

FEBRUARY 2022

HUMAN RESOURCE SERVICES

Monthly Newsletter



Update from HRS

Lori Scott Dreiling, Director

A few important items to remember for this month:

Inclement Weather Timecard Reporting: I sent a separate email on Thursday, 2-3-22 at 8:05 P.M. with details on how to report inclement weather. Read it closely. Payroll deadline this week is 2-7-22 at noon.

W-2: Go to the link in this newsletter for information on how to receive your electronic W-2. FYI – You Kansas ID is typically G + three zeros + your PSU ID number for total of 11 digits/letters. (Example: G0000999999.) If you worked at a different Kansas Board of Regents university prior to working at PSU, your number probably does not start with a G (for Gorilla, of course). Call the State Employee Self Service Help Desk at 1-866-999-3001 if you need assistance receiving your W-2 after you know your Kansas Employee ID number.

COVID-19 reporting: It is important for all employees to report any positive COVID-related quarantines or isolation as we are required to track this information as best we can. Use this link to report -https://pittsburgstate.formstack.com/forms/covid19_question_employee_form

HealthQuest Points: Now is a good time to pick up multiple HealthQuest Points. You can receive 4 HealthQuest points by participating in the Commit to be Fit Challenge – the link to sign up (by February 6) is in the newsletter. Also, all biometric screenings scheduled on campus are open for sign up. Link to those is also in this newsletter. Get started early this year!

Yammer: Jordan Harding, Assistant Director – HR/Payroll, is updating our “page” on Yammer to provide payroll updates and other HR information. More information to follow!

GUS Recruit: For those of you on campus involved in searches, you will notice that our HR student assistant, Dani Torgler, will be more involved in the process. She will be assisting in the GUS Recruit process while Heather Busch is out for three months this spring. Dani is super – you will like working with her!

Have an amazing February! #gopitt



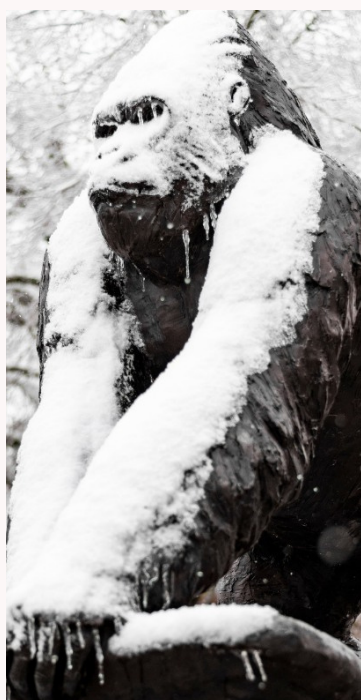
[Contact Us](#)

[Benefits](#)

[Newsletter Archives](#)

The Human Resource Services (HRS) newsletter will be housed on the HRS web page on the pittstate.edu website. If you have questions or need assistance with any of the information in the newsletter, the easiest way to reach us is to send an email to payroll@pittstate.edu.

HRS UPDATES



IMPORTANT DATES

Friday, February 4	Pay Day
Sunday, February 6	Pay Period Starts
Monday, February 7	Time Card Approval Deadline, 12pm
Monday, February 7	HealthQuest Biometric Screenings
Friday, February 18	Pay Day
Sunday February 20	Pay Period Starts
Monday, February 21	Time Card Approval Deadline, 12pm
Monday, February 28	HealthQuest Biometric Screenings
Wednesday, March 2	KPERS 457 Representative on campus

State Holidays

You can view a list of the 2022 Holiday Schedule on our [website here](#).

NEW EMPLOYEES AND NEW POSITIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>As of:</u>
Brady Johnson	Idea Shop Manager	University Strategic Initiatives	1/9/2022
Stacie Nelson	Alumni and Constituent Relations Coordinator	Alumni and Constituent Relations	1/9/2022
Matthew Sommers	Assistant Football Coach	Intercollegiate Athletics	1/9/2022
Liddia Graves	Assistant Instructional Professor	English and Modern Languages	1/9/2022
Glenda Condict	Assistant Instructional Professor	Teaching and Leadership	1/9/2022
John Kuefler	Assistant Instructional Professor	Kelce Undergraduate School of Business	1/9/2022
Marina Londo	Assistant Instructional Professor	Irene Ransom Bradley School of Nursing	1/9/2022
Donna Zerr	Assistant Instructional Professor	Teaching and Leadership	1/9/2022

HRS Reminders

➤ Human Resource Services Yammer Group

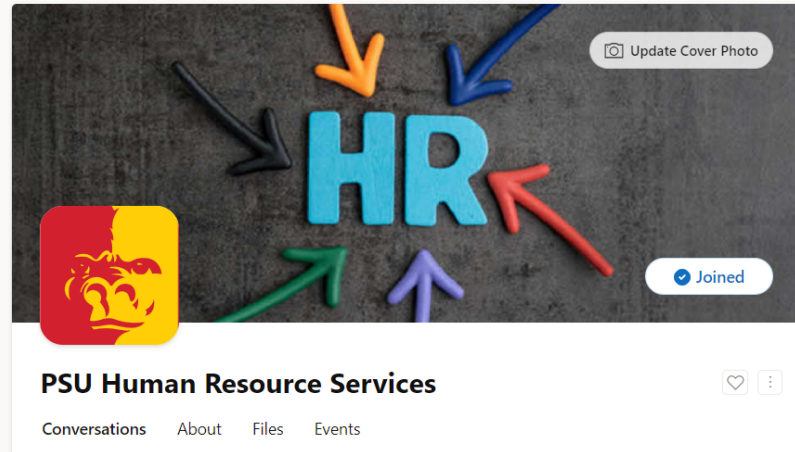
We've noticed quite a few employees forgetting to submit their Time Cards or approve Time Cards. Rather than sending weekly email reminders, we will post reminders (and other Payroll and HRS information and updates) in the Yammer Group. You can join the group, and update your email notifications to get these important reminders and updates sent to your email.

How to Join Yammer Group:

- Log into your GUS Portal
- Type "Yammer" in the search bar and click the Yammer Icon
- Type "HR" in the search bar
- Click on "PSU Human Resource Services" and "Join"

How to set up email notifications:

- Click on the gear icon in the top right-hand corner
- Edit Settings
- Notifications
- Select "PSU Human Resource Services"
- Save



➤ Unemployment Insurance Fraud

Fraudulent UI claims have been on the rise nationwide. Please refer to guidance put out on the HRS website here to help safeguard your identity.

[Please review the attached PDF](#), which provides helpful tips such as what qualifies as fraud, where to report if you suspect identity theft, and additional steps you should take to protect your identity.

For more information, visit www.dol.ks.gov/fraud.

➤ W-2 Information

Employees who receive multiple W-2's from PSU should refer to this [IRS Notice](#) for more information. Consult your tax advisor if further clarification is required.

2021 W-2's are now available digitally through the Kanas Department of Administration Employee Self-Service Portal. Instructions on how to access your W-2 can be found [here](#)!

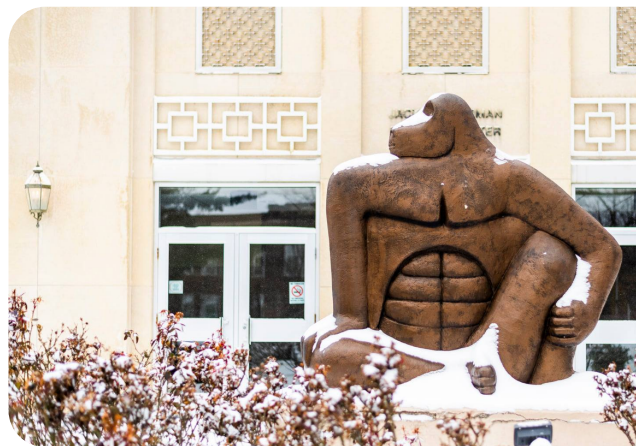
See Lori's letter above for more information.

HRS Reminders

➤ Covid Reporting

If you have been tested for COVID-19, have been quarantined for COVID-19, or if you have been isolated for COVID-19, [please report it here](#).

- If you are able to work remotely while you are isolated or quarantined, please do so and report your time as you regularly would.
- If you are unable to work remotely or are too ill to work, please report sick time on your time card.



➤ At-Home COVID-19 Tests

As of January 15, 2022 the SEHP covers Over the Counter (OTC) at-home COVID-19 tests.

Listed below are some important items and reminders for members wishing to use this benefit:

- Members do NOT need a prescription to purchase and receive benefits for at-home COVID-19 tests through the SEHP prescription plan with CVS Caremark.
- For members of the SEHP, at-home COVID-19 tests are covered only through the CVS Caremark Prescription benefit. They are NOT covered under the medical plan (BCBSKS or Aetna).
- This update applies to all members of the SEHP under the CVS Caremark Prescription benefit.
- These are NOT the same as the [4 free tests per household being offered through the Federal Government](#).
- A member's coverage includes up to 8 tests per covered individual per 30-day period.
 - If a member purchases a multi-pack of tests, each test in the package counts as a single test.

Additional information will be provide when available.

[Read Complete Memo Here](#)

➤ Important Reminder about New Student Employees

As you are appointing new students for the upcoming year, it is important to review the information about when student employees can start working once they have completed their paperwork in Student Employment. **Students cannot begin working until they have completed their information with Student Employment and the file has been given to HRS for processing.** Only one student can be assigned to a position number. If you do not have enough vacant positions, please send a request to payroll at pittstate.edu. Be sure to include the job description and the line manage information.

For more information about appointments, view the ["Employee Appointments-Information for Line Managers" Job Aid](#).

HealthQuest

Biometric Screenings

2022 HealthQuest Biometric Screenings are available for sign up in the HQ portal. These have been scheduled for the following dates in the Governors Room:

- Monday, February 7
- Monday, February 28
- Tuesday, March 22
- Wednesday, April 20
- Tuesday, August 30
- Wednesday, August 31
- Thursday, October 20

[Sign up here](#)

OR

- Order and complete a [Home Test Kit](#)
- Have your doctor fill out a [Physician Form](#) during a wellness visit

HealthQuest Newsletter

See attachments for the January HealthQuest Newsletter

Activities for a Healthy Heart Webinar (1 HQ Credit)

How's your heart health?

For a muscle that's working for us 24/7, we often overlook ways to help keep it healthy. In this webinar, Health Coach Shanna Hutcheson will share some tips and lifestyle changes we can make to help prioritize heart health.

Thursday, February 10 from 11 am - 12 pm CST

[Click here to register](#)

Commit to be Fit Challenge (4 HQ Credits)

The Commit to Be Fit Challenge begins this month! Start looking for more opportunities to increase your movement. Consider taking the stairs more often, going for a short walk on your break, or trying a new exercise class such as boxing or yoga. Make sure to record your minutes in the HealthQuest portal to complete the challenge!

Is the cold weather making you less motivated to get moving? Try these tips to help you stay more active during the winter months.

Registration dates: January 24 - February 6

Challenge dates: January 31 - February 25

[Click here to register](#)

State Employee Health Plan

SEHP Newsletter

See attachments for the January Newsletter



KPERS

KPERS 457 Representative On-Campus Meetings

On Wednesday, March 2, our dedicated KPERS 457 representative, Vickie Day, will be here, in person, offering individual meetings for anyone who would like to review their KPERS 457 account or for anyone interested in learning more about the Plan. Simply click the below link and select, "Pittsburg State University" and choose the time that is convenient for you.

You're invited to schedule an in-person, 1:1 appointment with Vickie Day, your KPERS 457 Retirement Plan Counselor on **Wednesday, March 2**.

Your Retirement Plan Counselor can:

- Help you determine a possible retirement age.
- Help you project your future retirement income from all sources, including pension, Social Security, your deferred compensation plan and other retirement accounts.
- Help you decide on an appropriate savings rate and investment allocation for you.
- Answer many other retirement questions you may have.
- Simply click the below link and select, "Pittsburg State University" and choose a time that is convenient for you.

Let's talk about your financial future.

[Click to schedule your appointment \[vickie-day.empowermytime.com\]](https://vickie-day.empowermytime.com) with your Retirement Plan Counselor today.

Phone and Teams meetings are also available.

MetLife HSA and HRA

Balance Transfer Period Scheduled for February 2-16

Members who elected Plans C, J or N with a Health Savings Account (HSA) or Health Reimbursement Account (HRA) for 2022 will notice a new provider's name, MetLife.

As part of transferring to a new provider, HSA members were offered the opportunity to transfer their NueSynergy HSA balance to MetLife. If you elected to transfer your balance during Open Enrollment, this will take place **February 2-16, 2022**. During this time, you will not have access to your NueSynergy funds. You will have access to any 2022 contributions that have been made to your new MetLife account.

[MetLife Member Portal](#)

See additional FAQ Sheet in attachments

TIAA

TIAA Webinars

See attachments for the TIAA February Webinars

KBOR 403(b) Plans

Annual Notice

See attachments for the information regarding 403(b) Retirement Plan Contributions





January 2022

Upcoming Dates & Deadlines



January 23 - Last day to register for Wondr session #1, [Register Here](#)

January 24 - Commit to be Fit physical activity challenge, registration opens in the HealthQuest Portal

January 25 - Employee Advisory Committee (EAC) Meeting, [Register Here](#)

January 26 - EAP Webinar: Resiliency: Bouncing Back After a Setback, [Register Here](#)

February 9 - EAP Webinar: Healthy Lifestyle; Changing the Way You Think About Diet and Exercise, [Register Here](#)

February 10 - Wellness Webinar: Activities for a Healthy Heart, [Register Here](#)

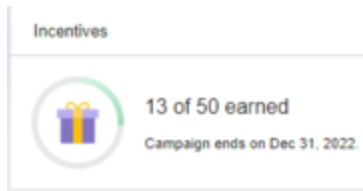
February 23 - EAP Webinar: Living Nicotine Free, [Register Here](#)

February 25 - Health Care Commission Meeting, [Register Here](#)



NEW!

What's New in 2022?



The HealthQuest team has taken in your feedback over the past year and made some slight modifications to the HealthQuest Portal and added extra earning opportunities.

Portal Changes

When you log in to your portal, the Incentives box in the top right corner now says, "XX of 50 credits earned." Previously, this number was XX of 168 credits earned. We received feedback that members thought they had to earn 168 credits to get their rewards. We changed this to read "XX of 50" as that is the maximum number of credits that members of any health plan would need to max out on all available rewards.

The premium discount is still available by earning 40 credits for members of all plans. Should your spouse be covered by your plan, both the member and covered spouse will need to each earn 40 credits for the 2023 premium discount.

Members of Plans C, J, or N will max out their HRA/HSA rewards dollars by earning 50 credits.

New Earning Opportunities

We have also added additional opportunities for you to earn HealthQuest credits. After overwhelmingly positive feedback, we have decided to add monthly Wellness Webinars presented by members of the health coaching team. Members who attend these webinars, or watch the recording within 7 days of the original broadcast, will receive 1 HealthQuest credit. If you register for the webinar and are unable to attend live, a link to the recording will be emailed to you. There is no cap to the number of credits you can earn from Wellness Webinars. Watch your email for information on the next presentation.

In addition, we have removed the cap for EAP live webinars. The EAP offers two live webinars every month. Members who attend these webinars will receive 1 HealthQuest credit for their attendance. [Click here for the webinar schedule.](#)

How do *you*
HealthQuest?



By Participating in a Wellness Challenge!

Join the Commit to Be Fit Challenge



The winter months pose some extra challenges for staying active, but committing to a routine that includes regular exercise now will make it that much easier to keep up the habit throughout the year. Ready to take the step toward a healthier you in 2022? Register for the Commit to Be Fit Challenge beginning January 24!

Registration dates: January 24 - February 6

Challenge dates: January 31 - February 25

Your challenge is to log at least 150 minutes of physical activity in your HealthQuest portal each week over the duration of the 4-week challenge. You must save all of your physical activity in the HealthQuest Portal by Sunday, March 6 to earn your credits. Participants who achieve 80% or more of this goal will earn 4 HealthQuest Credits.

Do you want additional advice or help developing a custom activity plan for your individual needs? Schedule a health coach appointment through the HealthQuest portal today!

We want to see how *You* HealthQuest!

We would love to see how you participate in various HealthQuest activities throughout the year, or just celebrate your healthy accomplishments of any size. Did you run a marathon, plant a garden, take a walk with a cute dog? We want to see your photos. Send your photo along with your name and where you work to be featured in a future newsletter.

[Email HealthQuest](#)

wondr™

No Resolutions, Just Results

Take the pressure off the New Year
by joining the digital weight loss
program built on behavioral science
for results that last.

wondr PARTICIPANT
Bridget J.

Take the pressure off the New Year by joining the digital weight loss program built on behavioral science for results that last.

A master class in mind, body, and eating pizza.

Wondr is a weight loss program that is clinically-proven to help you lose weight, sleep better, stress less, and so much more. We'll teach you simple skills that are based on behavioral science, so you can enjoy your favorite foods and feel better than ever—at no cost to you.

As a member of HealthQuest, you have free access to this 10-week program. Offered four times throughout the year, Wondr is now accepting applications for the first session, February 7 - May 8.

Submit your application by January 23 to participate.

HealthQuest members that successfully complete the 10-week program will receive 10 HealthQuest credits.

[Click Here to Learn More](#)

January Health Blog



The importance of resiliency

When something goes wrong in your life, do you tend to bounce back fairly quickly or fall apart? Having resilience enables you to prepare for stressful situations or setbacks by being proactive instead of reactive to the situation. It helps you see failure as a form of helpful feedback that allows you to adjust and move forward. If you lack resilience, you are more easily overwhelmed and more likely to dwell on your problems and find unhealthy ways to cope.

Building resilience is similar to improving your physical health. Investing in yourself when you are doing well can help maintain your mental well-being. Here are several ways you can continue building your own resilience:

- **Do what you love** – Find hobbies you truly enjoy and do them more often. This is a great step toward bringing a positive balance to your life.
- **Be mindful** – Mindfulness can address chronic pain, anxiety, tension, worry, and sadness. Mindfulness and meditation allow you to regain control and focus on what matters.
- **Eat right** – Find balance in the foods you eat. Allow yourself to eat the foods that nourish both your soul and your body.
- **Be grateful** – Writing down at least one thing you're thankful for every day is a great way to boost your mood and your resilience.

- **Get active** – Breaking a sweat releases the feel-good endorphins in your body. Get regular exercise so you feel physically well more often.
- **Make social connections** – Loneliness can be a significant stressor. Make more time to connect with your friends and family.
- **Get plenty of rest** – Invest in getting enough sleep every night. Turn off screens before bedtime, and stick to a bedtime routine.
- **Laugh more** – Laughter helps boost your mood by releasing neurotransmitters like serotonin. Try watching a stand-up comedy special or an episode of your favorite TV show.

A note from your **Health Coach**



Resilience is defined as “the capacity to recover quickly from difficulties.” In other words, it describes toughness, or your ability to bounce back after a tough situation. I think it is safe to say that the past few years have tested everyone’s resilience a time or two!

It is inevitable that things will occasionally go wrong in life. That’s, well, life! The important thing is how you react to difficult circumstances. Would you describe yourself as being resilient, or do you tend to fall apart in

these situations? If you lack resilience, you might resort to unhealthy coping mechanisms, such as drugs or alcohol, hold grudges, dwell on problems, or feel overwhelmed, anxious or even depressed.

Being resilient doesn’t mean that you never experience grief and pain, but you are better able to handle the stress of such situations than someone without resiliency.

Having this trait can also protect your mental health. Take a moment to gauge your mindset around the events in the world the past few years, and/or any personal struggles you have endured. Have you still been able to enjoy most parts of everyday life? Do you feel hopeful for the future? Do you continue to make your health (physical, mental, and emotional) a priority?

Here are some tips to help improve your resilience.

- **Lean on your support system.** Build strong connections with friends and family who can provide genuine love, comfort, and acceptance when you are going through a difficult time. If you need to make new connections, get involved by volunteering or even participating in virtual support groups with like-minded people.
- **Practice self-care.** Take care of yourself physically, mentally and emotionally each day. Do this by participating in activities and hobbies that bring you joy, engaging in physical activity that feels good to you and identifying some good techniques for stress management, such as yoga, journaling, meditation, reading, listening to music, etc.

- **Make each day meaningful.** What are your strengths? How can you use them to serve a greater purpose and help others, and/or feel a sense of accomplishment for yourself? Set goals so you have something to work toward in the future.
- **Give yourself grace.** If you are experiencing grief or trauma, know that there is no specific timeline that you must follow. Everyone's journey looks different after these experiences.
- **Ask for help.** If you have tried many other strategies, and you are still struggling, there is no shame in asking for help. This might mean seeking support from a mental health professional or therapist or discussing certain medications with your healthcare provider.

Source: <https://www.mayoclinic.org/tests-procedures/resilience-training/in-depth/resilience/art-20046311>

Schedule a Health Coach Appointment Today

To schedule a Health Coach appointment with a trainer, dietician or registered nurse, log in to your HealthQuest portal at HealthQuest.ks.gov, select Health Coaching from the left-hand menu and then click schedule new appointment.

Schedule a Health Coach Appointment



You Matter and Your EAP is here to Help



All of us face change, stress or life-altering challenges now and then. Your Employee Assistance Program (EAP) is designed to provide free, confidential, short-term counseling services to help you and your family members handle concerns constructively before they



members handle concerns constructively, before they become issues that affect your work or home life.

All employees and members of their immediate household, whether covered by the health plan or not, have access to 8 free counseling sessions per issue, per year.

For more information on the counseling process, or to speak with someone for immediate support and/or referral to a behavioral health provider in your area, call ComPsych at **888-275-1205. Counselors are available 24/7.**

[Learn More about your EAP](#)

Each person's path to well-being is unique and personal.



Need an accessible alternative for an activity?
[Click here to learn more.](#)

Each person's path to well-being is unique and personal. Need an accessible alternative for an activity? Click the image above to learn more or email SEHPHealthQuest@ks.gov.

Questions about HealthQuest? Send us an email.

[Email HealthQuest](#)

[HealthQuest Portal](#)





January 2022

State Employee Health Plan Member Newsletter

The SEHP is Here for You

Here at the SEHP, our staff is committed to providing you with excellent customer service every time. Should you ever have any questions, please don't hesitate to [contact our staff](#). We strive for a 24-hour resolution time whenever possible.

Membership Department

- Eligibility
- Enrollment
- Qualifying Events
- COBRA
- Retirement
- HRA - HSA - FSA



Email SEHP Membership

Benefits Department

- Coverage Questions
- Vendor Issues
- Understanding your benefits
- HealthQuest

Email SEHP Benefits

Important Dates & Deadlines



- **February 2-16** - HSA Balance Transfer Period from NueSynergy to MetLife
- **February 9** - EAP Webinar: Healthy Lifestyle: Changing the Way You Think About Diet and Exercise - [Register Here](#)
- **February 10** - HealthQuest Wellness Webinar: Activities for a Healthy Heart - [Register Here](#)
- **February 23** - EAP Webinar: Living Nicotine Free - [Register Here](#)
- **February 25** - Health Care Commission Meeting - [Register Here](#)
- **March 22** - Employee Advisory Committee Meeting - [Register Here](#)

At-Home COVID-19 Tests

New Coverage Under Your Pharmacy Benefit

As of January 15, 2022 the SEHP covers Over the Counter (OTC) at-home COVID-19 tests.

Listed below are some important items and reminders for members wishing to use this benefit:

- Members **do NOT** need a prescription to purchase and receive benefits for at-home COVID-19 tests through the SEHP prescription plan with CVS Caremark.
- For members of the SEHP, at-home COVID-19 tests are covered only through the CVS Caremark Prescription benefit. They are NOT covered under the medical plan (BCBSKS or Aetna).
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- A member's coverage includes up to 8 tests per covered individual per 30-day period.



If a member purchases a multi-pack of tests, each test in the package counts as a single test.

Additional information will be provided when available.

[Read Complete Memo Here](#)

MetLife: New HSA and HRA Provider for 2022

Balance Transfer Period Scheduled for February 2-16



Members who elected Plans C, J or N with a Health Savings Account (HSA) or Health Reimbursement Account (HRA) for 2022 will notice a new provider's name, MetLife.

As part of transferring to a new provider, HSA members were offered the opportunity to transfer their NueSynergy HSA balance to MetLife. **If you elected to transfer your balance during Open Enrollment, this will take place February 2-16, 2022. During this time, you will not have access to your NueSynergy funds.** You will have access to any 2022 contributions that have been made to your new MetLife account.

[MetLife Member Portal](#)

New Vision Vendor for 2022: Avēsis

2022 Vision benefits for the State Employee Health Plan are administered by Avēsis. Avēsis is a leading managed vision insurance company known for providing outstanding customer service for more than 40 years.



When using your Vision Benefits, remember that your Medical Benefits cover an annual vision exam at 100%. This means, you will need to use your [medical plan's provider search tool](#) to find a Network provider for your exam.

To locate a Network provider for your contacts or eyeglasses, visit the [Avēsis member portal](#). Should you wish to nominate a vendor to be included in the Avēsis network, [please complete the online form here](#).

Avēsis also offers hearing aid discounts through Amplifon and Lasik discounts through Quallsight.

If you were unable to attend one of the recent webinars, you may [view the recording here](#).

[Avēsis Member portal](#)

Learn about Saving and Finding Free Money for College with Kansas ScholarShop!

Free Webinars with Treasurer Lynn Rogers



Did you know that there are scholarship opportunities for almost any hobby, talent, interest, or sport? Scholarships provide free money that can be used to cover the costs of a college/university, trade school or technical school education. To learn more about savings, resources, and scholarships, please join the State Treasurer's Office and Sallie Mae for a free webinar. Treasurer Rogers will be joining us for the conversation!

[Register for February 1 Webinar](#)

[Register for February 2 Webinar](#)

Marathon Health Recognizes Two State Employees as Winners of the "Healthy Like Me" Program

Marathon Health launched the Healthy Like Me program in 2014 as a way to celebrate members taking an active role in making significant, life-altering improvements to their health in partnership with Marathon Health.

Codey Burton was recognized for losing 90 pounds and learning to manage his Type 2 Diabetes. [Read Codey's story here.](#)

Angela Stockdale was recognized for her work to quit smoking and loss of 20 pounds. [Read Angela's story here.](#)

Congratulations to our SEHP members!

All members, spouses and children over age two that are covered by the State Employee Health Plan are eligible to use the HealthQuest Health Center in Topeka. To schedule an in-person or telehealth appointment, click the button below or call (785) 278-4080.

[Schedule an Appointment](#)



Save Money on Your Prescriptions

Register an account with Rx Savings Solutions



Many of us rely upon prescription medications to get through our day, but those medications can be expensive, especially at the beginning of the year before your deductible has been met.

[Rx Savings Solutions](#) is part of your benefits through the State Employee Health Plan. They look out for you and notify you when you have a potential savings opportunity, whether it be by taking a different medication to treat the same condition or to purchase the same drug at a different pharmacy for less.

RxSavings can also take the stress out of changing prescriptions. They'll work with your doctor and your pharmacy on your behalf.

Dusti is a State of Kansas employee who has seen firsthand how Rx Savings can work for you. [Click here to hear her story.](#)

[Register for an Account](#)

Employee Assistance Program (EAP)

Free resources are available to you and your household

Your Employee Assistance Program is a free and confidential service that offers someone to talk to and resources to consult whenever and wherever you need them. Your toll-free number gives you direct, 24/7 access to a GuidanceConsultant, who will answer your questions and, if needed, refer you to a counselor or other resources.



Call: 888.275.1205, Option 1
TTY: 800.697.0353

Online: guidanceresources.com

App: GuidanceNow
Web ID: SOKEAP

Log on today to connect directly with a GuidanceConsultant about your issue or to consult articles, podcasts, videos and other helpful tools.

Confidential Emotional Support

Highly trained clinicians will listen to your concerns and help you or your family members with any issues, including:

- Anxiety, depression, stress
- Grief, loss and life adjustments
- Relationship/marital conflicts

Work-Life Solutions

Specialists provide qualified referrals and resources for just about anything on your to-do list, such as:

- Finding child and elder care
- Hiring movers or home repair contractors
- Planning events, locating pet care

Legal Guidance

Talk to attorneys for practical assistance with your most pressing legal issues, including:

- Divorce, adoption, family law, wills, trusts and more
- Need representation? Get a free 30-minute consultation and a 25% reduction in fees.

Financial Resources

Financial experts can assist with a wide range of issues. Talk to them about:

- Retirement planning, taxes
- Relocation, mortgages, insurance
- Budgeting, debt, bankruptcy and more

Online Support

GuidanceResources Online is your 24/7 link to vital information, tools and support. Log on for:

- Articles, podcasts, videos, slideshows
- On-demand trainings
- “Ask the Expert” personal responses to your questions

If you are experiencing life challenges, your EAP is here to help. Click the link below for more information. Your EAP offers free counseling resources, professional financial advice, assistance locating childcare and much more!

[Click Here for More Information about your EAP](#)

NueSynergy to MetLife HSA Transfer Overview

KEY MILESTONE DATES

Below are important dates to keep in mind during this process. *Please note that if any key milestones are missed, the entire bulk transfer timeline could be at risk.*

10/1/21	Consent Banner Placed on NueSynergy Kansas Portal (<i>once logged in</i>) www.myKansasCDH.com
10/31/21	Consent Banner Removed from NueSynergy Kansas Portal
12/15/21	Investments must be liquidated & auto investments turned off at NueSynergy by the HSA participant/account holder - <i>no later than date provided or risk being removed from transfer (Must Log-in to NueSynergy Kansas Portal to complete)</i> www.myKansasCDH.com
2/2/22	NueSynergy begins blackout – No more activity on HSA participant’s account
2/9/22	NueSynergy ends blackout – Accounts closed
2/11/22	NueSynergy initiates transfer of funds via ACH/Wire to MetLife
2/11/22	NueSynergy sends allocation roster with amounts via secure email to MetLife

ADDITIONAL INFORMATION

- Transferring your NueSynergy Health Savings Account (HSA) to Metlife is **optional** as you are allowed to have more than one HSA.
 - For HSAs with an average daily balance over \$2,000, the admin fees will continue to be waived.
 - For HSAs with an average daily balance less than \$2,000, a \$1.75 monthly admin fee will be charged to the account.
- NueSynergy Participant’s HSA must be in an Open/Active account status in order to be included in the Bulk transfer.
- HSA investments must be liquidated on the NueSynergy Kansas Portal for funds to transfer properly, if applicable. (See screen shots below.)
- If an employee chooses not to participate or is excluded from the bulk transfer for any reason:
 - Their account with NueSynergy will be transferred to a retail account (i.e. no longer associated with the State of Kansas as an employer) and be subject to a monthly maintenance fee as applicable.
 - The employee will need to fill out a MetLife Individual Transfer of Assets form if they still wish to transfer funds. The individual trustee to trustee transfer process may take up to 6-8 weeks. An account closure fee may apply.

Pg 1 Overview/Timeline

Pg 2-3 FAQ – Frequently Asked Questions

Pg 4-5 How to Liquidate Investment Balance (step-by-step) ***Participant Action Required**

Pg 6-7 NueSynergy Consent Banner (step-by-step) ***Participant Action Required**

Full-service administration of consumer-driven and traditional account-based plans.

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FREQUENTLY ASKED QUESTIONS

Q: How do I contact MetLife if I have questions about my MetLife HSA?

A: You can contact MetLife customer service at 877-759-3399.

Q: What happens if I don't elect to transfer my HSA at this time?

A: If you keep your HSA with NueSynergy and participate in the new MetLife HSA, you will have two active HSA accounts. All of your current year contributions through your employer will be deposited into your new HSA.

Q: What happens if I have an investment account with my NueSynergy HSA and wish to transfer my HSA to MetLife?

A: To participate in the bulk transfer, you will need to liquidate your investment balance (if applicable), prior to transferring funds. As detailed in the above outline, this must be completed by December 15, 2021.

For additional instructions on how to liquidate your investment balance please refer to the below section "How to liquidate the balance of your investment account."

Q: Is this transfer of funds considered a distribution from my NueSynergy HSA or is it considered as a contribution to my new MetLife HSA?

A: Neither. The amount transferred directly from one HSA trustee or custodian to another trustee or custodian is not included in income, nor is it deducted as a contribution or included as a contribution on Form 8889 – Health Savings Account (HSA) tax form. In other words, it will not count toward your annual IRS contribution maximum for the year.

Q: Will I have access to my NueSynergy HSA funds during the transfer process?

A: You will still have access to these funds up until the blackout start date. However, once blackout begins, your access to funds will be frozen until transfer is complete, and these funds are available in your MetLife HSA.

Q: Will I have any access to HSA funds in my MetLife HSA during the transfer process?

A: Yes, you will have access to any funds deposited into your MetLife HSA throughout the entire process.

Q: Why did my funds not transfer even though I consented to the bulk transfer?

A: Listed below are some reasons why your funds may not have transferred even though you completed the consent process. Please reach out to your employer for more detailed answers.

- Your account is not in Open/Active status with the new custodian.
- Your consent form is not completed.
- Your account already closed or has a \$0 balance with the prior custodian.
- You did not liquidate investment dollars on time, if applicable.

FREQUENTLY ASKED QUESTIONS

Q: How will I access my NueSynergy HSA funds if my NueSynergy debit card expires before my funds are transferred to the MetLife HSA?

A: As part of the transfer process, replacement cards will not be available/issued for participants with a NueSynergy HSA. You will continue to have access to your NueSynergy HSA up until the blackout period and can reimburse yourself or pay a provider by utilizing the online bill pay feature of your account.

Please note: If you choose to keep your NueSynergy HSA and not transfer funds to MetLife, you can contact the NueSynergy customer service team and request a replacement debit card to be issued for you and any dependents. If you are enrolled for 2021 or will be enrolled in a Health Care or Dependent Care Flexible Spending Account (FSA) in 2022, you will automatically receive a replacement debit card.

Q: How will I access my tax forms 1099-SA and 5498-SA for the 2021 plan year if I close my NueSynergy HSA?

A: You will continue to have access to your online account even after your HSA transfers – and your HSA tax forms will be posted within your online portal just as they have in previous years.

Q: When should I shut off any reoccurring payments I have created within online bill pay?

A: Any reoccurring online bill payments should be shut off by January 15, 2022.

Q: If I transfer my HSA, how long will I have access to my online account?

A: You will continue to have access to your online account (i.e., tax forms, transaction history, etc.) for all of 2022.

Q: Is there a closure fee if I choose to transfer my account after October 31, 2021?

A: Yes, if you choose to close and transfer your NueSynergy HSA after October 31, 2021, you will need to complete the MetLife bank-to-bank transfer form and will be subject to a \$15 closure fee.

Q: If I have investments and am choosing to transfer my HSA. When must I liquidate my investments?

A: If you are choosing to transfer your NueSynergy HSA and also participate in investments, you will need to close your investments and transfer them to your HSA cash account no later than December 15, 2021. If your investments are not closed, your HSA will not be transferred to MetLife.

Please note:

- Investment funds can take 3-5 business days to transfer to your HSA.
- For investments accounts, dividends and interest post on varying days based on the fund in which the accountholder is invested. Typically, they should all post within the first week of the month (possibly even by the 3rd or 4th market day).



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February 16 at 12 p.m. (ET)

Understanding Health Savings Accounts

You may know about the tax advantages of contributing to a Health Savings Account (HSA), but did you know that HSAs are also a way to save for healthcare in retirement? We'll help you understand unique aspects of HSAs, including how they help account owners pay for current healthcare expenses and save for those in the future.

February 17 at 12 p.m. (ET)

Strategies for staying on track

No matter how much or how little money you can save for retirement, it's important that you start now and stay invested for your future. You can learn how taking smart financial steps today may help lead you to a solid financial future after you've stopped working.

February 17 at 5 p.m. (ET)

Estate planning considerations

Ensuring that our assets will pass to loved ones and causes that are near and dear is important to most of us. Discover the components of a basic estate plan and strategies to ensure that your wishes are met.

February 22 at 3 p.m. (ET)

At Your Fingertips: Manage your money from wherever you are

Learn about TIAA's commitment to digital, and how we're leveraging the latest technologies in our online and mobile tools to help you save time and achieve financial success while you're on-the-go.

February 23 at 12 p.m. (ET)

Discover the power of financial well-being

Whether you're the kind of person that lives and spends in the now or plans for what's ahead, there are always ways to save smarter. In this seminar, you'll learn a number of strategies for better managing your money, so you have the knowledge and confidence to pay your bills, save for a rainy day, and achieve any larger financial goals you've set for yourself.

February 24 at 2 p.m. (ET)

Dinero en funcionamiento 1: Las bases de la inversión (Money at work 1)

February 24 at 4 p.m. (ET)



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Pittsburg State University

Special Notice Regarding Your 403(b) Retirement Plan Contributions

Participation in another employer's plan(s) could affect the contribution limitations that must be satisfied. It is your responsibility to ensure that the contribution limitations are not exceeded when combined with certain other employer's retirement programs.

Elective Deferrals

In general, all elective/voluntary retirement program contributions that you elect to make are limited to \$20,500* for calendar year 2022. These contributions include your elected contributions to the [Kansas Board of Regents Voluntary Plan](#), plus any contributions to another employer's 401(k) plan, salary reduction simplified employee pension plan or other retirement plan. These contributions do not include contributions to the [Kansas Board of Regents Mandatory Plan](#) or the [Kansas Public Employees Retirement System \(KPERs\)](#).

If you are also participating in the [KPERs 457 Deferred Compensation Plan](#), your deferred compensation contributions are limited to \$20,500* for calendar year 2022 under Internal Revenue Code Section 457.

Employer Contributions

The other contribution limitation that may be affected by another employer's plan(s) is the limit on "annual additions" to the plan(s) referred to as the Internal Revenue Code Section 415 limits. In general, the amount of contributions to your 403(b) retirement plan is compared to your compensation for the year. For this purpose, compensation and retirement plan contributions from employment outside the University may have to be aggregated.

If you feel that the above limitations may apply to you, you should consult with your tax advisor. Violation of the above limitations may result in current taxable income to you and possibly taxation of your entire 403(b) Retirement Plan account.

If you have any questions regarding the Kansas Board of Regents 403(b) Retirement plan, please contact payroll@pittstate.edu.

*These amounts may differ depending on eligibility for applicable catch-up provisions and total salary earned within the calendar year.