

# Immediate Attention Checklist for New MSU Faculty & Academic Staff

Welcome to Michigan State University! Below you will find a checklist of tasks to complete as you begin your appointment at MSU. Please review the full list as soon as possible. This list is designed to help prepare you for your first semester and provide you with relevant resources.

## ADMINISTRATIVE

Item	Time Frame	Details	Done
Complete New Hire Paperwork	Right After Accepting The Offer	Please work with your department chair or school director to complete new hire paperwork as soon as possible after acceptance of the offer letter. The timely filing of this paperwork will permit you to gain access to many MSU systems, including the NetID system (below). This paperwork includes an <a href="#">electronic I-9 form found on the Human Resources website</a> .	
Contact Department/ School Chairperson/ Director	As Soon As Possible, Prior to Arrival	Discuss with your department chairperson, school director or designee: <ul style="list-style-type: none"> <li>• Office Protocol: location, keys, departmental email, administrative support, supplies, etc.</li> <li>• Scheduled faculty meetings (department or college) and expectations for attendance</li> <li>• College- and department-specific procedures and policies</li> <li>• Teaching and other assignments for the upcoming year</li> </ul>	
Obtain and Activate NetID	As Soon As Possible, Prior to Arrival	Your MSU NetID will grant you login access to MSU systems such as MSU email, library resources, online Human Resources systems and many other campus electronic systems. This login access functions once MSU HR completes your hiring process and you reach your start date. However, a limited group of login services – e.g. email, wireless, and D2L – are available to incoming faculty and academic staff prior to their start-date once their department has properly initiated the hiring process.  To obtain information about your MSU NetID and how to activate it, please contact the MSU ID Office at 517-355-4500 or <a href="mailto:idooffice@msu.edu">idooffice@msu.edu</a> and identify yourself as incoming faculty/academic staff.	
Relationship Violence and Sexual Misconduct Education	As soon as possible after arriving at MSU	Once MSU has processed your employment with Human Resources, you will receive an email notification to participate in the mandatory online Relationship Violence and Sexual Misconduct (RVSM) training. All MSU faculty and staff (including graduate teaching assistants and research assistants) are required to complete the online training program within 30-days of hire and biennially thereafter. The training should take approximately 30 minutes to complete. For more information on MSU's policies, resources, education programs, and opportunities to get involved, visit <a href="#">the website for the Office for Civil Rights and Title IX Education and Compliance</a> . For questions relating to the online training program, please contact the Office for Civil Rights and Title IX Education and Compliance at (517) 884-0610.	

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International Faculty: Check in with OISS	As soon as possible	<p>Office of International Students and Scholars: 105 International Center. Review the <a href="#">Checklist for new international faculty and academic staff</a> and the <a href="#">Life at MSU</a> webpage to assist in your transition to Michigan State University. Some items included in these resources are:</p> <ul style="list-style-type: none"> <li>• <a href="#">Social Security Number</a> and <a href="#">Taxes</a></li> <li>• <a href="#">Establishing credit in the United States</a></li> <li>• <a href="#">Places to live</a> (the <a href="#">WorkLife Office</a> can also assist with finding places to live)</li> <li>• <a href="#">Driving in the United States</a></li> <li>• <a href="#">Health Insurance</a></li> </ul>	
Parking Permits and Transport Options	Prior to Arrival	<p><b>Car:</b> Once you have a NetID, password, and your appointment is in the payroll system you may purchase a parking pass at: <a href="#">Online Parking Registration</a></p> <p>If you come into the MSU Parking Office to purchase an employee-parking permit in person, you will need to bring in your MSU ID card and current vehicle registration. If your appointment is not yet in the payroll system, you may purchase a one-month employee parking permit using cash or credit card. If you purchase a one-month pass you will need to go online or stop by in person a week prior to its expiration to purchase a permit valid for the year.</p> <p>During Summer Semester 2018, complimentary parking is available in lots 15, 83, 89, and 91. <a href="#">Click here</a> to locate the visitor and employee parking lots.</p> <p><a href="#">MSU Parking</a> Monday – Friday from 7:30 a.m. - 4:45 p.m. 1120 Red Cedar Road (Located inside the MSU Police and Public Safety Building) East Lansing, MI</p> <p><i>Note: Line wait times increase August 15 due to the number of new faculty, staff, and students. We recommend going prior to this to avoid the long lines.</i></p> <p><a href="#">Click here</a> for information regarding carpool permits.</p> <p><b>Bike and Moped:</b> MSU requires that all <a href="#">bicycles and mopeds be registered with campus police</a> (no fees are assessed for bikes).</p> <p><b>Bus:</b> The Capital Area Transit Authority provides service to, from, and around campus. Visit <a href="#">CATA's website</a> for information about costs and routes. MSU faculty and academic staff can access the Spartan Service bus routes at no cost with their MSU ID card. <a href="#">Please click here for more details about this service.</a></p> <p><b>Foot:</b> Review the <a href="#">campus map</a> to find buildings, roads, and parking lots.</p>	

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		Please note: You must have an MSU Net ID and password in order to purchase a parking permit or obtain a bike/moped permit online. You may park and pay at meters and in the pay lots on campus if you do not have a parking permit.	
Register Your Two-Factor Authentication	After activating your MSU NetID and Password	<p>Michigan State University uses two-factor authentication to protect the personal information of its employees and university institutional data. It provides added protection by requiring a security code in addition to an MSU NetID and password.</p> <p>Please note: You will need to <a href="#">set up two-factor authentication</a> after obtaining your NetID but prior to setting up payroll options.</p>	
Get your MSU Id Card	Before Classes Start	<p>Incoming faculty and academic staff can acquire their MSU ID Card prior to their start-date once their department has properly initiated the hiring process. Once you are on campus, call the ID Office at 517-355-4500 to determine whether or not you are eligible to have your card produced.</p> <p>Your ID Card is a photo identification card and provides access to a variety of benefits and services, including but not limited to:</p> <ul style="list-style-type: none"> <li>● <a href="#">Electronic</a> building and/or door access (access provided by the Department in which you work)</li> <li>● <a href="#">Parking</a> gate access (provided by the MSU Police Dept. based on parking permit restrictions)</li> <li>● Adding <a href="#">meal plans</a> at any of the residential dining facilities at a discounted price</li> <li>● Adding <a href="#">Spartan Cash</a> which allows you to purchase goods at Sparty's convenience stores and other businesses listed on the website</li> <li>● Serves as the MSU Employee <a href="#">bus pass</a> and allows one to ride the CATA through campus</li> <li>● Access to borrow books at the <a href="#">MSU library</a></li> <li>● Access to the <a href="#">Intramural Sports</a> facilities</li> <li>● Several <a href="#">discounts</a> for services and benefits</li> </ul> <p>To get your MSU ID Card, you must go in person to the ID Office in room 170 in the International Center with a government issued photo ID such as a passport, U.S. driver's license or state ID card, etc. The ID Office is open 8:00 a.m. -4:45 p.m., Monday-Friday.</p> <p>To avoid the long lines that occur during fall semester start-up, it is highly recommended that you go to the ID Office prior to the first two weeks of class.</p>	
Emergency Alerts	Before Classes Start	The Michigan State University Police Department is responsible for developing and distributing timely warning and emergency notification messages. These messages are intended to warn the community about certain crimes, severe weather, and potentially dangerous situations on or near campus.	

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		<p>You are automatically registered to receive email and telephone calls once you are hired and placed into the Human Resource system. You can <a href="#">register additional devices</a> (home phone, cell phone, texts, other emails, etc.)</p>	
Occupational Health Requirements	First Day of Hire (if Required)	<p>The MSU Occupational Health Clinic is available to provide necessary medical monitoring/immunizations related to occupational health risks. MSU employees working in specific environments and/or performing specific duties must comply with medical surveillance and training program requirements as mandated by Federal and State laws, regulations and/or accreditation statutes.</p> <p>If you are uncertain about whether or not you have any occupational health requirements, please contact MSU Occupational Health (517-353-9137 or <a href="mailto:occhealth@hc.msu.edu">occhealth@hc.msu.edu</a>), and they will determine if any job related risks apply. If you know that you have occupational health requirements, please call and make an appointment to come in on the first day of work. All costs associated with employee health monitoring are covered by central administration and are not charged to the department. However, any fines for non-compliance will be charged to the departments.</p>	
Sign up for New Faculty and Academic Staff Activities	Before Classes Start	<p>Details for the following programs are available at the links below.</p> <ul style="list-style-type: none"> <li>• <a href="#">New Faculty and Academic Staff Orientation</a>: for all faculty and academic staff who are new to MSU. Event required for all new tenure-system faculty and continuing system academic specialists.</li> <li>• <a href="#">Research Orientation</a>: Required for all new faculty and academic staff with research appointments.</li> <li>• <a href="#">Quick Start to Teaching</a>: Suggested for all new instructors.</li> <li>• <a href="#">Effective Teaching and Learning Boot Camp</a>: Suggested for all new instructors.</li> <li>• <a href="#">Technology Orientation</a>: For new faculty and academic staff.</li> <li>• <a href="#">Active Shooter and Emergency Response Training</a>: Open to all faculty and academic staff. Recommended for all academics new to campus.</li> <li>• <a href="#">New Academics Family Picnic</a>: All new faculty and academic staff and their families are invited to a welcome picnic every September.</li> </ul> <p>Contact Jill Bryant, <i>Project Event Coordinator</i> at <a href="mailto:AAEvent@msu.edu">AAEvent@msu.edu</a> with any questions.</p> <p><a href="#">Visit the Academic Advancement Network website to learn about additional resources and development opportunities available to you in support of your career at Michigan State University.</a></p>	
Review Emergency Plans	Before Classes Start	Review the following items within your unit/workspace:	

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		<ul style="list-style-type: none"> <li>● Business continuity plan in the event of emergency conditions due to weather, natural disaster, major utility failure, health or environmental crisis or other unforeseen circumstances that might cause a modification or curtailment of operations</li> <li>● Emergency evacuation plan</li> <li>● Location of fire extinguishers and fire drill alarms</li> <li>● Michigan law requires that all MSU Instructional Staff receive training in fire safety prior to the start of classes in the Fall Semester. You will receive an email alerting you of this training and a “pop-up” will appear on D2L. You must review and acknowledge this training. It is recommended, that you review all emergency exits and posted Classroom Emergency Guidelines.</li> </ul> <p>If you have any questions, contact the MSU Police Department, Fire Marshal Unit or send an email to <a href="mailto:firesafety@police.msu.edu">firesafety@police.msu.edu</a>.</p>	

## HUMAN RESOURCES

Item	Time Frame	Details	Done
<p>Log In and Complete Profile on Enterprise Business Systems (EBS)</p>	<p>Before Classes Start</p>	<p>EBS is a portal that will reflect your personal information such as salary, retirement and benefit eligibility dates, dependents, emergency contact information, W-4 tax withholding, mailing address, ZPID (personal identifier) and direct deposit information.</p> <p>Login to the <a href="#">MSU EBS Portal</a> utilizing your NetID and select 'My Personal Information', then 'Personal Profile' and complete the following sections within this section of the portal.</p> <p>Important items to complete in EBS:</p> <ul style="list-style-type: none"> <li>● Payroll - Payroll forms including W-4 and direct deposit: Use the <a href="#">Enterprise Business Systems Portal (EBS Portal)</a> after your MSU NetID is activated and you have registered your two-factor credential. Please note that NetID activation is not sufficient for payroll login access to work. Payroll login will work once the employee reaches their start-date <b>and</b> HR has fully processed their hiring.</li> <li>● Benefits - Visit <a href="#">the MSU HR Benefits webpage</a> for an overview of the benefit programs. Please contact Human Resources at (517) 353-4434 or 1(800)353-4434 with any questions regarding your benefits. You may not enroll in benefit programs until your appointment beginning date and that you must enroll within 30 days of the appointment effective date. You must log into EBS to enroll in benefits.</li> <li>● Emergency Contact</li> <li>● Veteran or Disability Status</li> </ul>	

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Contact the WorkLife Office	Prior to arrival & throughout Employment	The <a href="#">WorkLife Office</a> is a one-stop destination to help facilitate success in your many personal and professional roles and can offer guidance in creating synergy between those responsibilities. The office staff can connect you with community and campus resources related to housing, child/eldercare, MSU culture, or other needs. You may schedule a consultation or contact the office with questions by phone (517) 353-1635 or email <a href="mailto:worklife@msu.edu">worklife@msu.edu</a> .	
Contact the Office for Inclusion & Intercultural Initiatives	Prior to arrival & throughout Employment	<a href="#">The Office for Inclusion &amp; Intercultural Initiatives</a> leads and provides support for MSU's efforts to advance a diverse and inclusive campus community. The office can provide information on a range of resources, including tips on inclusive teaching and learning strategies, dealing with hot moments in the classroom, and access to the Diversity Research Network that provides professional and personal support for faculty of color and diversity scholars. Please call 517-353-3924 with questions or email <a href="mailto:inclusion@msu.edu">inclusion@msu.edu</a> .	
Disability Accommodation	As soon as possible following receipt of NetID	If you have a disability that affects a major life activity and believe you will need accommodations to meet essential functions of your position, <a href="#">register with the Resource Center for Persons with Disabilities</a> to confidentially document and discuss your needs.	
Review Handbook and Policies	Prior to employment start date/as applicable	<p>The University has several handbooks and policies that are applicable to you as an employee. <a href="#">You can find these details by clicking HERE.</a></p> <p>We encourage you to become familiar with the following as applicable:</p> <ul style="list-style-type: none"> <li>● Employment laws and guidelines (federal/state)</li> <li>● University-wide policies and procedures</li> <li>● Faculty handbooks</li> <li>● Faculty policies and procedures</li> <li>● Union for Non-tenure Track Faculty collective bargaining agreement.</li> </ul>	

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## TEACHING

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Read the MSU Code of Teaching Responsibility	Before Designing Your Course(s)	This document outlines policies and information regarding your <a href="#">teaching responsibilities</a> at MSU.	
Review the Academic Calendar	Before Designing Your Course(s)	Review the <a href="#">academic calendar</a> and the <a href="#">final examination policy</a> and schedules for important dates.	
Order Course Materials for Courses	Check with Department/ School Chairperson/ Director	Books and other course materials are ordered through the <a href="#">Instructor System</a> , which also provides access to class lists, grades, and administrative actions related to students/courses. See the section on Textbooks and Supplemental Materials.  <b>Note:</b> Each department has a staff member who can help enter information for an instructor that may not have access yet.	

## RESEARCH

Item	Time Frame	Details	Done
Transferring Grants	Prior to Arrival	Please consult with your department/or college on their process for transferring grants. <a href="#">Contract &amp; Grant Administration</a> .	
Regulatory Compliance	Prior to starting your research and first MSU foreign travel	All faculty should read <a href="#">MSU Conflict of Interest guidelines</a> . As applicable, please read: <a href="#">Human Research Protection Program</a> <a href="#">Export Control and Trade Sanctions</a> <a href="#">Animal Care Program</a> <a href="#">Biological Safety</a>	

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		<a href="#">Radiation Safety</a> <a href="#">Chemical Safety</a> <a href="#">Travel</a>	

### ADDITIONAL RESOURCES

Item	Time Frame	Details	Done
Take a Self-Guided Walking Tour of Campus	Before Classes	Finally, enjoy MSU's gorgeous campus and take a self-guided walking tour! The walking tour will identify important buildings and structures all while providing some rich Spartan history. <a href="#">Map and script provided online.</a>	