

Immediate Attention Checklist for New MSU Faculty and Academic Staff

Welcome to Michigan State University! Below you will find a checklist of tasks to complete as you begin your appointment at MSU. Please review the full list ASAP. This list is designed to help prepare you for your first semester and provide you with relevant resources.

ADMINISTRATIVE

Item	Time Frame	Instructions	Done
Complete New Hire Paperwork	Right After Accepting The Offer	<p>Check with Department/ School Chairperson/ Director Please work with your department chair to complete new hire paperwork as soon as possible after acceptance of the offer letter. The timely filing of this paperwork will permit you to gain access to many MSU systems, including the NetID system (below), for example.</p>	
Contact Department/ School Chairperson/ Director	As Soon As Possible, Prior to Arrival	<p>Discuss with your department chairperson, school director or designee:</p> <ul style="list-style-type: none"> • Office Protocol: location, keys, support staff, supplies, etc. • Scheduled faculty meetings (department or college) and expectations for attendance • College- and Department-specific procedures and policies • Teaching Assignments for upcoming year 	
Obtain and Activate NetID	As Soon As Possible, Prior to Arrival	<p>Your MSU NetID will grant you login access to MSU systems such as MSU email, library resources, online Human Resources systems and many other campus electronic systems. This login access is fully functioning once your hiring is fully processed through MSU Human Resources and your start date has been reached. However, a limited group of login services – e.g. email, wireless and D2L – are available to incoming faculty and academic staff prior to their start-date once their department has properly initiated the hiring process.</p> <p>To gain access to your MSU NetID for login to those services you will need to activate it. Activation requires a 4-digit one-time use PIN. To request a PIN go to https://netid.msu.edu and select “New Faculty/Staff”. Then choose “Request a PIN” and fill out the PIN Request form. Please choose “Future Faculty” as your employment status and include the department which is employing you and your contact information for any necessary follow-up. If you have questions about your MSU NetID or PIN, please contact the MSU ID Office at 517-355-4500.</p>	

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Relationship Violence and Sexual Misconduct Education	Before Arrival	<p>Around the start of your appointment, you should receive an email invitation to participate in the mandatory Responsible Employees e-Learning (REeL) about Relationship Violence and Sexual Misconduct Education. Please ensure that you complete this training prior to your arrival on campus. This eLearning should not take longer than 30-45 minutes to complete. Training must be completed within 30 days of your hire date.</p> <p>Visit http://oie.msu.edu/policies-procedures-forms/index.html and http://titleix.msu.edu/ for additional information.</p>	
International Faculty: Check in with OISS	As soon as possible after arriving in the US	<p>Office of International Students and Scholars: 105 International Center Make sure to review the Pre-arrival and the Checklist and Resources Information to assist in your transition to Michigan State University.</p>	
Parking Permits and Transport Options	Prior to Arrival	<p>Car: Once you have a NetId, password, and your appointment is in the payroll system you may purchase a parking pass at: https://permits.police.msu.edu.</p> <p>If you come into the MSU Parking Office to purchase an employee parking permit in person, you will need to bring in your MSU ID card and current vehicle registration. If your appointment is not yet in the payroll system, you may purchase a one month employee parking permit using cash or credit card for \$42.50. If you purchase a one month pass you will need to go online or stop by in person a week prior to its expiration to purchase a permit valid for the year.</p> <p>MSU Parking Monday – Friday from 7:30 a.m. - 4:45 p.m. 1120 Red Cedar Road (Located inside the MSU Police and Public Safety Building) East Lansing, MI</p> <p><i>Note: Line wait times increase August 14, 2017 due to the number of new faculty, staff, and students. We recommend going prior to this to avoid the long lines.</i></p> <p>Bike: MSU requires that bicycles be registered with campus police (no fees are assessed): http://police.msu.edu/management-services-bureau/parking-office/bicycle-information/</p>	

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		<p>Bus: The Capital Area Transit Authority provides service to, from, and around campus. Information about costs and routes can be found here: http://www.cata.org/</p> <p>Foot: Review the campus map here: http://maps.msu.edu/interactive/index.php</p> <p><i>Please note: You must have an MSU Net ID and password in order to purchase a parking permit or obtain a bike permit online. You may park and pay at meters and in the pay lots on campus if you do not have a parking permit.</i></p>	
<p style="text-align: center;">Register Your Two-Factor Authentication</p>	<p style="text-align: center;">Before using your MSU NetID and Password</p>	<p>Michigan State University has added two-factor authentication to protect the personal information of its employees and university institutional data. It provides added protection by requiring a security code in addition to an MSU NetID and password. Register and manage your two-factor authentication credentials by visiting two-factor.msu.edu.</p> <p><i>Please note: You will need to set up two-factor authentication after obtaining your NetID but prior to setting up payroll options.</i></p>	
<p style="text-align: center;">Get your MSU ID Card</p>	<p style="text-align: center;">Before Classes Start</p>	<p>Incoming faculty and academic staff can acquire their MSU ID Card prior to their start-date once their department has properly initiated the hiring process. Once you are on campus, call the ID Office at 517-355-4500 to determine whether or not you are eligible to have your card produced.</p> <p>To get your MSU ID Card, you must go in person to the ID Office in room 170 in the International Center with a government issued photo ID such as a passport, U.S. driver's license or state ID card, etc. The ID Office is open 8:00 a.m. -4:45 p.m., Monday-Friday.</p> <p>To avoid the long lines that occur during fall semester start-up, it is highly recommended that you go to the ID Office prior to the first two weeks of class.</p>	

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Emergency Alerts	Before Classes Start	<p>The Michigan State University Police Department is responsible for developing and distributing Timely Warning and Emergency Notification messages. These messages are intended to warn the community about certain crimes, severe weather, and potentially dangerous situations on or near campus. These messages inform community members about incidents such as tornados, oil spills, or crime that may pose an ongoing threat. This system is meant to provide information to promote safety and prevent crimes.</p> <p>You are automatically registered to receive email and telephone calls once you are hired and placed into the Human Resource system. To register additional devices (home phone, cellular phone, SMS Text device, other emails) and to get additional information visit: http://alert.msu.edu/</p>	
Occupational Health Requirements	First Day of Hire (if Required)	<p>The MSU Occupational Health Clinic is available to provide necessary medical monitoring/immunizations related to occupational health risks. MSU employees working in specific environments and/or performing specific duties must comply with medical surveillance and training program requirements as mandated by Federal and State laws, regulations and/or accreditation statutes. If you are uncertain about whether or not you have any occupational health requirements, please contact MSU Occupational Health (517-353-9137 or occhealth@hc.msu.edu) and they will determine if any job related risks apply. If you know for sure that you do have occupational health requirements, please call and make an appointment to come in on the first day of work. All costs associated with employee health monitoring are covered by central administration and are not charged to the department. However, any fines for non-compliance will be charged to the departments.</p>	
Sign up for New Faculty and Academic Staff Orientation Activities	Respond by August 9, 2017	<p>New Faculty and Academic Staff Orientation (required for all new tenure-system faculty and continuing system academic specialists), August 22, 2017 (<i>see website for program time and location</i>)</p> <p>Research Orientation (required for all new faculty and academic staff with research appointments): August 17, 2017 (1:30 p.m. – 4:00 p.m.) in Anthony Hall, Room 1281</p> <p>Policy Quick Start to Teaching and Learning at MSU: August 17, 2017 (8:00 a.m. – 12:00 p.m.)</p> <p>Effective Teaching and Learning Boot Camp Dates: August 16, 2017 & August 18, 2017, (9:00 a.m. – 4:30 p.m.) Location: MSU Union, Room UB 50 (Garden Level)</p>	

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		<p>Technology Orientation for New Faculty and Academic Staff (Select One) Date: August 15, 2017, 8:30 a.m. – 5:00 p.m. (one full day) OR August 15, 2017, 1:00 p.m. – 5:00 p.m. and August 21, 2017, 1:00 p.m. – 5:00 p.m. (two half days) Location: All sessions are held in the Beaumont Room within the Main Library with the exception of the classroom technology session.</p> <p>Active Shooter and Emergency Response Training (Select One) Date: August 24, 2017, 4:00 p.m. – 5:30 p.m. in Anthony Hall, Room 1281 OR September 1, 2017, 9:00 a.m. – 10:30 a.m. in MSU Union, Room UB 50 (Garden Level)</p> <p>New Academics Family Picnic: September 16, 2017, 4:00 p.m. – 6:00 p.m. at Patriarche Park in East Lansing, Michigan. For any questions please contact Jill Bryant, <i>Project Event Coordinator</i> at AAEvent@msu.edu with any questions.</p>	
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HUMAN RESOURCES

Payroll	Before Classes Start	<p>Payroll forms including W-4 and direct deposit: Use the Enterprise Business Systems Portal (EBS Portal) after your MSU NetID is activated and you have registered your two-factor credential.</p> <p>NOTE: Please note that NetID activation is not sufficient for payroll login access to work. Payroll login will work once the employee reaches their start-date and HR has fully processed their hiring.</p>	
Benefits	Before Classes Start	<p>The <i>Toolkits for New Employees</i> website: https://www.hr.msu.edu/faculty-academic-staff.html will provide access to enroll in selected benefits on the web (requires activated MSU Net ID). Note that you may not enroll in benefit programs until your appointment beginning date and that you must enroll within 30 days of the appointment effective date. (For additional benefit information please review https://www.hr.msu.edu/benefits/documents/Benefits_Summary.pdf)</p> <p>This website will also provide an introduction to the University, provide an overview of important policies and procedures, summarize benefit programs, and serve as a reference when questions arise at a later date.</p> <p>Please contact Human Resources (517-353-4434 or 1-800-353-4434) with any questions regarding your benefits.</p>	

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Contact the WorkLife Office	Prior to Arrival & throughout Employment	The WorkLife Office is a one-stop destination that can help facilitate success in your many personal and professional roles and can offer guidance in creating synergy between those responsibilities. The office staff can connect you with community and campus resources to best serve you in your professional career at Michigan State University. Whether you have questions about housing, child/eldercare, MSU culture, or other workplace assistance needs, the WorkLife Office can help you. You may schedule a consultation or contact the office with questions by phone (517) 353-1635 or email worklife@msu.edu .	
Disability Accommodation	As soon as possible following receipt of NetID	If you have a disability that affects a major life activity and believe you will need accommodations to meet essential functions of your position, register with the Resource Center for Persons with Disabilities http://www.rcpd.msu.edu to confidentially document and discuss your needs.	

TEACHING

Read the MSU Code of Teaching Responsibility	Before Designing Your Course(s) for Fall	This document outlines policies and information regarding your teaching responsibilities at MSU. http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/codeofteaching.htm .	
Review the Academic Calendar	Before Designing Your Course(s) for Fall	Review the academic calendar and the final examination policy and schedules for important dates. Academic Policy: http://www.reg.msu.edu/ROInfo/Calendar/academic.aspx Final Examination Policy and Schedules: http://www.reg.msu.edu/ROInfo/Calendar/FinalExam.aspx	
Order Course Materials for Fall Courses	July 1, 2017 (Check with Department/School)	MSU Course Materials Program: http://lib.msu.edu/about/coursemat/ SBS Bookstore: http://www.sbsmsu.com/ MSU Bookstore: www.spartanbook.com	

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	Chairperson/ Director)	Note: There are several other local bookstores, but these are two of the biggest. Check with departmental colleagues about their preferred vendors.	
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RESEARCH

Transferring Grants	Prior to Arrival	Please consult with your department/or college on their process for transferring grants. Contract & Grant Administration can also assist with this process. https://www.cga.msu.edu/Default.aspx	
Regulatory Compliance	Prior to Inception of Research or <u>First MSU Foreign Travel</u>	All faculty should read MSU Conflict of Interest guidelines at: https://coi.msu.edu As applicable, please read: Human Subjects: http://hrpp.msu.edu Export Control & Trade Sanctions: http://exportcontrols.msu.edu Laboratory Animals: http://animalcare.msu.edu Biosafety: http://www.ehs.msu.edu/biological/bio_toc.htm Radiation Safety: http://www.ehs.msu.edu/radiation/rad_toc.htm Chemical Safety: http://www.ehs.msu.edu/chemical/chem_toc.htm Travel: http://ctrl.msu.edu/cotravel/	

Additional Resources

Item	Time Frame	Instructions	Done
Take a Self-Guided Walking Tour of Campus	Before Classes	Finally, enjoy MSU's gorgeous campus and take a self-guided walking tour! The walking tour will identify important buildings and structures all while providing some rich Spartan history! Map and script provided at: http://tour.msu.edu/	