

MSU EXTENSION ADMINISTRATIVE SERVICES

**BUSINESS, HUMAN
RESOURCES
& EVENTS**



MICHIGAN STATE
UNIVERSITY

Extension

Morrill Hall of Agriculture
446 W. Circle Drive, Rooms 11 and 160
Michigan State University
East Lansing, MI 48824

BUSINESS OFFICE

Our goals

The MSU Extension Business Office is committed to serving the Extension organization with budget, accounting and financial support. Staff members support each institute and provide specialized support across the organization. Our goal is to provide premier financial support to MSU Extension employees to ensure their success in helping the people of Michigan.



Our services

The Business Office can provide assistance with the following services:

- » Enterprise Business Systems (EBS)
- » County deposit transactions and bank information
- » Financial management training
- » Expense disbursements and travel reimbursements
- » Vendor forms and vendor transactions
- » Account and funding changes
- » Mobile communication contracts
- » Budget management
- » Other contracts
- » Purchasing cards
- » Grant budget support
- » Tax exempt information



LEARN MORE

To learn more about how the MSU Extension Business Office staff can help you with your projects, visit od.msue.msu.edu/business_office.

CONTACT US

BUSINESS OFFICE

Staff directory:

http://od.msue.msu.edu/business_office/staff_directory

Fax: 517-432-7644

MSUEBusOffice@anr.msu.edu

HUMAN RESOURCES

Our goals

The MSU Extension Human Resources Office is committed to supporting all employees of Extension in all of our county offices as well as on the MSU East Lansing campus. Our goal is to provide quality human resources services that attract, develop, motivate and retain a diverse workforce within a supportive work environment. We work toward this goal with an emphasis on customer service through consultation with our staff as well as communication with the MSU campus community.



Our services

The Human Resources Office can provide assistance with the following services:

- » Recruiting – academic and nonacademic
- » New hire processing for all employee types, including temporary, on-call and students
- » Payroll processing for temporary, on-call and student employees
- » Performance development program (PDP)
- » Administrative policies and procedures
- » Security administrator (ARM forms)
- » Leaves of absence
- » Work schedule changes
- » Retiree support
- » Time and attendance
- » Civil rights
- » Performance management
- » ANR email account activations
- » On-campus facilities management



LEARN MORE

To learn more about how the MSU Extension Human Resources staff can help, visit http://od.msue.msu.edu/human_resources.

CONTACT US

HUMAN RESOURCES

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EVENT SERVICES

Our goals

The event planning process can be a daunting task. Event Services is available and has resources designed to help you more easily and efficiently plan your event. With everything from an online registration system and downloadable templates to a full-scale event planning team, our goal is to provide you with the resources needed for planning a seamless and successful event.

Our services

The Event Services staff can easily handle planning events of any size or scope. Whether you need help planning a one-day workshop, a week-long national conference or anything in between, Event Services has the experience and knowledge to help you coordinate a successful event. Tools available include:

- » **Events Management Registration System:** The College of Agriculture and Natural Resources has developed a customized events management registration system that will allow you to offer online registration, with the ability to take credit card payments, view your roster, print invoices, manage billings and more. Find the system at events.anr.msu.edu. To access the system, an ANR ID and password is required.
- » **Event Planning Resources:** Event Services has developed resources to help you plan events. Visit http://anrcom.msu.edu/anrcom/event_management. In the headings at the top of the page, use the dropdown arrow to the right of "EVENTS MGMT." Select the various pages for more information and resources, such as tips and tricks, templates, draft timelines, budget spreadsheets and more.

LEARN MORE

To learn more about how Event Services staff can help you with your projects, visit http://anrcom.msu.edu/anrcom/event_management.

CONTACT US

EVENT SERVICES

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