https://msu.co1.qualtrics.com/jfe/form/SV\\_00bUBkNjMwb8A1D](https://msu.co1.qualtrics.com/jfe/form/SV_00bUBkNjMwb8A1D)

➤ Bachelor Degrees

[https://msu.co1.qualtrics.com/jfe/form/SV\\_8cOXILEkZ6csoWp](https://msu.co1.qualtrics.com/jfe/form/SV_8cOXILEkZ6csoWp)

➤ Certificate Degrees

[https://msu.co1.qualtrics.com/jfe/form/SV\\_9MOatKDV6cYuLEF](https://msu.co1.qualtrics.com/jfe/form/SV_9MOatKDV6cYuLEF)

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### **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](mailto:williade@msu.edu) with your intent to seek reimbursement.

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### **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.

## Human Resources

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](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](mailto: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

Good news was received relating to the hundreds of airline tickets canceled since early March. As you may be aware, any ticket that had a refundable airfare, was refunded. Additionally, the U.S. Department of Transportation advised airlines that when flights were canceled or delayed by greater than 90 minutes, airlines had to offer refunds.

Specifically addressing MSU Agency Card (direct billed) transactions, all three of Michigan State University's Preferred Travel Agencies have been working to identify applicable tickets and seeking refunds from the airlines. To date, Conlin Travel has identified 551 tickets totaling \$279,844.25 that have been refunded. As we continue to be in a state of travel suspension, there will be more.

What should you do if you have a credit/refund? In Concur, create an Expense Report (from the applicable Request) and allocate to the original account charged. If the Request is closed, please email [concurhelp@msu.edu](mailto:concurhelp@msu.edu) with the Request ID and we will be happy to reopen for you.

If you're not sure where to start, please visit the Reference Library on Travel@State to access Reconciling and Allocating MSU Agency Card Transactions.

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Due to ongoing health and safety concerns as well as budgetary constraints, **the suspension of all university-sponsored travel is extended indefinitely.** This includes new travel as well as any currently booked trips.

No waivers are being given for international travel. A waiver is required for domestic business essential travel; it can only be granted by the provost, a vice president or the president by submitting the following form (<https://ctrl.msu.edu/download/travel/COVID-19TravelWaiver.pdf>) and must be approved before a trip begins. In-state travel is permitted to perform one's essential job duties, but also requires a waiver (<https://ctrl.msu.edu/download/travel/COVID-19TravelWaiver.pdf>). Non-essential in-state travel to state conferences or other gatherings should not occur.

If you have upcoming travel planned through June 30, it is strongly suggested that you cancel your reservations and seek refunds. You will also want to Cancel approved Requests in Concur. 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](mailto: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. Reference guides are available in the Reference Library on the Travel@State website. If you need further assistance, please contact [concurhelp@msu.edu](mailto:concurhelp@msu.edu).

## Travel

**It's time to update your State of Michigan blanket travel requests for the upcoming fiscal year, which begins on July 1, 2020.** Please submit your request at your earliest convenience.

Below are step-by-step instructions on creating your State of Michigan blanket travel request.

In EBS, click on the "Travel and Expense SAP Concur" tile

Requests Create New

- New Event Request (if setting up requests for you and your group)
- New Request (if setting up for yourself only)

Request/Trip Name: Various Michigan Travel

Start Date: 7/1/2020

End Date: 6/30/2021

Request/Trip Purpose: (choose primary, secondary if needed)

- Administrative
- Advancement
- Conference or Meeting Attendance
- Consulting
- For Credit Learning
- International Capacity Building
- Not for Credit Learning
- Recruitment
- Research and Creative Endeavors
- Site Visit
- Teaching
- Team

Trip Description: Various Michigan Travel

Destination City: East Lansing, MI

Travel Funding Source (choose one)

- MSU Grants and Research
- Non-MSU Funds
- Other MSU (Non-Grant and Research)
- Self-Funded

Account #

Sub Account (if needed)

Under attendees, add in email (or look up by name). Once all emails have been entered, click on the "Generate & Notify" button. This will send an email out to whomever is in your group to review and submit their blanket request.



## 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 June 19<sup>th</sup> pay date (for time worked between May 24-June 6) your time is due by 5 PM on Tuesday, June 9<sup>th</sup>
- For the July 2<sup>nd</sup> pay date (for time worked between June 7-20) your time is due by 5 PM on Tuesday, June 23<sup>rd</sup>

## MSU Academic Calendar

### Summer 2020 - Full Session

June 26	Middle of Semester
July 3	Holiday - University Closed
August 13	Classes End

Final Exams are scheduled for the last class day

### Summer 2020 - Session One

June 3	Middle of Semester
June 25	Classes End

Final Exams are scheduled for the last class day

### Summer 2020 - Session Two

June 29	Classes Begin
July 3	Holiday - University Closed
July 22	Middle of Semester
August 13	Classes End

Final Exams are scheduled for the last class day

### Fall 2020

We will begin classes on Wednesday, September 2<sup>nd</sup>, as previously scheduled. There will be both in-person and online components to instruction in the Fall semester. We plan to end all in-person instruction on Wednesday, November 25<sup>th</sup>, with remaining instruction, study sessions and final examinations moving remotely for the remaining 3 weeks of the semester. Students will have the option of returning to their permanent residences for the Thanksgiving holiday and not returning to campus or remaining on campus until the semester ends.

Additional Information: [https://president.msu.edu/communications/messages-statements/2020\\_community\\_letters/2020\\_05\\_27\\_message\\_campus.html](https://president.msu.edu/communications/messages-statements/2020_community_letters/2020_05_27_message_campus.html)

Send newsletter submissions to [guldner1@msu.edu](mailto:guldner1@msu.edu)  
Deadline: Thursdays by 10:00 AM