

## New Employee Information (support staff)

### To Do Within Your First Week:

- Activate MSU NetID (on or before first day of employment).
  - o <https://netid.msu.edu/activate.html>
- Register for two-factor authentication.
  - o Necessary for access to EBS portal.
  - o <https://secureit.msu.edu/two-factor/>
- Submit emergency contact information.
  - o Through the Personal Profile tile in your EBS portal.
- Attend New Employee Orientation with Human Resources.
  - o <https://www.hr.msu.edu/toolkits/support-staff/orientation.html>
- Get your MSU Spartan ID Card.
  - o <http://idoffice.msu.edu/>
- Parking Permit/Vehicle Registration.
  - o <https://police.msu.edu/parking-services/permits/>

### To Do Within Your First 30 Days:

- Sign up for Benefits
  - o Must be completed within 30 days of hire.
  - o Visit ALEX – the virtual benefits counselor for helpful guidance in knowing what benefits to sign up for: <https://hr.msu.edu/benefits/alex.html>
  - o Sign-up through your EBS portal in the “My Benefits” section.
- Complete Relationship, Violence, and Sexual Misconduct (RVSM) online training.
  - o <https://civilrights.msu.edu/education/index.html>
  - o All employees are required to complete an online training program within 30 days of hire and biennially thereafter.
  - o Employees will receive an e-mail, sent to their MSU email account, with instructions to complete the training program.
- Complete online course through elevateU to learn about the Performance Excellence Process.
  - o <https://hr.msu.edu/performanceexcellence/training-required.html>
- Complete and submit a performance planning form/session with your supervisor.
  - o [https://www.hr.msu.edu/ua/performanceexcellence/documents/MSU\\_PP\\_Form.pdf](https://www.hr.msu.edu/ua/performanceexcellence/documents/MSU_PP_Form.pdf)

### Payroll and Compensation:

- Access through the “My Time and Payroll” section of your EBS portal
- Complete your W4
- Sign up for Direct Deposit
  - o You will need the routing number for your financial institution and account number.
- Earnings Statements – view or print a copy of your earning statements through your EBS portal.

## Vacation time, sick time, personal time

- All support staff employees earn paid vacation, sick, and personal time.
- First allotment of vacation time will be awarded after six months of employment at MSU.
  - Thereafter, vacation time is earned monthly or bi-weekly.
  - Vacation time earned increases after five years of service and again after ten years of service.
  - Unused time rolls over each year until maximum allotment is reached (refer to collective bargaining agreements for clarification on accruals and maximums).
  - Must have approval of supervisor BEFORE taking vacation time.
- Personal time is awarded annually on July 1.
  - 24 hours of personal time for full-time employment. Pro-rated for part-time employment.
  - Unused personal time expires each year on June 30 and does not carry forward to the next year.
  - A new 24-hour allotment will be awarded each July 1.
  - Personal time can be taken any time, as needed to attend to personal matters.
  - Notify supervisor of absence.
- Sick time is earned with each paycheck – either bi-weekly or monthly, depending upon employee payroll type.
  - Supervisor/unit should be notified of absence.
- Refer to the collective bargaining agreement for the appropriate employee group to determine other options for paid time off.
  - Options may include: bereavement for family (funerals), jury duty, etc.
- **All time MUST be entered into EBS and approved by the unit time administrator or supervisor.** Please confirm with your unit the process for entering time off, as it can vary by department.