

## HR Quick Reference Guide

1. Where can I view my paystub?
  - Go to: [MSU's Enterprise Business Systems \(EBS\)](#)
    - ↳ Click on EBS Login
    - ↳ Enter NetID and password
    - ↳ You may also need to go through Two-Factor Authentication if you are logging onto the system.
    - ↳ Click My Time & Payroll
    - ↳ Click Earning Statements
2. How much do I contribute each month towards insurance coverage (health, dental, life insurance, etc.)?
  - There are two ways to find this information – either on your monthly paystub or on the University benefits brochure.
    - ↳ To view contributions your monthly paystub, refer to question #1 above.
    - ↳ To view the University Benefits brochure, go to: [MSU HR Benefits Summaries & Brochures](#)
  - You can review additional benefits information in EBS by clicking on My Benefits
3. How can I set up direct deposit?
  - Go to: [MSU's Enterprise Business Systems \(EBS\)](#)
    - ↳ Click on EBS Login
    - ↳ Enter NetID and password
    - ↳ You may also need to go through Two-Factor Authentication if you are logging onto the system.
    - ↳ Click My Time & Payroll
    - ↳ Click Bank Information
4. I'd like to utilize the Education Assistance program for non-academic or support staff. Do I qualify? How much is the annual benefit?
  - Go to: [MSU HR Tuition Assistance](#)
5. Where can I find information on the MSU Extension Tuition Assistance Program for Academic Staff?
  - [MSUE Tuition Assistance Program](#)
6. Where can I find a blank timesheet?
  - ↳ Go to the MSU Extension HR website: [MSU Extension Timesheets](#)
  - ↳ Choose the appropriate timesheet for your role
7. Do I need to submit a monthly timesheet even if I didn't take time off?
  - Yes, timesheets are required each month. The timesheet serves as a method of communication between you and your direct supervisor.
8. What benefits options does MSU offer?
  - To view the University Benefits, go to: [MSU HR Benefits](#)
9. When do I need to enroll in benefits?

- All benefit elections need to be made within 30 days of hire or a life event (marriage, birth, etc.)
  - ↳ To view a list of life events, go to: [Life Event Changes](#)

10. How do I enroll in benefits?

- Benefits enrollment needs to be completed online, via the Enterprise Business System (EBS).
  - ↳ For detailed instructions, go to: [MSU HR Benefit Enrollment](#)
  - ↳ Contact Central Human Resources at 800-353-4434 for additional assistance and information.

11. I'm a new employee and when I enrolled in benefits, I added my dependents. When I log into the system, I can't see that my dependents are covered on my insurance.

- The first point of contact for specific benefit questions would be the University Benefits Office at (800) 353-4434.
- MSUE HR will certainly try to assist with any questions you may have, but specific benefit plan/participation questions should be directed to the University Benefits Office.