

**PLANT SOIL  
& MICROBIAL  
SCIENCE  
DEPARTMENT**

Effective March 16, 2020 at 12:00 PM, the PSM Administration Office is open for business with one restriction. For those staff that are working on-site, they can be seen by appointment only. What this looks like in the coming days and weeks may change, and we will keep you informed as it does.

**On-site @ PSSB**

**Brian Horgan** / horganb@msu.edu / 8 AM-12 PM & 1-5 PM

**Lisa Bowen** / bowenli1@msu.edu / 8 AM-4 PM

**Sandie Litchfield** / litchfi9@msu.edu / 7:30 AM-4:30 PM

**On-site @ CIPS**

**Lee Duynslager** / duynslag@msu.edu / 8 AM-12:30 PM & 1:00-4:30 PM

**Linda Colon** / colon@msu.edu / M-Th 8 AM-12 PM & 1-5 PM / F 8 AM-12 PM

**Telecommuting**

**AnnMarie Guldner** / guldner1@msu.edu / 8 AM-12 PM & 1-5 PM

**Ashley Lathrop** / danas@msu.edu / 8 AM-12 PM & 1-5 PM

**Christiina Donley** / tymoszew@msu.edu / 8:30 AM-12:00 PM & 12:30-5:00 PM

**Debbie Williams** / williade@msu.edu / 7 AM-3 PM

**Dominic Colosimo** / colosi14@msu.edu / 8 AM-12 PM & 1-5 PM

**Gina Centeno** / centeno@msu.edu / 8:15 AM-2:45 PM

**Mackenzie Graham** / graham2@msu.edu / 8 AM-12:30 PM & 1-4:30 PM (Off Wednesdays)

**Rachel Esch** / eschrach@msu.edu / 7 AM-3 PM

During this time of uncertainty, please be patient with any request you may have placed with a PSM support staff member. Know that the PSM support staff will get to your request as quickly as possible.

**Seminar / Webinar Announcements**

**March 23, 2020** from 12:00-1:30 PM

DEI & COVID-19 Strategy Webinar

Please join us for a preliminary conversation around COVID-19 and how we should be thinking about diversity, equity, and inclusion strategy as we manage the current public health crisis and adapt our *Inclusive Excellence* approach for the new normal that will emerge in the immediate and long-term.

Registration: [shorturl.at/ouP05](https://shorturl.at/ouP05)

## 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)

### MSU guide to remote teaching

<https://www.canr.msu.edu/coronavirus/teaching-working>

### 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

### Messages from Extension Director Jeff Dwyer

<https://www.canr.msu.edu/coronavirus/index>

[KeepTeaching.msu.edu](https://www.keepteaching.msu.edu)

This website features **teaching resources as faculty get courses into remote delivery.**

<https://www.rcpd.msu.edu/>

Because of technology gaps or different abilities, some students, faculty and staff may have difficulty learning or working remotely. Please use the MSU resources at the **Resource Center for Persons with Disabilities** and our local administrators, chairs and faculty members to assist in getting word to the right group for help with these issues.

<https://michiganstate.sharepoint.com/sites/Spartan-365-Help-FAQ>

**A Resource to Help to Learn How to Work Remotely**

## Announcements

### PSM Summer Hours

PSM summer hours will be in effect from May 11<sup>th</sup> through August 3<sup>rd</sup>. During that time, the PSM office will be open from 8:00 AM-4:00 PM.

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### PSM Friday Coffee/Donut Hour

We are cancelling our Friday coffee/donut hour until further notice. As soon as we have a date when they will resume, we will update you with this information.

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**April 17, 2020 - CANCELLED** (Postponed until a later date TBD)

**PSM Spring Cleaning Day**

## Announcements

### May 1, 2020 - CANCELLED

The PSM Spring Ceremony for Graduating PSM Grad & Undergrad students has been cancelled.

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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.

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### University Stores Modified Business Operations

#### Distribution and Delivery

There is a possibility that deliveries may move to a dock-drop situation. To track on-campus shipments, please use U-Track.

#### University Stores

University Stores' storefront is closed to the public until April 20, 2020.

MSU staff are encouraged to place orders through Spartan Marketplace for delivery. While we are seeing shortages from some suppliers, we will attempt to fill all orders as supplies permit. If you have purchased items that need to be picked up, or if you have questions, call the University Stores help desk at 517-884-6240.

#### Mail Services

USPS and intra-campus mail delivery continues as usual. Personal ship services (non-MSU related shipments) are suspended until further notice.

#### Spartan Marketplace

Suppliers continue to report shortages of masks, hand sanitizers, and other disinfectants. These products are on an extended timeframe for backorder. Also, please note that Lansing Sanitary is not showing real-time inventory.

We have advised departments to make a 180-day purchase pull-ahead for critical supplies, as shortages may worsen.

We continue to monitor the situation and will make additional operational changes as necessary.

## Announcements

### Can students temporarily be allowed to work up to 40 hours per week?

If unit leadership determines that allowing (but not requiring) student employees to work up to 40 hours per week is necessary to sustain operations, this is allowable until further notice. Students will not be terminated for working hours in excess of the usual academic year 29-hour per week limit. For students with visas, units must continue to limit students to working no more than 20 hours per week across all student employment positions (as is the current rule).

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### Departmental Deposit instructions while the Cashier's Office suspends walk-in traffic

MSU CASHIER'S OFFICE PROCEDURES FOR DEPARTMENTAL DEPOSITS  
Effective March 16, 2020 Until Further Notice

Because of limited access to the Cashier's Office, depositing guidelines in the Manual of Business Procedures are suspended. Departments are asked to use their own judgment as to whether they can securely store cash and checks or if it should be deposited. Recommended guidelines are listed below. In the event a deposit is deemed necessary, please follow the procedures below for submitting a deposit to the bank.

Request a deposit ticket from Erin Mattens (welsher1@msu.edu), Melissa Hatfield (lechmeli@msu.edu) or Mary Nelson (nelsonm@msu.edu). Complete the deposit ticket and deliver it with the cash/checks to one of the Bank of America branch locations listed below. Attach a scanned copy of the bank receipt or deposit ticket in the Notes and Attachments section when you submit an Advance Deposit document in KFS. See document 23525791 for an example of how to complete this document. The Advance Deposit tab should be completed as noted on this sample document, where the date indicates the date the deposit was made, the location is 1060 and the amount is the total deposited.

The Document Overview and Accounting Lines tabs can be completed as desired. Additional attachments can also be added if desired so long as all sensitive information is properly redacted.

Recommended guidelines for depositing funds to Bank of America:

Cash Deposits - Cumulative cash exceeding \$40,000

Check Deposits - Single checks exceeding \$250,000, cumulative checks exceeding \$500,000

Bank of America Branch Locations:

Frاندor Financial Center - 300 Frاندor Ave, Lansing, MI 48912

University/East Lansing Financial Center - 2731 E Grand River Ave, East Lansing, MI 48823

Note: If your department currently has their own deposit tickets, you may use those and complete the Advance Deposit document as usual.

Cashier's Office management will be monitoring email during this time. Should you have any questions regarding these temporary procedures, please contact us at 517-355-5023, incomingwires@ctrl.msu.edu, pcidss@ctrl.msu.edu, welsher1@msu.edu (Erin Mattens), nelsonm@msu.edu (Mary Nelson), or lechmeli@msu.edu (Melissa Hatfield).

## Announcements

### **Counseling & Psychiatric Services (CAPS) - Remote**

- Beginning March 17, as a COVID-19 preventive measure, CAPS offices at Olin Health Center, MSU Student Union, and the Neighborhoods will be closed.
- CAPS counseling and psychiatry staff will work remotely to help meet the needs of MSU students.
- Established patients with scheduled appointments will be offered phone or Zoom sessions. Patients will be contacted and given instructions.
- All group counseling services have been cancelled. Group co-leaders will reach out to students to discuss alternative options, such as phone consultations.
- Patients needing a prescription refill prior to their next appointment can use the MyMSUHealth patient portal to make the request:  
<https://mymsuhealth.hc.msu.edu>
- CAPS Phone (517-355-8270) will be set to a voice prompt with 3 options: (Press 1) To talk with a crisis counselor, (Press 2) to leave a message with the CAPS Nurse which will be responded to within one business day, or (Press 3) for general messages.
- CAPS Connect sessions and Outreach Services are canceled through the spring semester.

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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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### **Payroll Temporarily Suspending Walk-In Customer Service**

Effective, Monday, March 16th, the Payroll Office will strive to service employees while limiting face to face time. Rather than walking into the Payroll Office, we will require employees to contact Payroll by email at [CTLR.Payroll@ctrl.msu.edu](mailto:CTLR.Payroll@ctrl.msu.edu) or call the direct payroll number at 517-355-5010 if you have any questions or issues.

All payroll checks currently in the Payroll Office (regular paychecks and/or off-cycle checks) will be mailed to the employee's home address listed in EBS.

All off-cycle requests and any other emails or electronic documentation may continue to be sent to [CTLR.Payroll@ctrl.msu.edu](mailto:CTLR.Payroll@ctrl.msu.edu) for processing.

If an employee is requesting a manual pay disbursement (MPD), we recommend that you forward the request to [CTLR.Payroll@ctrl.msu.edu](mailto:CTLR.Payroll@ctrl.msu.edu). We will communicate directly with the requestor on a timeframe when the disbursement will be available.

## Travel

### Travel Reservations Must Be Canceled

Airline tickets must be cancelled before the scheduled outbound flight.

For airfare booked through Conlin Travel and Concur, please contact Conlin Travel agents (517-884-9400 or email at [msu@conlintravel.com](mailto:msu@conlintravel.com)) or the airline directly for assistance.

Cancelling airline tickets means that the traveler has a credit with the airlines for future travel. Cancellation does not mean that a refund has been or will be issued.

An expense report still must be filed to allocate airfare costs to your departmental accounts. Please refer to the New MSU Agency Card reference materials on the travel website's Reference Library.

<http://ctrl.msu.edu/download/travel/MSUAgencyCardFinal.pdf>

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

If purchased outside of the MSU Travel Program, travelers are responsible for contacting the airlines to seek refunds or waivers. When travelers book tickets outside of the MSU Travel Program and/or pay for airfare with their personal credit cards, there is no support that MSU can provide. The traveler is the only one who can use the ticket; therefore, the ticket should be cancelled. It is unlikely that MSU will cover the cost of personally purchased airfare because the university cannot take ownership of the ticket.

Major U.S. airlines have issued waivers for tickets canceled due to the COVID-19 virus. Be sure to visit their websites or contact your Preferred Travel Agency for specific information.

Please visit [Travel@State](mailto:Travel@State) for additional guidance.

## 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 April 10<sup>th</sup> pay date your time is due by 5:00 PM, Tuesday, March 31<sup>st</sup>
- For the April 24<sup>th</sup> pay date your time is due by 5:00 PM, Tuesday, April 14<sup>th</sup>
- For the May 8<sup>th</sup> pay date your time is due by 5:00 PM, Tuesday, April 28<sup>th</sup>

## MSU Academic Calendar

### Spring 2020

Friday, April 24 Classes End

Monday, 4/27 - Friday, 5/1 Final Exams

Friday, 5/1 - Sunday, 5/3 Commencements - **POSTPONED** (until a later date TBD)

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