

NOVEMBER 2023

HUMAN RESOURCE SERVICES

Monthly Newsletter



IMPORTANT DATES

Thursday, November 9 Pay Day

Sunday, November 12 Pay Period Starts

Monday, November 13 Time Card Approval Deadline, 12:00 P.M.

Wednesday, Nov 22 Pay Day

Thursday, November 23 Thanksgiving Holiday

Friday, November 24 Thanksgiving Holiday

Monday, November 27 Time Card Approval Deadline, 12:00 P.M.

November 2023-January 2024 Holiday Reporting Guidelines

STATE HOLIDAYS

You can view the 2023 and 2024 Holiday Schedules on our [website here](#).

NOVEMBER WORK ANNIVERSARIES

Mary Kay Wachter - 37 years

Randy Marietta - 30 years

Barb Barto, Irene Zegar - 26 years

Jeff Burns - 24 years

Shannon Nicklaus - 23 years

Reena Natenberg - 22 years

Jeannice Parker - 21 years

Lyndy Little, Tim James - 20 years

Jake Keltner - 18 years

Nancy Grantham - 17 years

Shawn Naccarato - 16 years

Debra Thompson - 15 years

Keith Shively, Jeanne Norton, Dean Mitchell, Randy Johnson - 12 years

Tennyson Williams - 11 years

Lori Martin, Linden Little, Janelle Williams, Cody McCloud - 9 years

Jamie Rink - 8 years

Craig Little - 5 years

Misty Hopper - 4 years

Alec Lindsay-Gaikowski, Carol Young - 3 years

Michael Simpson, Ian Ostmeyer, Sherri Borrer, Douglas Wiggins, Erin Warner - 2 years

Kyle Herron - 1 year



NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Heath Prier	HVAC Technician	Facility Operations
Jon Bartlow	Associate Vice President & Dean of Students	Dean of Students
Vikram Bharti	Post-Doctoral Research Associate	National Institute for Materials Advancement
Dennis Burke	Director of Research Support and Partnership Development	Economic Development & Community Engagement
Thomas Hurford	Director of Interventions & Professional Development	Economic Development & Community Engagement
Donna Jacobs	Accountant II	Advancement Services
Slavica Katnic	Post-Doctoral Research Associate	National Institute for Materials Advancement
Jamie Rink	Director	Student Financial Assistance
Rachel Schenker	Human Resource Specialist Senior	Human Resource Services
Christie Campbell	Administrative Specialist	Development
Misty Hopper	Financial Aid Specialist	Student Financial Assistance
Brian Blythe	Groundskeeper	Facility Operations
Sarah Winters	Early Childhood Specialist/Preschool Supervising Teacher	Teaching and Leadership

NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Madisyn Hite	Director of Development for the College of Technology	Development
Mary Louise Widmar	Executive Director, Business Management & Administration	Economic Development & Community Engagement
Amy Sawyer	Small Business Advisor	EnterprisePSU
Edward Eichenberger	Groundskeeper	Facility Operations
James Jarvis	University Police Officer	Police and Public Safety
Martha Baumgardner	Associate Vice President for Public Affairs & Engagement	Economic Development & Community Engagement
Chandan Bodhak	Post-Doctoral Research Associate	National Institute for Materials Advancement
Lynn Hoyt	Client Services and Event Coordinator	Bicknell Family Center for the Arts

BENEFITS



TIAA and KBOR Q3 Updates

[KBOR Q4 Newsletter](#)

[KBOR Voluntary Plan](#)

[KBOR Retirement Program Guide](#)

[How to Enroll - KBOR Retirement Plan](#)



Updates from Lori Scott Dreiling, HRS Director

HR – Temporary Campus Locations

Pitt State Human Resources will be in various office locations for several weeks. Thank you for your patience as our Facility Operations group tends to some much-needed maintenance in our office area.

We will keep office hours as best as possible but because we will be moving back and forth frequently, it would be best if you, our PSU campus friends, contacted us via Teams or by emailing payroll@pittstate.edu. We forwarded our main phone number to another office location - (620) 235-4191 - and our student employees will monitor it. But again, the best way to reach us is via Teams if you want to contact us individually, or by emailing payroll@pittstate.edu for general HR questions. We can always come to your office as well.

We will be temporarily located in following offices:*

Amershek, Debbie – 406B Russ Hall

Clayton, Jamie – 406A Russ Hall

Dreiling, Lori Scott – 101Q Student Rec Center or Block 22 East Building or 223L Kelce

Harding, Jordan – 212 Kelce College of Business

Letner, Diane – 209B Horace Mann/University Housing

Schenker, Rachel – 211A Kelce College of Business

***November 20 and 21 – HR office will be open in 406 Russ Hall only during Monday and Tuesday of Thanksgiving week.**

State Employee Health Plan (SEHP) Open Enrollment: SEHP Open Enrollment is over for another year. Thank you to multiple departments for hosting us in your buildings to assist employees in open enrollment. For future reference, the customer service email for SEHP is as follows: SEHBPBenefits@ks.gov For HealthQuest customer service, contact HealthQuest@marathon-health.com or HealthQuest.ks.gov.

Diane Letner is retiring: December 8 is the last day at Pitt State for HR Specialist, Diane Letner. Diane was a Pitt State grad and has been employed here since 2004 – 19 years! We are so thankful that Diane has been a part of the HR team and we are going to miss her “happy face.” Please feel free to send her a card, an email, or give her a call with best wishes for her retirement future. #oagaag

Holiday Reporting Deadlines: Please pay close attention to the link at the beginning of the newsletter on how to report time during this holiday period which includes timecard deadlines. HR does not close during the holiday period because payroll has to be processed! We have hard deadlines with the State of Kansas in order to make that happen so please pay close attention to YOUR deadlines. If you have questions, contact your supervisor or email payroll@pittstate.edu.

New positions in HR: We are hiring for 3-4 positions in HR so watch our jobs page closely in case you know of an entry-level HR person (or recent college graduate) that would be interested.

Special Thanks: Yes, like many of you, our team is short-handed right now. Kudos to Debbie, Jamie, Jordan, Diane, and Rachel for taking on extra tasks not normally assigned to them during this time. Hence the delay in the November newsletter 😊

Hope you have a wonderful Thanksgiving!



[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.