

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**



Congratulations!

Five MSU researchers have received a \$750,000 grant from the U.S. Department of Agriculture's National Institute of Food and Agriculture to study crop uptake of per- and polyfluoroalkyl substances (PFAS) and how to prevent it. The project is led by **Dr. Hui Li**. [Read more.](#)

2021 Vegetable Industry Scholarship Recipients:

- **Charity Goecheritz** - Plant Breeding, Genetics, and Biotechnology (PBGB) and Horticulture (PI: **Dr. Courtney Hollender**)
- **Lexi Heger** - Plant Pathology and Molecular Plant Sciences (PI: **Dr. Tim Miles**)
- **Carly Hendershot** - Plant Pathology (PI: **Dr. Jaime Willbur**)
- **Erin Lauwers** - Plant Pathology (PI: **Dr. George Sundin**)
- **Matthew Uebbing** - Plant Pathology (Dr. **Mary Hausbeck**)

2021 John Bukovac Scholarship:

- **Songwen Zhang** - Plant Breeding, Genetics, and Biotechnology (PBGB) and Horticulture (PI: **Dr. Steven VanNocker**)
- Songwen is the first recipient of the annual John Bukovac Scholarship.

2021 Jordan Tatter Scholarship:

- **Charity Goeckeritz** - Plant Breeding, Genetics, and Biotechnology (PBGB) and Horticulture (PI: **Dr. Courtney Hollender**)

PSM Faculty Meetings

Friday, January 21, 2022	2:00-4:00 PM	Faculty Meeting
Friday, March 18, 2022	2:00-4:00 PM	Faculty Meeting
Friday, May 13, 2022	1:00-5:00 PM	RPT No Action Meeting

PSSB A271 (in person with Zoom option)
Calendar invite has been sent with Zoom login and password information

Seminars/Webinars

January 14, 2021, at 9:00 AM

On Friday January 14th PSM and The Plant Resilience Institute is hosting a seminar with invited speakers that begins at 9:00 AM. Join us in A149 or drop in on Zoom for all or some of the presentations. **Dr. Hatem Rouached** has organized this program. Please see the attached flyer. If you are teaching a 400 or 800 level course spring semester, consider including this Plant Nutrition seminar as an assignment (or extra credit assignment) for students to listen to speakers that are of interest to their graduate education. We have guests speaking from various universities in the United States, and from France and Switzerland. Please mark your calendars and attend for all or part of the day if you can. Please contact **Dr. Hatem Rouached** for additional information at rouached@msu.edu.

Announcements

PSM Office Closed During the Holidays / Package Pick-Up

The PSM office will not be staffed December 24 through January 3. If you order packages, they will be delivered to the PSM mailroom during this time. You will need to watch for any packages that you are waiting for, especially the perishable packages, since no one will be on-site to inform you of their arrival.

Michigan Travel Blanket Trip Requests for 2022

Don't forget to submit your Michigan travel blanket trip requests for 2022. For this request, use dates 01/01/2022 to 12/31/2022. I have attached the instructions to this newsletter for your review.

2022 Drivers Certification Forms

The University requires that every employee/student driving a University-owned vehicle must have a valid, unrestricted U.S. drivers license, with proper class and endorsement listed for the vehicle(s) to be operated and must have a satisfactory driving record. New drivers certification forms must be completed every year.

I have attached a drivers certification form to this newsletter. Please complete and email the attached form to **AnnMarie Guldner** at guldner1@msu.edu no later than January 14, 2022.

If your drivers license has been issued in a state other than Michigan, please submit your 36-month driving record from your issuing state. This information needs to be current, so please do not submit the same record as the one submitted for 2021.

Faculty and staff, please make sure that your students and temporary staff complete this form. If your staff, scholar or student does not have a drivers license, or if they will not be driving a university vehicle, please send **AnnMarie Guldner** (guldner1@msu.edu) and email indicating this. Your help ensuring that we comply with this requirement is greatly appreciated.

Employee recognition bonus FAQ

If you have questions about President Stanley's message regarding the one-time employee recognition bonus, please see MSU HR's frequently asked questions page. [Employee Recognition Bonus FAQs \(msu.edu\)](#)

Announcements

Annual Fume Hood Testing in PSSB.

December 15, 2021 - January 14, 2022

Air flow measurement and inspection of fume hoods and other local exhaust ventilation used for containment of hazardous exhaust. The annual testing is required by OSHA and the MSU Chemical Hygiene Plan.

The fume hood or other local exhaust will be unavailable for about 15 minutes during testing. Hoods found to be unsatisfactory will be tagged (minor problem) or barricade taped (unsafe to use) as out of service. Please submit an IPF Service Request for repairs.

Please notify all personnel in your department. Your cooperation during this time is appreciated.

Do not work in hoods with barricade tape until the hood is repaired.

For additional information please [visit the EHS website](#).

Contacts:

- Jared Andrews, Industrial Hygienist: 517-355-6686 or andre190@msu.edu
- EHS 517-355-0153

Campus HVAC Holiday Setback

Where? Campus Wide - All Classroom and Office Buildings

When? Friday, December 24, 2021 through Monday, January 2, 2022

All HVAC systems will operate in a Holiday setback mode.

To align with standard Holiday operation and the added administrative leave, all buildings will be set to operate in their standard setback mode for the entire period unless superseded by a service request for normal operation.

If normal ventilation operation is needed, submit an IPF service request for a deviation from the Holiday setback **no later than 12 noon, on Wednesday, December 22. Requests made after 12 noon on December 22 may result in charges to the department.** Please identify the building, rooms being used, and a detailed schedule for each. Specify a time schedule for each date requested.

Special Precautions: Please ensure that all fume hood sashes are in the closed position when not in use.

Please notify all personnel in your department. Your cooperation during this time is appreciated.

For additional information contact **Bill Lakos**, Assistant Manager - Building Performance Services at 517-432-0530 or lakos@msu.edu or contact IPF at 517-353-1760.

Professional Development for Crop and Soil Science Students

W.J. Beal Botanical Garden is hiring 5 students this coming spring semester for a new Scholars Program. Participants will choose from a list of professional development projects designed to support Beal Garden while preparing them for the workforce; we have a few project options that are a great fit for students in PSM. Students will work about 5 paid hours per week and attend weekly professional development meetings. The work schedule is flexible, and students will be paid \$15 per hour. The application can be found at tinyurl.com/BealScholars. Please contact **Alex White** (whiteyo@msu.edu), Department of Forestry, for additional information.

Announcements



SafeMSU App

Designed with input from students, faculty and staff, the SafeMSU app provides access to valuable safety resources direct to Spartan's hands. A key feature of the app is the virtual friend walk. This function allows Spartans to share their location with a friend in real-time so they can follow their progress to their destination.

[Learn more and download](#)

Update MSU Alert Settings

To ensure faculty and staff receive all emergency alerts, MSU Police ask employees to update their emergency information periodically. [Read more.](#)

Extended Holiday Break Information

MSU HR has provided additional information about the university's plans for an extended year-end break from December 24 through January 3. [Faculty and academic staff](#) and [support staff](#) can find information specific to their roles on the MSU HR website. [Read more.](#)

Flu Shots, COVID-19 Vaccinations Available at MSU Health Care Pharmacy

For patients age 12 and up, flu shots and COVID-10 vaccinations are available via appointment through the MSU Health Care Pharmacy. For patients age 5-11, MSU Health Care Pediatrics is also offering appointments. [Read More](#)

All MSU employees – faculty, academic and support staff, teaching assistants and undergraduate and graduate student employees, regardless of whether you work on federal contracts – must provide proof of your vaccination status by Jan. 18, 2022. Employees with an approved vaccine exemption, pending appeals or those on approved leave will be exempt from providing verification. Employees who fail to provide proof of their vaccination by the Jan. 18 deadline will be referred to the appropriate disciplinary process.

MSU is actively working on a process to verify the vaccination status of our employees in accordance with this federal requirement. **More details will be shared in the coming weeks.** In the meantime, please locate your COVID-19 vaccination card or records and be prepared to submit these documents.

Michigan residents who need another copy of their vaccine records can visit the [Michigan Immunization Portal](#). Any employee who needs to update their vaccine verification status prior to submitting their information [can do so here](#).

Special Topics Courses for Spring Semester

Please see the attached information regarding special topic courses that are being offered for Spring semester 2022.

Announcements

COVID-19 PCR, flu testing options available at Spartan Stadium

MSU Health Care has partnered with Grand Rapids - based NxGen MDx to provide additional high-quality COVID-19 PCR testing, plus influenza and RSV testing, with overnight results. [Read more.](#)

Annual Reminder of Weather-Related Policies, Practices

While it is rare that the university is forced to modify operation/services, employees need to know their departments' procedures should this happen. Respective unit leadership will communicate any additional guidance, if applicable. [Read more.](#)

VPN and Computer Licensing: What You Need to Know

Remember, if you have been working 100% remote off campus and using an MSU-provided Windows computer, you must regularly connect to the Campus VPN to ensure that your system has the latest security updates and the most recent features.

To prevent Windows license expiration, or to reactivate an expired license, [connect your computer to the Campus VPN](#) and stay connected for **at least 4 hours**

- This will give the computer time to renew its license
- After connecting, your computer can be used to complete your daily work

Connect to the VPN at least once a week for your full workday to ensure your computer regularly receives future updates

Instructions for connecting to the Campus VPN can be found here:

<https://itservicedesk.msu.edu/KB/419087>

Are You a College Student Struggling to Afford Food?

College students may be eligible for the Supplemental Nutrition Assistance Program. The Supplemental Nutrition Assistance Program or SNAP is a U.S. government program that helps people with limited income purchase food. SNAP benefits are provided through an Electronic Benefits Transfer (EBT) Card that you can use like a debit card. In Michigan, the SNAP EBT card is called a "Bridge Card". SNAP benefit amounts are evaluated yearly and are based on household size. Starting October 2021, a single-family household that meets eligibility criteria can receive a maximum of \$250 a month in benefits. [Additional Information Can Be Found Here](#)

Holiday Discounts for MSU Employees

All benefits-eligible MSU employees have access to various discounts and savings to help find the perfect holiday gifts. Through [MSU Benefits Plus](#), find discounts and special offers on products such as electronics, toys and more. Sign in to MSU Benefits Plus using your ZPID number found on your Spartan ID badge, or you can find the number in EBS.

Announcements

MSU EPA Worker Protection Standard (WPS) Training January-April 2022

What is it for?

This training covers employees and students conducting research-related and/or plant production activities in areas where pesticides are applied. The WPS training will **occur via Zoom** and includes an annual instructor-led video presentation. An additional WPS site-specific training is also required for each location/facility you visit.

How do I sign up?

- **** You must add the track in Ability before you can sign up in the calendar****
 - To add the track, go to <https://ehs.msu.edu/training/index.html>. Once logged in, click the “My Menu” tab → click “My Requirements” → click the green plus sign → choose “Worker Protection Standard” from the drop-down menu → click the “Next” button.
- To Select a Training, go to → Training Tab → Ability Login Button → Login with MSU NetID → Extra Courses Tab → Calendar → Look for Training session you wish to join → Click on the Training → Sign up by Clicking “Register”
 - **You must sign up for the Training at least 24 hours before the class.**
 - **You will receive an enrollment confirmation email after enrolling with instructions for logging in on the day of training.**
 - There will be NO additional training sessions scheduled so please plan ahead accordingly.
 - Processing paperwork may take up to 1 week after training is complete, so please plan ahead when scheduling your training, as this may affect updating access to card-swipe facilities.

Completed Training is **NOT** Official until your Signed Training Record is received.

Tuesday, January 4	2:30-4:00 PM
Wednesday, January 12	10:30 AM-12:00 PM
Monday, January 24	2:30-4:00 PM
Wednesday, February 2	10:30 AM-12:00 PM
Tuesday, February 15	2:30-4:00 PM
Wednesday, February 23	2:30-4:00 PM
Wednesday, March 2	10:30 AM-12:00 PM
Tuesday, March 15	2:30-4:00 PM
Wednesday, March 23	2:30-4:00 PM
Monday, April 4	2:30-4:00 PM
Wednesday, April 13	10:30 AM-12:00 PM
Tuesday, April 26	2:30-4:00 PM

*Classes for May-December will be scheduled no later than March 15.

IT News

Upcoming Switch to a New Antivirus Software

As you may be aware, MSU currently provides an antivirus software called Symantec End point Protection (SEP) for both personal and university-owned devices.

In order to provide the best protection possible against viruses and malware for the devices our community members use, MSU is moving away from SEP to a new antivirus software called ESET Cloud Protect by no later than March 31, 2022.

In the coming weeks, ANR IT will be working with community members by department to transition devices away from SEP and onto ESET. Instructions will become available in future communications to assist you in this process.

If you are currently using a Mac, please ensure that your macOS is at least Catalina (version 10.15) or higher.

If you have any questions or need assistance, please contact our Department IT.

Dominic Colosimo colosi14@msu.edu

Lee Duynslager duynslag@msu.edu

MSU IT Winter Break Hours

IT Service Desk Availability

December 19-23: Reduced hours, open 8:00 AM-8:00 PM

December 24-27: Closed

December 28-30: Reduced hours, open 8:00 AM-5:00 PM

December 31-January 3: Closed

Regular hours of 7:00 AM to Midnight, 7 days per week will resume on January 4

MSU Tech Store Availability

December 20-31: Closed

During this time, one Tech Store staff member will be available remotely Monday-Thursday each of those weeks to monitor emergency emails and voicemails.

On January 4, the MSU Tech Store will return to regular store hours, Monday-Friday, 8:00 AM-5:00 PM.

ID Office Availability

December 23-January 3: Closed to all walk-in traffic.

Phone calls to the office will be received while walk-in traffic is closed on December 23, 28, 29, and 30 from 8:00 AM-4:45 PM.

MSU Tech Store: 517-432-0700

techstore@msu.edu

IT Service Desk: 517-432-6200

ID Office: 517-355-4500

idoffice@msu.edu

Upcoming MSU Professional Development Opportunities

Register for Upcoming OPD Classes

Offered in a live, online format via Zoom, the following courses are available for registration in the EBS portal. Employees may use available educational assistance funds to pay for these programs.

Introduction to Process Mapping

January 5, 2022, 9:00 AM-12:00 PM

Through Introduction to Process Mapping, learners will gain the knowledge and skills needed to confidently begin their process improvement journey. Specifically, learners in this course will be able to, define key process improvement terminology, identify common elements of process maps, reduce barriers to success by adopting best practices, and create a process map.

Grammar Refresher

January 11, 2022, 9:00 AM-12:00 PM

Strengthen your grammar and usage skills and present a more polished professional image.

Maximizing the Spartan Experience

January 13, 2022, 9:30-11:30 AM

This new and engaging training provides a foundational perspective related to enhanced customer service delivery. The Spartan Experience is based around high, clear and concise customer service expectations that are the foundation and key to maximize opportunities in engagement, inclusivity, enthusiasm, and Delivering Outstanding Spartan Experiences.

Conflict Management: Train the Trainer

January 19, 20, 26, & 27, 2022 from 12:00-4:00 PM

Vistelar, a world leader in conflict management licensing, training, and consulting, is facilitating a series of train-the-trainer sessions designed to embed skilled de-escalation trainers across MSU's campus. Vistelar's training prepares participants to apply the taught skills to real-life situations and to retain those skills over time.

Engaging Teams for Maximum Performance

January 25, 2022, 8:30 AM-12:00 PM

Developing a shared vision of success is a critical factor in driving team performance. Methods of building trust, setting goals and providing feedback to help enhance employee engagement and working relationships will be shared. Practical, critical tools are provided to enhance the long-term success of your team.

Job Announcements

Assistant Professor - Fixed Term Job # 753201

Initiate activities on newly awarded grants requiring supervision/management of an active research laboratory, including overseeing laboratory personnel for throughput of soil and plant analysis, and on-farm research data management and analysis, and overseeing grant expenditures.

<https://careers.msu.edu/en-us/job/508899/assistant-professorfixedterm>

Research Associate - Fixed Term Job # 749382

A postdoctoral position is available in the Day Lab at Michigan State University in the Department of Plant, Soil and Microbial Sciences.

<https://careers.msu.edu/en-us/job/508788/research-associatefixed-term>

Research Associate - Fixed Term Job # 738547

The (Merewitz) Holm plant physiology laboratory at MSU is looking for a post-doctoral researcher. The research will focus on winterkill and other abiotic stresses of turfgrasses and agricultural grass species such as wheat and barley.

<https://careers.msu.edu/en-us/job/508268/research-associatefixed-term>

Research Associate - Fixed Term Job # 737350

We seek an excellent post-doctoral associate to conduct research exploring plant-microbiome mediators of plant stress resilience. Strong quantitative skills and experience with bioinformatic and statistical analyses of microbial communities is expected. The successful applicant will be independent, motivated, and able to work as part of a collaborative team.

<https://careers.msu.edu/en-us/job/508193/research-associatefixed-term>

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/andrey_guber

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

Assistant Professor - Tenure System Job # 706037

The Department of Plant, Soil and Microbial Sciences (PSM www.canr.msu.edu/psm/) in the College of Agriculture and Natural Resources (CANR www.canr.msu.edu) at Michigan State University invites applications for a 9-month Academic Year, tenure-track Assistant Professor, in Soil Science with experience and special emphasis in soil genesis and classification.

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/en-us/job/506404/research-associatefixed-term>

COVID-19 Updates

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

Important updates (as of December 4, 2021)

- President Stanley [informed employees](#) the university would be requiring proof of vaccination in accordance with President Biden's executive order.
- University Communications promoted booster vaccinations for all Spartans on its [social media channels](#), including how to find a booster near them.

Travel

MSU is continuing to review all international travel proposals on a case-by-case basis. However, with the high campus COVID-19 vaccination rate and many international borders starting to reopen, the provost, associate provost and dean of ISP, and the university physician have approved streamlining the review process for *most* international travelers. Travel requests for faculty, staff and guests no longer require additional review by the [Faculty and Staff Travel Review \(FASTR\) committee](#), **unless** the traveler is unvaccinated or the destination is considered high-risk for non-COVID safety and/or security reasons.

PROCESSES AND PROCEDURES FOR FACULTY AND STAFF

For faculty, staff, and sponsored guests traveling on official MSU international travel, please review the [international travel waiver process](#) managed by ISP's [Office for Global Health, Safety and Security](#).

STEP 1—MAU APPROVAL:

1. The traveler fills out and submits the MAU Form to their dean, associate dean or relevant MAU administrator for approval.
2. Once the MAU Form is signed, the traveler must submit an online International Travel Waiver Request detailing their health and safety plan.
3. The MAU can be found [here](#).

STEP 2—REVIEW:

1. Following the submission process, ISP's Office for Global Health, Safety and Security will review the request, focusing on the country's COVID-19 and security risk factors.
 - Non-higher-risk: Vaccinated travelers will receive approval notification.
 - Higher-risk: The travel request will be referred to FASTR for full review. This includes travel to [high-risk destinations](#) and/or travel by unvaccinated individuals.
2. ISP's Office for Global Health, Safety and Security will email the traveler detailing next steps specific to the travel in the follow-up communications, including:
 1. Registration in MSU's Global Travel Registry
 2. Resources regarding international health and travel insurance
 3. Acknowledgement of Risk Form
 4. Options for supplemental trip interruption insurance to offset quarantines or trip interruptions

Please refer to the [Office for Global Health, Safety and Security](#) for additional detail regarding the review process, higher-risk travel and a tip sheet.

Travel

STUDENT TRAVEL

For details regarding travel with Education Abroad programs, please refer to the [COVID-19 Guidance for EA Programs](#) and the [Office for Education Abroad](#).

Students on non-Education Abroad travel should follow the initial steps in the waiver review process above. Their travel may be subject to additional review by the [Risk and Security Assessment Committee \(RSAC\)](#).

STAYING UPDATED

ISP's [Office for Global Health, Safety and Security](#) is in regular contact with RSAC and FASTR leadership to ensure these processes and procedures are updated according to MSU's COVID-19 guidance, as well as federal guidance. Regular updates will be posted at: globalsafety.msu.edu/covidintl.

Questions can be directed to **Elke Schmidt**, coordinator for the Office for Global Health, Safety and Security, globalsafety@msu.edu.

MSU TRAVEL and CONCUR SUPPORT CONTACT INFORMATION:

- Travel related questions: travel@ctrl.msu.edu
- Concur and Expense related questions: concurhelp@msu.edu

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

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_zy9owoby

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\\

Download and view all of the **Concur User Training Guides** from this page:
<https://ctrl.msu.edu/COTravelNew/Guides.aspx>

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

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

Assistance Resources

Travel policy and travel program support: travel@ctrl.msu.edu or 517-355-5000
Concur: concurhelp@msu.edu

Travel@State - Frequently Asked Questions

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

PSM Chairperson

Brian Horgan 517-353-0120	horganb@msu.edu	Monday-Friday	8:00 AM-5:00 PM
AnnMarie Guldner 517-353-0120	guldner1@msu.edu	Assistant to the Department Chairperson	

PSM Accounting Team psm.accounting@msu.edu

Lisa Bowen 517-353-0161	bowenli1@msu.edu	Monday-Friday Working remotely Thursdays & Fridays	7:00 AM-3:30 PM
Gina Centeno 517-353-0105	centeno@msu.edu	Monday-Friday Working remotely Mondays & Tuesdays	8:15 AM - 2:30 PM
Kim McClung 517-353-0102	mcclungk@msu.edu	Monday-Friday Working remotely on Wednesdays	7:00 AM-4:00 PM
Emily Williams 517-353-0106	emilywil@msu.edu	Monday-Friday	8:00 AM-5:00 PM

PSM Human Resources Team psm.hr@msu.edu

Jordan Davis 517-353-0139	davis432@msu.edu	Monday-Friday	8:00 AM-5:00 PM
Christiina Donley 517-242-0473	tymoszew@msu.edu	Monday-Friday Working remotely Monday-Friday	8:00 AM-5:00 PM
Mackenzie Graham 517-353-0111	graham2@msu.edu	Monday-Friday	7:00 AM-4:00 PM
AnnMarie Guldner 517-353-0120	guldner1@msu.edu	Monday-Friday	7:30 AM-4:00 PM
Hannah O'Mara 517-353-0104	omarahan@msu.edu	Monday-Friday	8:00 AM-5:00 PM

Communications

Patty Bonito	bonitopa@msu.edu	Monday-Friday	9:00 AM-1:00 PM
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PSM IT Team

Dominic Colosimo 517-353-0107	colosi14@msu.edu	Monday-Friday Working remotely Tuesdays & Thursdays	8:00 AM-5:00 PM
Lee Duynslager 517-432-5296	duynslag@msu.edu	Monday-Friday	8:00 AM-4:30 PM

PSM Staff Drop-In Office Hours

Gina Centeno	Tuesday	10:00-11:00 AM (Teams)
	Wednesday	1:30-2:30 PM (PSSB A271)
Jordan Davis	Tuesday	2:00-3:00 PM
	Thursday	3:00-4:00 PM
Christiina Donley	Wednesday	10:00 AM-12:00 PM (Zoom)
Mackenzie Graham	Tuesday	1:00-2:00 PM
	Thursday	1:00-2:00 PM
AnnMarie Guldner	Monday	2:00-3:00 PM
	Wednesday	9:00-10:00 AM
Kim McClung	Tuesday	2:00-3:00 PM
	Thursday	10:00-11:00 AM
Hannah O'Mara	Monday	10:00-11:00 AM
	Wednesday	2:30-3:30 PM
Emily Williams	Monday	10:00-11:00 AM
	Wednesday	2:30-3:30 PM

MSU Academic Calendar

Fall 2021

December 13-17	Final Exams
December 17-18	Commencements
December 24-27	Holiday - University Closed
December 28-30	Extended Break - PSM Office Closed
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 December 30th pay date (for time worked from December 5-18) your time is due by Friday, December 17th. **Early Due Date.**
- For the January 14th pay date (for time worked from December 19-January 1) your time is due by Tuesday, January 4th.
- For the January 28th pay date (for time worked from January 2-15) your time is due by Tuesday, January 18th.

Newsletter Submissions

Send newsletter submissions to **AnnMarie Guldner** at guldner1@msu.edu

Deadline: Thursdays by 10:00 AM

The next Weekly Beet will be sent out on Friday, January 7, 2022