

**New Employee Information (faculty and academic staff)**

**To Do Within Your First Week:**

* Activate MSU NetID (on or before first day of employment).
  + [Manage NetID | SecureIT | Michigan State University (msu.edu)](https://netid.msu.edu/activate.html)
* Register for multi-factor authentication.
  + Necessary for access to EBS portal.
  + [Multi-Factor Authentication | SecureIT | Information Security at Michigan State University (msu.edu)](https://secureit.msu.edu/multi-factor/index.html)
* Submit emergency contact information.
  + Through the Personal Profile tile in your EBS portal.
* Get your MSU Spartan ID Card.
  + [ID Office | Michigan State University (msu.edu)](https://idoffice.msu.edu/)
* Parking Permit/Vehicle Registration.
  + [Permits | Michigan State University (msu.edu)](https://parking.msu.edu/permits)

**To Do Within Your First 30 Days:**

* Sign up for Benefits
  + Must be completed within 30 days of hire.
  + Sign-up through your EBS portal in the “My Benefits” section.
* Complete Relationship, Violence, and Sexual Misconduct (RVSM) online training.
  + [Training | Office of Research Regulatory Support | Michigan State University (msu.edu)](https://orrs.msu.edu/train/)
  + All employees are required to complete an online training program within 30 days of hire and biennially thereafter.
  + Employees will receive an e-mail, sent to their MSU email account, with instructions to complete the training program.

**Payroll and Compensation:**

* Access through the “My Time and Payroll” section of your EBS portal
* Complete your W4
* Sign up for Direct Deposit
  + 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**

* Faculty and academic staff members who are appointed on an annual year (AN) basis are eligible for annual vacation leaves.
  + Must have more than six months of service to be eligible.
  + Vacation allowances are granted on July 1 each year.
  + Vacation leave may not exceed 22 working days each fiscal year and is not cumulative.
* Faculty and academic staff appointed on an academic year (AY) basis are not eligible for vacation leave.
* ***Each department, school, or administrative unit is responsible for scheduling vacation time off for faculty and academic staff members and maintaining vacation usage records.*** Please confirm with your unit the process for requesting time off, as it can vary by department.