

**PLANT SOIL
& MICROBIAL
SCIENCE
DEPARTMENT**



Seminars/Webinars

November 8, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: Nik Zainal Alam

Title: Fungicide Sensitivity of *Cercospora zea-maydis*, the casual agent of Gray Leaf Spot Disease on Corn

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

November 9, 2021, 10:00 AM

Molecular Plant Sciences Seminar Series

Klaas Vandepoele, Ghent University VIB Center for Plant Systems Biology

Title: Unravelling gene functions through integrative network biology in plants

Zoom: <https://msu.zoom.us/j/95996313892> Password: 862930

November 15, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: Nikki Lukasko

Title: Fungicide resistance in *Botrytis cinerea* from ornamental greenhouses

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

November 17, 2021, 12:00-1:00 PM

Women's Networking Association

Mitigating Bias in Hiring with Tina Alonzo

<https://worklife.msu.edu/events/wna-mitigating-bias-hiring>

November 18, 2021, 4:00-5:00 PM

2021 PSM/HORT Fall Seminar Series

Tammy Long, Ph.D.

MSU Department of Plant Biology

Title: What can modeling-based instruction teach us about student thinking?

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

Seminars/Webinars

November 22, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: Tara Watkins

Title: Evaluation of fungicide applications on Fusarium head blight and grain quality parameters of winter barley in Michigan

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

November 29, 2021, 1:30-2:30 PM

2021 Fall Semester Plant Pathology Graduate Student and Postdoctoral Seminar

Speaker: David Perla Martinez

Title: Vegetables disease management using host resistance and fungicides

Location: 162 NFSTC

Zoom: <https://msu.zoom.us/j/94357844874>; Meeting ID: 943 5784 4874;

Passcode: plp

December 2, 2021, 4:00-5:00 PM

2021 PSM/HORT Fall Seminar Series

Michael Gore, Ph.D., Cornell University

Title: Building a nutritious and resilient food system through advances in crop genomics and phenomics

Zoom Link: <https://msu.zoom.us/j/96750048949>

Passcode: seminar

December 7, 2021, 12:00-1:00 PM

Women's Networking Association

Trivia on Famous Women/Winter Networking

[Women's Networking Association: Holiday Fun/Trivia on Famous and Historical Women | MSU WorkLife Office](#)

DEI Events

CANR First Tuesday

November 9, 2021, 4:00-5:00 PM

First Tuesdays are an opportunity for graduate students, faculty, visiting scholars, guest speakers and peers to interact outside of the classroom.

Guest Speaker: **Dr. David Mota-Sanchez**, Associate Professor in the Department of Entomology and Director of the La Cosecha Program

Registration link: <https://www.canr.msu.edu/events/odei-first-tuesday-featuring-dr-david-mota-sanchez-from-michigan-state-university>

Virtual National Native American Summit

November 16, 2021, 9:00 AM-2:30 PM

[2021 Native American Summit - Michigan Diversity Council](#)

American Exile / Film Preview at WKAR

November 11, 2021, 7:00 PM

[American Exile | Film Preview at WKAR | WKAR Public Media](#)

Announcements

Campus Influenza Immunization Clinics

The Office of the University Physician will be hosting influenza immunization clinics for MSU faculty, staff and benefits-eligible family members in October and November.

2021 Public Influenza Immunization Clinic Schedule

11/09/2021	10:30 AM-1:30 PM	Main Library - Green Room W444
11/10/2021	11:30 AM-1:30 PM	Food Stores - Conference Room 101
11/15/2021	11:30 AM-1:30 PM	Vet Med - A174
11/19/2021	11:30 AM-1:30 PM	Administration - Board Room 401

Road Closure Notice

Saturday, November 6, 2021, from 6:00 AM-5:00 PM

Eastbound Service Road between Bogue Street and Interdisciplinary Science and Technology loading dock entrance. A detour will be in place. See graphic below.



— Road Closure
— Detour

Announcements

Mental Health Matters: Resources from MSU

MSU Health 4 U

- [MSU Grief and Loss Support Group - MSU Health4U](#): Specialized counselors facilitate weekly online support sessions on Tuesdays for those experiencing grief and loss
 - [The Healing Power of Guided Imagery - MSU Health4U](#): Guided imagery is a form of directed day-dreaming that relaxes the mind and engages the senses in the physical and emotional healing process.
 - [Resources \(Emotional Wellness\) - MSU Health4U](#): Increase your emotional resilience and psychological flexibility with resources on topics ranging from [Gardening and Mental Health - MSU Health4U](#) to [Rest and Creative Idleness - MSU Health4U](#) and so many more.
-

Employee Assistance Program Counseling Services

The [MSU Employee Assistance Program](#) is a confidential counseling service provided at no cost to MSU faculty, staff, retirees, graduate student employees, and their families. Learn how to make an appointment on the EAP website. These appointments are offered virtually through Zoom or in-person if you are comfortable. This is the only direct-through-university program offered for employees currently, so the wait time for an appointment is higher than normal. If you are in need of support earlier than EAP can offer, check out the offsite resources below.

Teladoc and Best Doctors Service

As a reminder, benefit-eligible employees also have access to [Teladoc](#) and [Best Doctors Behavior Health Navigator](#) for mental health services. Teleadoc offers 24/7 access to a healthcare professional via web, phone or mobile app for employees enrolled in an MSU health plan. Employees and their dependents over 18 can also receive medical care for behavioral health (depression, anxiety, grief counseling, addiction, etc.). If deemed medically necessary, a prescription will be sent to the pharmacy of your choice. The Behavior Health Navigator can help you get a second opinion on any medical decisions and access to caching and online educational tools.

Your mental health matters and MSU resources and benefits are available to get you - or keep you - on the path to a health body and healthy mind.

Payroll

This is a reminder that the Payroll department is continuing to service employees remotely. If an employee requires in-person service, an appointment may be scheduled by call 517-355-5010 or emailing payroll@ctrl.msu.edu.

For any employees that are receiving physical paychecks, all checks are mailed three days prior to the pay date to their home address in SAP.

Employees are also encouraged to visit their website at [Office of the Controller - Payroll \(msu.edu\)](#) which contains a lot of information to assist in answering any questions or resolving issues.

PSSB Lactation Room

PSSB has a lactation room on the first floor. If you need to use this room, please contact **AnnMarie Guldner** (guldner1@msu.edu) for room reservations and key check-out.

Announcements

MSU IT Service Alert

MSU IT has scheduled several improvements in October and November to enhance network security, stability and functionality. Please note, you may experience intermittent interruptions in service during the following dates and times:

- Saturday, November 6th from 11:59 PM to 2:00 AM on Sunday, November 7th
- Saturday, November 20th from 11:59 PM to 2:00 AM on Sunday, November 21st

Off-Campus Users: Access to MSU internet-based services including the virtual private network (VPN), also known as Campus VPN, MS secure remote access, or F5 BIG-IP Edge, may experience a disruption in service during the posted times.

ON-Campus Users: If you are located on MSU's campus during these maintenance windows, your internet connectivity may be impaired intermittently, including access to cloud-based services such as Spartan 365 and D2L.

2021 ACRS & HOGS Friendsgiving Dinner November 20, 2021 at 5:00 PM

Please see attached flyer for details.

ACRS Monthly Meeting & Dinner

- **November 5, 2021, from 4:00-5:00 PM**
Meet in MPS Atrium, Dinner to follow at Dublin Square
- **December 3, 2021, from 4:00-5:00 PM**
Dinner to follow. Location TBD.

WC Speaker Series - Storytelling as Activism

Join over Zoom from 1:00-2:30 PM for talks from:

Dr. Andrea Riley-Mukavetz

- January 27, 2022 "An Affinity for Spiky Things: Stories on Making Indigenous Space in Higher Education"

Dr. Travis Webster

- February 27, 2022 "Queerly Centered Stories: LGBTQIA+ Writing Center Leadership, Twenty-First Century Activism, and Disciplinary Sustainability"

Dr. Aja Martinez

- April 1, 2022 "The Responsibility of Privilege: A Critical Race Counterstory Conversation for Allies and Accomplices"
Keynote Address at ECWCA Conference

RSVP for each event by going to <https://tinyurl.com/WC-Storytelling-Activism>

Career Services Network - Fall 2021

Visit Handshake (msu.joinhandshake.com), search for CSN Fall Series, and select event to register and receive Zoom link for each workshop.

Workshop Times: EDT

Job Search Workshop

- November 10, 12:00-12:45 PM

Announcements

11th Annual Avian Science Club Thanksgiving Turkey Sale!

Order a delicious Thanksgiving turkey from the MSU Avian Science Club. Turkeys are raised by Avian Science Club members, which provides hands-on poultry experience with live birds and processing. Proceeds from your purchase allows the MSU Avian Science Club to continue providing opportunities for students who are passionate about the poultry industry. This year, turkeys will be ranging from 14-18 pounds at \$2.85 per pound and will be fresh. Order soon as these turkeys will be gobbled up fast! Please contact sachssha@msu.edu with any questions. (Order form attached to this newsletter)

Worklife Office Family Group

The WorkLife Office will resume Family Affinity Group meetings. This group provides a virtual place for Spartans to connect and share about parenting and caregiving for the children in our lives. We will discuss related family topics with the goal of educating, sharing best practices, and building community.

Please make sure to mark your calendars to join us on the upcoming dates. Presenters will be announced soon. Meeting time: 12:00-1:00 PM

November 11th : <https://worklife.msu.edu/events/family-affinity-group-2>

December 9th : <https://worklife.msu.edu/events/family-affinity-group-3>

January 13th : <https://worklife.msu.edu/events/family-affinity-group-4>

February 10th : <https://worklife.msu.edu/events/family-affinity-group-5>

March 10th : <https://worklife.msu.edu/events/family-affinity-group-6>

April 14th : <https://worklife.msu.edu/events/family-affinity-group-7>

May 12th : <https://worklife.msu.edu/events/family-affinity-group-8>

Invitation to Participate: Community-building in the classroom: Including DEI principles as part of the curriculum

We are inviting all educators to this Faculty Learning Community (FLC) who are interested in moving from having conversations about DEI in the classroom to applying and practicing DEI in the classroom. We will brainstorm, develop, ponder different strategies that can be implemented to building community through an in-class student mentorship program. We will provide tools and strategies to empower undergraduate students to be co-creators of the learning experiences.

- **Jeno Rivera**, Associate Professor RCAH & CANR Community Sustainability; Director CANR Bailey Scholars Program
- **Maria Rubino**, Professor, CANR School of Packaging

Meet virtually in Wells Hall 303 or virtually via Zoom one Wednesday a month from 3:00-4:30 PM on November 17 and December 15

[RSVP Here](#)

IT News

Action required: Download Okta Verify mobile app

Symantec VIP will no longer work to receive MFA (mutli-factor authentication) codes for MSU applications after December 5, 2021. You must register a new MFA method (Okta Verify mobile application) to continue receiving MFA codes.

Do not uninstall the Symantec VIP mobile app until after December 5, 2021.

Upcoming MSU Professional Development Opportunities

Register for Upcoming OPD Classes

Offered in a live, online format via Zoom, the following courses are available for registration in the EBS portal. Employees may use available educational assistance funds to pay for these programs.

Crucial Conversations

Mutli-day course begins November 8, 2021

It's in the face of disagreement where we struggle to communicate effectively, but it's also where we have the greatest opportunity to influence the outcomes we care about. Learn step-by-step tools for promoting open, honest dialogue around high-stakes, emotional, and risky topics.

[Watch a brief video overview of Crucial Conversations.](#)

Mitigating Bias in Hiring

November 9, 2021, from 1:00-2:00 PM

Examine best practices and procedures for reducing bias in the screening and interview process.

[View Course Details](#)

The Power of Habit

December 1, 2021, from 8:30 AM-4:30 PM

The ability to align your behavior with your intentions and automate effective habits is essential to progress. Changing bad habits and creating healthy ones is not an innate trait but rather a skill that can be developed.

[Watch a brief video overview of The Power of Habit](#)

[View Course Details](#)

Building Cohesive Teams

December 9, 2021, from 9:00 AM-12:00 PM

Explore strategies to increase team cohesiveness and establish positive day-to-day interactions to enhance communication, building team awareness and cultivate trustworthiness in the work culture.

<https://hr.msu.edu/professional-development/courses/management/building-cohesive-teams.html>

Job Announcements

Research Technologist II

Job # 745176

A Research Technologist II to work in the laboratory of **Dr. Gregory Bonito** in the Department of Plant, Soil and Microbial Sciences. This research technologist position is integral to lab research programs focused on fungal cultivation, mycotechnology development, and fungal symbioses with photobionts and bacteria.

<https://careers.msu.edu/en-us/job/508486/research-technologist-ii>

Research Associate - Fixed Term

Job # 738547

The (Merewitz) Holm plant physiology laboratory at MSU is looking for a post-doctoral researcher. The research will focus on winterkill and other abiotic stresses of turfgrasses and agricultural grass species such as wheat and barley.

<https://careers.msu.edu/en-us/job/508268/research-associatefixed-term>

Research Associate - Fixed Term

Job # 737350

We seek an excellent post-doctoral associate to conduct research exploring plant-microbiome mediators of plant stress resilience. Strong quantitative skills and experience with bioinformatic and statistical analyses of microbial communities is expected. The successful applicant will be independent, motivated, and able to work as part of a collaborative team.

<https://careers.msu.edu/en-us/job/508193/research-associatefixed-term>

Research Associate - Fixed Term

Job # 733007

Postdoctoral research associate position is available to work with the **Dr. Alexandra Kravchenko** and **Dr. Andrey Guber** team.

https://www.canr.msu.edu/people/kravchenko_alexandra

https://www.canr.msu.edu/people/andrey_guber

<https://careers.msu.edu/en-us/job/508029/research-associatefixed-term>

Research Associate - Fixed Term

Job # 700439

The Department of Plant, Soil and Microbial Sciences invites applications from outstanding candidates for a fixed term Research Associate position in the area of: Plant responses to nutrient deficiency, with a main focus on phosphorus starvation.

<https://careers.msu.edu/en-us/job/506404/research-associatefixed-term>

COVID-19 Updates

COVID-19 Guidance

Based on public health guidance, MSU has created the information attached to this newsletter for students, faculty, graduate and undergraduate student instructors, and staff on what steps to take in various scenarios related to COVID-19 exposure, testing and confirmed cases. Please note, these protocols have changed over the past few months and likely will continue to change into the future based on federal, state and local public health guidance. Please check back at [COVID-19 Guidance | TOGETHER WE WILL | Michigan State University \(msu.edu\)](#) for the latest guidance.

As we approach flu season, the university continues to encourage students, faculty and staff to get a flu vaccination. If you are in need of a flu vaccine, the university physician's office has several vaccination clinic dates to choose from. You can also get a flu vaccine through the MSU pharmacy by scheduling an appointment.

[Employee Influenza Clinic Schedule 2021-2022.pdf \(msu.edu\)](#)
[MSU Health Care Pharmacy - MSU Health Care Pharmacy](#)

The Michigan Department of Health and Human Services shared that the FDA has unanimously voted to approve the booster shot for the Johnson & Johnson COVID-19 vaccine. The university encourages those who qualify for the COVID-19 vaccine booster or a third dose to get one. [Spread Hope Coalition Newsletter \(mailchi.mp\)](#)

University Communication shared flow charts to help employees and students understand what steps they should take in various scenarios related to COVID-19 exposures. [COVID-19 Guidance | TOGETHER WE WILL | Michigan State University \(msu.edu\)](#)

<https://msu.edu/together-we-will/>

Travel

The CDC has updated their guidance related to travel requirements to enter the United States, starting November 8, 2021.

For more information:

- Michigan State University's TOGETHER WE WILL Travel landing page:
 - ✓ <https://msu.edu/together-we-will/travel/>
- CDC updates regarding November 8, 2021 requirements and recommendations:
 - ✓ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/testing-international-air-travelers.html>
 - ✓ <https://www.cdc.gov/coronavirus/2019-ncov/travelers/international-travel/index.html>

MSU TRAVEL and CONCUR SUPPORT CONTACT INFORMATION:

- Travel related questions: travel@ctrl.msu.edu
- Concur and Expense related questions: concurhelp@msu.edu

Travel

Car Rental Agreement Update - Enterprise and National Car Rental

MSU, in partnership with our Big 10 partner schools, has established a new contract with Enterprise/National Car Rental agency, replacing the expired agreement. Please see below for important changes affecting rates, terms and Emerald Club membership.

New Program Details (effective October 1, 2021)

- Daily city surcharges will be added to certain cities Enterprise/National has identified as higher cost operating environments. The surcharges apply only to certain markets and the surcharge amounts are based on the operating costs in those markets. An updated list of the Daily City Surcharges can be reviewed on the [Ground Transportation](#) page located on the [Travel@State](#) website.
- Damage Waiver (DW)
 - Business rentals - included
 - Leisure/personal rentals - not included
- Daily rental rates have not changed for most rental categories.
- Mileage is included.
- Larger vehicle (ex. large, van, premium, passenger van) rates have been increased.
- Drop charges added to rentals not returned to original rental location.

Personal (Leisure Use) Rates

- Business use rates are not available for personal use due to insurance restrictions BUT,
 - Preferred discount rates are available for MSU employees only renting for personal/leisure. To access these negotiated non-business (personal leisure use) rates Visit [MSU Non-Business Car Rental Booking](#)
 - Must be logged into your MS account to access this page

Using Concur to Book Travel

- Using Concur to book travel ensures MSU's negotiated rates and amenities are applied with every car rental (air and hotel too) as well as real-time access to a live travel agent 24/7/365. To log into Concur through EBS.

Emerald Club Program ACTION REQUIRED

With the new agreement comes the need to add the MSU program to your Emerald Club profile. This will enable access to the new contracted rates (both business and personal use). To update your Emerald Club account:

1. Click "Enroll Now" Button
2. Enter your drivers license number, last name, issuing authority (state that issued drivers license, and click on the SEARCH button at the lower right of the screen.
3. Instructions will be presented in the window that populates after you have clicked "SEARCH".
4. Follow the instructions and, if the system finds a membership based on the information provided, your Emerald Club account will be updated with the new MSU discount program.
5. Please see the update attached to this newsletter for additional guidance.
6. Some things to be aware of:
 - If you do not follow above instructions, negotiated discounts and included DW insurance will not be included on future bookings.
 - Any bookings made prior to the October 1, 2021 conversion will revert to retail, non-negotiated rates. Updating your Emerald Club account will apply the discounted contract rates to bookings made October 1 forward.
 - A reference FAQ is attached to this newsletter to assist with this process.
 - If the system is not able to locate a profile based on the information entered, this could mean that your Emerald Club membership has expired or, for some reason no longer valid.

Travel

MSU Concur Kick-Start Reintroduction Webinar: Request, Travel, Expense Session 1

https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Request+%7C+Travel+%7C+Expense/1_yj5018bi

MSU Concur Kick-Start Reintroduction Webinar: Booking Travel and Triplt Pro App Session 2

https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar+-+Booking+Travel+and+Triplt+Pro+App/1_zy9owoby

MSU Concur Kick-Start Reintroduction Webinar: Groups and Guests Tools Session 3

https://mediaspace.msu.edu/media/MSU+Concur+Kick-Start+Reintroduction+Webinar-Guests+and+Groups/1_4r9e8ake\\

MSU's domestic travel policy has returned to normal. For international travel, the level of review is dependent on vaccination status. Please visit the [Office for Global Health, Safety and Security COVID webpage](#) for further guidance.

Download and view all of the **Concur User Training Guides** from this page:

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

Want the latest news in regard to travel and Concur? Register for the Travel Listserv at: https://ctrl.msu.edu/Join_Listserv.aspx?id=UNIVTVL

MSU's Travel Policy is published at: <http://ctrl.msu.edu/COMBP/mbp70ebs-July2019.aspx>

Assistance Resources

Travel policy and travel program support: travel@ctrl.msu.edu or 517-355-5000

Concur: concurhelp@msu.edu

Travel@State - Frequently Asked Questions

<https://ctrl.msu.edu/COTravelNew/FrequentlyAskedQuestions.aspx>

MSU Travel@State Videos

Getting Started

- [Concur Request - How To Create a Request](#)
- [Zoom Session - Getting Started](#)
- [Updating Your Travel Profile](#)
- [How to Enroll in My Travel Network](#)
- [Activating E-Receipts](#)
- [Receipt Management](#)

PSM Chairperson

Brian Horgan horganb@msu.edu Monday-Friday 8:00 AM-5:00 PM
AnnMarie Guldner guldner1@msu.edu Assistant to the Department Chairperson
517-353-0120

PSM Accounting Team psm.accounting@msu.edu

Emily Williams emilywil@msu.edu Monday-Friday 8:00 AM-5:00 PM
517-353-0106 Office Hours: Monday 10:00-11:00 AM
 Wednesday 2:30-3:30 PM

Lisa Bowen bowenli1@msu.edu Monday-Friday 7:00 AM-3:30 PM
517-353-0161 Mon/Tue/Wed Working In Office
 Thur/Fri Working Remotely

Gina Centeno centeno@msu.edu Monday-Friday 8:15 AM - 2:30 PM
517-353-0105 Mon/Tue Working Remotely
 Wed/Thur/Fri Working In Office
Office Hours: Tuesday 10:00-11:00 AM (Teams)
 Wednesday 1:30-2:30 PM (PSSB A271)

Kim McClung mcclungk@msu.edu Monday-Friday 7:00 AM-4:00 PM
517-353-0102 Office Hours: Tuesday 2:00-3:00 PM
 Thursday 10:00-11:00 AM
 Mon/Tue/Thur/Fri Working in Office
 Wed Working Remotely

PSM Human Resources Team psm.hr@msu.edu

Hannah O'Mara omarahan@msu.edu Monday-Friday 8:00 AM-5:00 PM
517-353-0104 Office Hours: Monday 10:00-11:00 AM
 Wednesday 2:30-3:30 PM

Jordan Davis davis432@msu.edu Monday-Friday 8:00 AM-5:00 PM
517-353-0139 Office Hours: Tuesday 2:00-3:00 PM
 Thursday 3:00-4:00 PM

Christiina Donley tymoszew@msu.edu Monday-Friday 8:00 AM-5:00 PM
517-242-0473 Zoom Office Hours: Wednesday 10:00 AM-12:00 PM

Mackenzie Graham graham2@msu.edu Monday-Friday 7:00 AM-4:00 PM
517-353-0111 Office Hours: Tuesday 1:00-2:00 PM
 Thursday 1:00-2:00 PM

AnnMarie Guldner guldner1@msu.edu Monday-Friday 7:30 AM-4:00 PM
517-353-0120 Office Hours: Monday 2:00-3:00 PM
 Wednesday 9:00-10:00 AM

PSM IT Team

Dominic Colosimo colosi14@msu.edu Monday-Friday 8:00 AM-5:00 PM
Lee Duynslager duynslag@msu.edu Monday-Friday 8:00 AM-4:30 PM

MSU Academic Calendar

Fall 2021

November 25-26	Holiday - University Closed
December 12	Classes End
December 13-17	Final Exams
December 24-27	Holiday - University Closed
December 17-18	Commencements
Dec 31 - Jan 3	Holiday - University Closed

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 November 19th pay date (for time worked from October 24-November 6) your time is due by 5 PM on Tuesday, November 9th.
- For the December 3rd pay date (for time worked from November 7-20) your time is due by 3 PM Monday, November 22nd. **Early Due Date and Time 3 PM.**
- For the December 17th pay date (for time worked from November 21-December 4) your time is due by 3 PM on Monday, December 6th. **Early Due Date and Time 3 PM.**
- For the December 30th pay date (for time worked from December 5-18) your time is due by Friday, December 17th. **Early Due Date.**

Payroll Assistance with Christiina at 12:00 PM on the following Mondays:

November 8, 15, 22, 29
December 6, 13, 20, 27

<https://msu.zoom.us/j/98549666083>

Meeting ID: 985 4966 6083

Passcode: 001550

Newsletter Submissions

Send newsletter submissions to **AnnMarie Guldner** at guldner1@msu.edu

Deadline: Thursdays by 10:00 AM