

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**



**Seminars/Webinars**

October 7, 2021, 4:00-5:00 PM  
2021 PSM/HORT Fall Seminar Series  
Eric Patterson, Ph.D.  
PSM, P&T Seminar  
Title: Genomics *in the weeds*  
Zoom Link: <https://msu.zoom.us/j/96750048949>  
Passcode: seminar

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October 11, 2021, 1:30-2:30 PM  
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar  
Speaker: Pablo Parra Girardo (postdoc, Sakalidis lab)  
Title: Vascular wilt diseases: Different causative agents, the same tragedy  
Location: 162 NFSTC  
Zoom: <https://msu.zoom.us/j/94357844874>  
Meeting ID: 943 5784 4874  
Passcode: plp

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October 14, 2021, 4:00-5:00 PM  
2021 PSM/HORT Fall Seminar Series  
Cholani Weebadde, Ph.D.  
PSM, P&T Seminar  
Title: Twenty years at MSU and counting...  
Zoom Link: <https://msu.zoom.us/j/96750048949>  
Passcode: seminar

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October 18, 2021, 1:30-2:30 PM  
2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar  
Speaker: Austin McCoy  
Title: *Phytophthora sojae* pathotype distribution and fungicide sensitivity in Michigan  
Location: 162 NFSTC  
Zoom: <https://msu.zoom.us/j/94357844874>  
Meeting ID: 943 5784 4874  
Passcode: plp

## Seminars/Webinars

**October 21, 2021, 9:00-11:00 AM**

### **Well-being at Work Conference**

Whether you are working with others in person or remotely this year, the WorkLife Conference is here to help you discover new tools, learn from experts, connect with colleagues, and set goals to improve your well-being at work. Well-being is important for individuals and workgroups no matter the season or workplace location.

Join us as we explore the questions that have surfaced in the ranks of faculty and staff, supervisors, and leaders who are focusing on how to create and maintain healthier, more productive workplaces and teams.

[Learn More](#)

[Register Today](#)

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**October 21, 2021, 4:00-5:00 PM**

### **2021 PSM/HORT Fall Seminar Series**

**Hashini Dilrukshi, Ph.D.**

PSM, Appointment Seminar

Title: Human-Centered Design and Innovation for Agricultural Development

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**October 25, 2021, 1:30-2:30 PM**

### **2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Erin Lauwers**

Title: Development of bacteriophage for management of bacterial canker of sweet cherry

Location: 162 NFSTC

Zoom: <https://msu.zoon.us/j/94357844874>

Meeting ID: 943 5784 4874

Passcode: plp

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**October 28, 2021, 4:00-5:00 PM**

### **2021 PSM/HORT Fall Seminar Series**

**Michael Kantar, Ph.D.**

University of Hawaii at Manoa

Title: Where do crop wild relatives live and how do you pick the one to use?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**November 1, 2021, 1:30-2:30 PM**

### **2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Ross Hatlen**

Title: Investigating chemical control options for halo blight of hops

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>

Meeting ID: 943 5784 4874

Passcode: plp

## Seminars / Webinars

**November 4, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Jennifer Kimball, Ph.D.**

University of Minnesota

Title: Domestication and Breeding of a North American Grain, Northern Wild Rice (*Zizania palustris* L)

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**November 8, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Nik Zainal Alam**

Title: Fungicide Sensitivity of *Cercospora zea-maydis*, the casual agent of Gray Leaf Spot Disease on Corn

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

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**November 15, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Nikki Lukasko**

Title: Fungicide resistance in *Botrytis cinerea* from ornamental greenhouses

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

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**November 18, 2021, 4:00-5:00 PM**

**2021 PSM/HORT Fall Seminar Series**

**Tammy Long, Ph.D.**

MSU Department of Plant Biology

Title: What can modeling-based instruction teach us about student thinking?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

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**November 22, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: Tara Watkins**

Title: Evaluation of fungicide applications on Fusarium head blight and grain quality parameters of winter barley in Michigan

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

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**November 29, 2021, 1:30-2:30 PM**

**2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar**

**Speaker: David Perla Martinez**

Title: Vegetables disease management using host resistance and fungicides

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

## Seminars / Webinars

December 2, 2021, 4:00-5:00 PM

2021 PSM/HORT Fall Seminar Series

Michael Gore, Ph.D.

Cornell University

Title: Building a nutritious and resilient food system through advances in crop genomics and phenomics

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

## Announcements

### MSU Benefits Open Enrollment

**Time to Choose Your Benefits for 2022: MSU Open Enrollment Starts October 1**

It's more important than ever to make sure you have the best benefit options selected for you and your family. You'll find a variety of resources on the MSU HR website to learn about options and changes for the 2022 plan year. Please participate in Open Enrollment through the EBS Portal between October 1-31.

<https://hr.msu.edu/open-enrollment/index.html>

### Benefits Fair + HR Site Labs

MSU HR is offering a virtual fair this year, which will be available the entire month of October and contain a virtual booth for each MSU benefit vendor, along with MS HR and select MSU units. Find materials, videos and more to help you learn about benefit options. Join the live chat events on Tuesday, October 12<sup>th</sup> from 12:00-7:00 PM and Thursday, October 14<sup>th</sup> from 7:00 AM-5:00 PM to ask questions or receive assistance.

MSU HR will also offer site labs on October 19, 26, and 29 to allow employees the opportunity to receive assistance with enrollment or ask questions about benefit options. We encourage you to participate in a site lab virtually. We have limited in-person assistance available by appointment for those who are unable to participate virtually.

[Learn About the Virtual Benefits Fair](#)

[Learn About the HR Site Labs](#)

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### Please join us for the Plant Pathology Annual Picnic hosted by SPORE

Join us at Patriarch Park for hamburgers and hot dogs on Thursday, October 7<sup>th</sup> at 5:30 PM. There will be games to play and some friendly competition: bring a dessert that represents your pathosystem and everyone in attendance will have the chance to vote for their favorite. The winner receives a \$20 gift card to the University Bookstore and second place wins at \$10 to the dairy store!

Questions/Comments/Concerns? Contact **Becky Harkness** ([harkne26@msu.edu](mailto:harkne26@msu.edu)), 908-442-5670)

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### ACRS Monthly Meeting and Dinner (see flyer attached to this newsletter)

- **October 8, 2021, 4:00-5:00 PM**  
Meet in the MPS Atrium  
Dinner to follow at Pizza House
- **November 5, 2021, 4:00-5:00 PM**  
Meet in the MPS Atrium  
Dinner to follow, Location TBD
- **December 3, 2021, 4:00-5:00 PM**  
Meet in the MPS Atrium  
Dinner to follow, Location TBD

## Announcements

### 2022 Jack Breslin Distinguished Staff Award Call for Nominations!

The Jack Breslin Distinguished Staff Award is presented annually to 6 university support staff members, hand-selected by the Selection Committee from nominations received by the recipients' colleagues. Nominations for the 2022 award and the [Nomination Form](#) and accompany materials are due by October 30, 2021. Selection criteria for recipients include overall excellence in job performance, supportive attitude and contributions to the unit or university that lead to improved efficiency or effectiveness, and valuable service to the university. Please see the [HR Website](#) for further details.

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### WC Speaker Series - Storytelling as Activism

Join over Zoom from 1:00-2:30 PM for talks from:

#### Dr. Lamar Johnson

- October 7, 2021 "Embracing the Radical Imagination: Creating a World that is Not Yet through Racial Storytelling:"
- November 4, 2021 "Blackness Is, Blackness Ain't: Racial Storytelling as Activism"

#### Dr. Andrea Riley-Mukavetz

- January 27, 2022 "An Affinity for Spiky Things: Stories on Making Indigenous Space in Higher Education

#### Dr. Travis Webster

- February 27, 2022 "Queerly Centered Stories: LGBTQIA+ Writing Center Leadership, Twenty-First Century Activism, and Disciplinary Sustainability"

#### Dr. Aja Martinez

- April 1, 2022 "The Responsibility of Privilege: A Critical Race Counterstory Conversation for Allies and Accomplices" Keynote Address at ECWCA Conference

RSVP for each event by going to <https://tinyurl.com/WC-Storytelling-Activism>

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### Worklife Office Family Group

The WorkLife Office will resume Family Affinity Group meetings. This group provides a virtual place for Spartans to connect and share about parenting and caregiving for the children in our lives. We will discuss related family topics with the goal of educating, sharing best practices, and building community.

Please make sure to mark your calendars to join us on the upcoming dates. Presenters will be announced soon.

Meeting time: 12:00-1:00 PM

October 14th : <https://worklife.msu.edu/events/family-affinity-group-1>

November 11th : <https://worklife.msu.edu/events/family-affinity-group-2>

December 9th : <https://worklife.msu.edu/events/family-affinity-group-3>

January 13th : <https://worklife.msu.edu/events/family-affinity-group-4>

February 10th : <https://worklife.msu.edu/events/family-affinity-group-5>

March 10th : <https://worklife.msu.edu/events/family-affinity-group-6>

April 14th : <https://worklife.msu.edu/events/family-affinity-group-7>

May 12th : <https://worklife.msu.edu/events/family-affinity-group-8>

## Announcements

### Jump into fall with ACRS

October 24, 2021 at 2:00 PM

Uncle John's Cinder Mill

Apples, Pumpkin Patch, Corn Maze & More!

See flyer attached to this newsletter

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### Invitation to Participate: Community-building in the classroom: Including DEI principles as part of the curriculum

We are inviting all educators to this Faculty Learning Community (FLC) who are interested in moving from having conversations about DEI in the classroom to applying and practicing DEI in the classroom. We will brainstorm, develop, ponder different strategies that can be implemented to building community through an in-class student mentorship program. We will provide tools and strategies to empower undergraduate students to be co-creators of the learning experiences.

- **Jeno Rivera**, Associate Professor RCAH & CANR Community Sustainability; Director CANR Bailey Scholars Program
  
- **Maria Rubino**, Professor, CANR School of Packaging  
Meet virtually in Wells Hall 303 or virtually via Zoom one Wednesday a month from 3:00-4:30 PM on October 27, November 17, and December 15

[RSVP Here](#)

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### Career Services Network - Fall 2021

Visit Handshake ([msu.joinhandshake.com](https://msu.joinhandshake.com)), search for CSN Fall Series, and select event to register and receive Zoom link for each workshop.

Workshop Times: EDT

#### Navigating Virtual Career Fairs

- October 11, 12:00-12:45 PM
- October 14, 12:00-12:45 PM

#### Writing Resumes and Cover Letters

- October 20, 11:00 AM-12:00 PM

#### Preparing for Interviews

- October 7, 4:00-5:00 PM

#### More than a Major

- October 20, 7:00-8:00 PM

#### 10 Tips for LinkedIn: Social Media for Work

- October 28, 11:30 AM-12:20 PM

#### Job Search Workshop

- November 10, 12:00-12:45 PM

## Fall 2021 Learning & Development Opportunities

### Upcoming Virtual OPD Courses

Select Organization and Professional Development (OPD) courses are available in a live, online format. The following courses are open for registration in the EBS Portal. Employees may use available educational assistance funds to pay for these programs.

### Writing Policies and Procedures

**October 13, 2021, from 9:00 AM-12:00 PM**

Learn proven strategies and methods for creating easy-to-understand resources

<https://hr.msu.edu/professional-development/courses/communication/writing-policies-and-procedures-october.html>

### Introduction to Process Mapping

**November 3, 2021, from 9:00 AM-12:00 PM**

Gain the knowledge and skills needed to confidently begin your process improvement journey.

<https://hr.msu.edu/professional-development/courses/business-analysis/introduction-to-process-mapping-november.html>

### Conflict Management and Non-Escalation

**November 3 & 4, 2021, from 1:00-5:00 PM**

This training will prepare you to apply skills to real-life situations and retain those skills over time

<https://hr.msu.edu/professional-development/courses/communication/conflict-management.html>

### Crucial Conversations

**Multi-day course begins November 8, 2021**

Utilize step-by-step tools for promoting open, honest dialogue around high-stakes, emotional, and risky topics

<https://hr.msu.edu/professional-development/courses/communication/crucial-conversations-november.html>

### Mitigating Bias in Hiring

**November 9, 2021, from 1:00-2:30 PM**

Examine best practices and procedures for reducing bias in the screening and interview process.

<https://hr.msu.edu/professional-development/courses/human-resources/mitigating-bias-in-hiring-november.html>

## Job Announcements

### Research Assistant I

Job # 737352

The Lebeis Lab at Michigan State University is seeking applicants for a full-time Research Assistant / Lab Manager position to assist in overseeing lab operations. Research interests in the Lebeis lab span topics in plant-microbe interactions.

<https://careers.msu.edu/en-us/job/508110/research-assistant-i>

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### Communications Coordinator

Job # 737443

Telling the story of the research, teaching and extension efforts of PSM.

<https://careers.msu.edu/en-us/job/508100/communications-coordinator>

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### Research Associate - Fixed Term

Job # 733007

Postdoctoral research associate position is available to work with the **Dr. Alexandra Kravchenko** and **Dr. Andrey Guber** team.

[https://www.canr.msu.edu/people/kravchenko\\_alexandra](https://www.canr.msu.edu/people/kravchenko_alexandra)

[https://www.canr.msu.edu/people/andrey\\_guber](https://www.canr.msu.edu/people/andrey_guber)

<https://careers.msu.edu/en-us/job/508029/research-associatefixed-term>

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### Research Associate

Job # 717388

The Department of Plant, Soil and Microbial Sciences at Michigan State University, in collaboration with the USDA Forest Service Northern Research Station, is seeking a highly motivated Research Associate for a project investigating interactions between biotic and abiotic controls on assisted migration in northern forests.

<https://careers.msu.edu/en-us/job/507365/research-associatefixed-term>

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### Research Associate - Fixed Term

Job # 700439

The Department of Plant, Soil and Microbial Sciences invites applications from outstanding candidates for a fixed term Research Associate position in the area of plant responses to nutrient deficiency, with a main focus on phosphorus starvation.

<https://careers.msu.edu/cw/en-us/job/506404/research-associatefixed-term>

## COVID-19 Updates

### Masks required indoors, including at Spartan Stadium

All individuals are required to wear masks indoors in all MSU campus buildings. With this policy in place, face coverings must be worn by everyone in attendance when in an indoor area of Spartan Stadium, unless actively eating or drinking. This includes, but is not limited to, the concourse of Spartan Stadium, restrooms, elevators, indoor suite and club areas and the press box.

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The University is requiring all MSU students, faculty and staff to be vaccinated against COVID-19 and wear appropriate face coverings indoors. [Learn More](#)



## COVID-19 Updates

### COVID-19 Guidance

The Office of the Provost has created the guidance [Found Here](#) for students, faculty, graduate and undergraduate student instructors, and staff on what steps to take in various scenarios related to COVID-19 exposure, testing and confirmed cases. Please note, these protocols have changed over the past few months and likely will continue to change into the future based on federal, state and local public health guidance. Please check back here regularly for the latest guidance.

(Last updated 09/30/2021)

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### COVID-19 Frequently Asked Questions

FAQs regarding face coverings, the COVID-19 vaccine mandate and questions specific to students and employees are frequently updated on the Together We Will website. [Read More](#)

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### Self-Monitoring

Symptoms may appear 2-14 days after exposure to the virus. Using whichever tools and processes are made available by the university, pay attention for the appearance of possible flu-like symptoms, including:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore Throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list may not include all possible symptoms. Public health officials, including the CDC, will continue to update the list as they learn more about COVID-19. If you begin exhibiting symptoms, stay home and contact the Olin Health Center's 24-hour nurse line at 517-353-5557 or your personal health care provider.

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### COVID -19 Testing

On-campus testing is being offered free of charge to members of the MSU community via the [Early Detection Program](#). Results are typically available 24-36 hours after submitting a sample. Off campus testing is also available at several East Lansing area locations.

<https://msu.edu/together-we-will/>

## Travel

### Car Rental Agreement Update - Enterprise and National Car Rental

MSU, in partnership with our Big 10 partner schools, has established a new contract with Enterprise/National Car Rental agency, replacing the expired agreement. Please see below for important changes affecting rates, terms and Emerald Club membership.

#### New Program Details (effective October 1, 2021)

- Daily city surcharges will be added to certain cities Enterprise/National has identified as higher cost operating environments. The surcharges apply only to certain markets and the surcharge amounts are based on the operating costs in those markets. An updated list of the Daily City Surcharges can be reviewed on the [Ground Transportation](#) page located on the [Travel@State](#) website.
- Damage Waiver (DW)
  - Business rentals - included
  - Leisure/personal rentals - not included
- Daily rental rates have not changed for most rental categories.
- Mileage is included.
- Larger vehicle (ex. large, van, premium, passenger van) rates have been increased.
- Drop charges added to rentals not returned to original rental location.

#### Personal (Leisure Use) Rates

- Business use rates are not available for personal use due to insurance restrictions BUT,
  - Preferred discount rates are available for MSU employees only renting for personal/leisure. To access these negotiated non-business (personal leisure use) rates Visit [MSU Non-Business Car Rental Booking](#)
  - Must be logged into your MS account to access this page

#### Using Concur to Book Travel

- Using Concur to book travel ensures MSU's negotiated rates and amenities are applied with every car rental (air and hotel too) as well as real-time access to a live travel agent 24/7/365. To log into Concur through EBS.

#### Emerald Club Program ACTION REQUIRED

With the new agreement comes the need to add the MSU program to your Emerald Club profile. This will enable access to the new contracted rates (both business and personal use). To update your Emerald Club account:

1. Click "Enroll Now" Button
2. Enter your drivers license number, last name, issuing authority (state that issued drivers license, and click on the SEARCH button at the lower right of the screen.
3. Instructions will be presented in the window that populates after you have clicked "SEARCH".
4. Follow the instructions and, if the system finds a membership based on the information provided, your Emerald Club account will be updated with the new MSU discount program.
5. Please see the update attached to this newsletter for additional guidance.
6. Some things to be aware of:
  - If you do not follow above instructions, negotiated discounts and included DW insurance will not be included on future bookings.
  - Any bookings made prior to the October 1, 2021 conversion will revert to retail, non-negotiated rates. Updating your Emerald Club account will apply the discounted contract rates to bookings made October 1 forward.
  - A reference FAQ is attached to this newsletter to assist with this process.
  - If the system is not able to locate a profile based on the information entered, this could mean that your Emerald Club membership has expired or, for some reason no longer valid.

## Travel

### MSU Concur Kick-Start Reintroduction Webinar: Request, Travel, Expense Session 1

[https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1\\_yj5018bi](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1_yj5018bi)

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### MSU Concur Kick-Start Reintroduction Webinar: Booking Travel and Triplt Pro App Session 2

[https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Booking+Travel+and+Triplt+Pro+App/1\\_zy9owobv](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Booking+Travel+and+Triplt+Pro+App/1_zy9owobv)

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### MSU Concur Kick-Start Reintroduction Webinar: Groups and Guests Tools Session 3

[https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Guests+and+Groups/1\\_4r9e8ake\\](https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Guests+and+Groups/1_4r9e8ake\\)

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MSU's domestic travel policy has returned to normal. For international travel, the level of review is dependent on vaccination status. Please visit the [Office for Global Health, Safety and Security COVID webpage](#) for further guidance.

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Download and view all of the **Concur User Training Guides** from this page:

<https://ctrl.msu.edu/COTravelNew/Guides.aspx>

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Want the latest news in regard to travel and Concur? Register for the Travel Listserv at: [https://ctrl.msu.edu/Join\\_Listserv.aspx?id=UNIVTVL](https://ctrl.msu.edu/Join_Listserv.aspx?id=UNIVTVL)

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MSU's Travel Policy is published at: <http://ctrl.msu.edu/COMBP/mbp70ebs-July2019.aspx>

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### Assistance Resources

Travel policy and travel program support: [travel@ctrl.msu.edu](mailto:travel@ctrl.msu.edu) or 517-355-5000

Concur: [concurhelp@msu.edu](mailto:concurhelp@msu.edu)

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### Travel@State - Frequently Asked Questions

<https://ctrl.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx>

### MSU Travel@State Videos

#### Getting Started

- [Concur Request - How To Create a Request](#)
- [Zoom Session - Getting Started](#)
- [Updating Your Travel Profile](#)
- [How to Enroll in My Travel Network](#)
- [Activating E-Receipts](#)
- [Receipt Management](#)

## PSM Chairperson

<b>Brian Horgan</b>	<a href="mailto:horganb@msu.edu">horganb@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
<b>AnnMarie Guldner</b>	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Assistant to the Department Chairperson	

## PSM Accounting Team [psm.accounting@msu.edu](mailto:psm.accounting@msu.edu)

<b>Emily Williams</b>	<a href="mailto:emilywil@msu.edu">emilywil@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
Office Hours:		Monday	10:00-11:00 AM
		Wednesday	2:30-3:30 PM
<b>Lisa Bowen</b>	<a href="mailto:bowenli1@msu.edu">bowenli1@msu.edu</a>	Monday-Friday	7:00 AM-4:00 PM
Office Hours:		Tuesday	1:00-2:00 PM
		Thursday	1:00-2:00 PM
<b>Gina Centeno</b>	<a href="mailto:centeno@msu.edu">centeno@msu.edu</a>	Monday-Friday	8:15 AM - 2:30 PM
Office Hours:		Tuesday	10:00-11:00 AM
		Wednesday	1:30-2:30 PM
<b>Kim McClung</b>	<a href="mailto:mcclungk@msu.edu">mcclungk@msu.edu</a>	Monday-Friday	7:00 AM-4:00 PM
Office Hours:		Tuesday	2:00-3:00 PM
		Thursday	10:00-11:00 AM

## PSM Human Resources Team [psm.hr@msu.edu](mailto:psm.hr@msu.edu)

<b>Hannah O'Mara</b>	<a href="mailto:omarahan@msu.edu">omarahan@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
Office Hours:		Monday	10:00-11:00 AM
		Wednesday	2:30-3:30 PM
<b>Jordan Davis</b>	<a href="mailto:davis432@msu.edu">davis432@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
Office Hours:		Tuesday	2:00-3:00 PM
		Thursday	3:00-4:00 PM
<b>Christiina Donley</b>	<a href="mailto:tymoszew@msu.edu">tymoszew@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
Zoom Office Hours:		Wednesday	10:00 AM-12:00 PM
<b>Mackenzie Graham</b>	<a href="mailto:graham2@msu.edu">graham2@msu.edu</a>	Monday-Friday	7:00 AM-4:00 PM
Office Hours:		Tuesday	1:00-2:00 PM
		Thursday	1:00-2:00 PM
<b>AnnMarie Guldner</b>	<a href="mailto:guldner1@msu.edu">guldner1@msu.edu</a>	Monday-Friday	7:30 AM-4:00 PM
Office Hours:		Monday	2:00-3:00 PM
		Wednesday	9:00-10:00 AM

## PSM IT Team

<b>Dominic Colosimo</b>	<a href="mailto:colosi14@msu.edu">colosi14@msu.edu</a>	Monday-Friday	8:00 AM-5:00 PM
<b>Lee Duynslager</b>	<a href="mailto:duynslag@msu.edu">duynslag@msu.edu</a>	Monday-Friday	8:00 AM-4:30 PM

## MSU Academic Calendar

### Fall 2021

October 20	Middle of Semester
October 25-26	Break Days
November 25-26	Holiday - University Closed
December 12	Classes End
December 13-17	Final Exams
December 24-27	Holiday - University Closed
December 17-18	Commencements
Dec 31 - Jan 3	Holiday - University Closed

### 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 October 22nd pay date (for time worked from September 26-October 9) your time is due by 5 PM on Tuesday, October 12th.
- For the November 5th pay date (for time worked from October 10-23) your time is due by 5 PM on Tuesday, October 26th.
- For the November 19th pay date (for time worked from October 24-November 6) your time is due by 5 PM on Tuesday, November 9th.

**Payroll Assistance with Christiina** at 12:00 PM on the following Mondays:

October 11, 18, 25

November 1, 8, 15, 22, 29

December 6, 13, 20, 27

<https://msu.zoom.us/j/98549666083>

Meeting ID: 985 4966 6083

Passcode: 001550

### Newsletter Submissions

Send newsletter submissions to **AnnMarie Guldner** at [guldner1@msu.edu](mailto:guldner1@msu.edu)

Deadline: Thursdays by 10:00 AM