# Immediate Attention Checklist for:
New MSU Tenure System and Health Programs (HP) Faculty, Continuing Systems Librarians and NSCL Faculty Appointments

**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.

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<tbody>
<tr>
<td>Complete New Hire Paperwork</td>
<td>Check with Department/ School Chairperson/ Director</td>
<td>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.</td>
<td></td>
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| Contact Department/ School Chairperson/ Director | Prior to Arrival | Discuss with your department chairperson, school director or designee:  
- 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 | Prior to Arrival | Activate your NetID. This will permit you access to MSU email, library resources, online HR systems, and many other campus offices and services. You will need a PID (Personal Identification number) and PAN (Personal Access Number) to activate your account. You will be sent this information to your campus address, or you can seek these from the MSU ID office (see below), or you can request one at the site below.  
https://netid.msu.edu/activate.php  
*Please note: Your NetID is assigned after your new hire paperwork has been processed by HR. Please check with your department chair or department HR administrator on the status of your paperwork if you have questions about the status of your NetID.* |  |
| Human Resources: Benefits | Before Classes start | The Starting State website: http://startingstate.msu.edu/ 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 60 days of the appointment effective date. This website will also:  
- provide an introduction to the University  
- provide an overview of important policies and procedures  
- summarize benefit programs  
- serve as a reference when questions arise at a later date  

Every month, Human Resources provide an optional Benefit Question and Answer session for new employees. Please contact Human Resource Benefits (517-353-4434 or 1-800-353-4434) for more information. |  |
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<td>Payroll</td>
<td>Before Classes start</td>
<td>Payroll forms including W-4 and direct deposit: Use the Employee Self-Service (ESS) tab after your MSU NetID is activated.</td>
<td></td>
</tr>
<tr>
<td>Get your MSU ID Card</td>
<td>Before classes start</td>
<td>Room 170 in the International Center. <a href="http://idcard.msu.edu/requirements.html#facultyandstaff">http://idcard.msu.edu/requirements.html#facultyandstaff</a></td>
<td></td>
</tr>
<tr>
<td>Occupational Health Requirements</td>
<td>First Day of Hire (if required)</td>
<td>The MSU Occupational Health Clinic is available to provide the necessary screening and monitoring of medical evaluations/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 statutes. If you are uncertain about whether or not you have any occupational health requirements, please contact (517-353-9137 or <a href="mailto:occhealth@hc.msu.edu">occhealth@hc.msu.edu</a>) 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 assessments are covered by central administration and are not charged to the department. However, any fines for non-compliance will be charged to the departments.</td>
<td></td>
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</table>
| Sign up for New Faculty Orientation Activities | Respond by: August 4, 2014 | **New Faculty Orientation, Aug. 19, 2014 from 8:00 a.m.-1:30 p.m. (Mandatory)**  
Getting Started at MSU: Syllabus Design and Regulations to Protect Student Information  
Date: Please see registration website for various dates and times  
Technology Orientation for New Faculty and Academic Staff  
Date: Please see registration website for various dates and times  
For more details and to register for any of these programs, visit: [http://fod.msu.edu/opportunities/orientation-new-tenure-system-and-health-programs-faculty-continuing-system-librarians](http://fod.msu.edu/opportunities/orientation-new-tenure-system-and-health-programs-faculty-continuing-system-librarians) |  |
| International Faculty: Check In with OISS | ASAP after arriving in the US | Office of International Students and Scholars: 103 International Center. [http://oiss.isp.msu.edu/scholars/arrival.htm](http://oiss.isp.msu.edu/scholars/arrival.htm) |  |
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<td>Read the MSU Code of Teaching Responsibility</td>
<td>Before designing your course(s) for Fall</td>
<td>This document outlines policies and information regarding your teaching responsibilities at MSU. <a href="http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/codeofteaching.htm">http://www.hr.msu.edu/documents/facacadhandbooks/facultyhandbook/codeofteaching.htm</a></td>
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| Order Course Materials for Fall Courses | July 1, 2014 (Check with Department/School Chairperson/Director) | MSU Course Materials Program: [http://lib.msu.edu/about/coursemat/](http://lib.msu.edu/about/coursemat/)
*Note: There are several other local bookstores, but these are two of the biggest. Check with departmental colleagues about their preferred vendors.* | |
| Explore Campus Transportation Options | Prior to arrival | Car: Purchase a parking pass here: [http://police.msu.edu/facultystaffpermits.asp](http://police.msu.edu/facultystaffpermits.asp)
Bike: MSU requires that bicycles be registered with campus police (no fees are assessed): [http://police.msu.edu/bikeinfo.asp](http://police.msu.edu/bikeinfo.asp)
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/](http://www.cata.org/)
Foot: Review the campus map here: [http://maps.msu.edu/interactive/](http://maps.msu.edu/interactive/) | |
| Export Control & Trade Sanctions | Prior to inception of research or first MSU foreign travel | Please visit: [http://exportcontrols.msu.edu](http://exportcontrols.msu.edu) for resources and information on MSU policy | |
| Regulatory Compliance | Prior to inception of research set-up | All faculty should read MSU Conflict of Interest guidelines at [https://coi.msu.edu/](https://coi.msu.edu/)
As applicable, please read:
Human Subjects: [http://www.humanresearch.msu.edu/](http://www.humanresearch.msu.edu/)
Laboratory Animals: [http://www.animalresources.msu.edu/](http://www.animalresources.msu.edu/)
Biosafety: [http://www.ehs.msu.edu/biological/bio_toc.htm](http://www.ehs.msu.edu/biological/bio_toc.htm)
Radiation Safety: [http://www.ehs.msu.edu/radiation/rad_toc.htm](http://www.ehs.msu.edu/radiation/rad_toc.htm)
Chemical Safety: [http://www.ehs.msu.edu/chemical/chem_toc.htm](http://www.ehs.msu.edu/chemical/chem_toc.htm) | |