



Division of Administration & Finance

November 20, 2018

To: Campus Supervisors and Department Administrative Staff

University Human Resources is scheduling a series of workshops to provide critical updates on the administration of the MUS Benefits Plan. As a recipient of this memo, please sign up for one of the sessions below.

The workshops will provide essential information regarding supervisor, departmental, and employee compliance obligations. Guidelines for departments and employees regarding working during retirement will also be discussed.

It is important that anyone who supervises others, and all administrative staff who process HR related paperwork, attend this training.

Please sign up for one of the following by clicking this link: [MSU Training Registration](#) You can search for the course titled "**Required Training MUS Benefits Plan Administration**" then select and register on your date of choice.

- Tuesday, 11/27 - 1:30 – 2:30 pm, SUB 235
- Wednesday, 11/28 - 4:00 – 5:00 pm, Procrastinator Theater
- Monday, 12/3 - 11:00 am – noon, Byker Auditorium
- Friday, 12/7 - 1:00 – 2:00 pm, Byker Auditorium
- Thursday, 12/13 – 8:30 – 9:30 am, Byker Auditorium

Sincerely,

Terry Leist
Vice President for Administration and Finance