

JANUARY 2022

HUMAN RESOURCE SERVICES

Monthly Newsletter



Update from HRS

Lori Scott Dreiling, Director

Welcome to 2022! Lots of activities in HR right now so I want to remind you of two important things. First of all, you should have received an email from the State of Kansas (SOK) this morning (1-10-22) stating that 2021 W-2s are available and how to retrieve them. Please use that method to print out your W2. Pittsburg State Human Resources office does not have access to your W-2. The email from the SOK reads as follows:

This is notification that your 2021 W-2 form is now available for viewing and printing through Employee Self Service. If you have consented to receive your W-2 electronically, you may access your W-2 by going to the SOK Employee Self Service Center by copying and pasting the following link into your browser '<http://www.da.ks.gov/ps/subject/ssc/>', clicking 'Click here to Sign In', and logging in. For complete instructions on logging in, and viewing and printing your W-2, please access the Desk Aid, W-2 ESS View and Print, also located on the SOK Employee Self Service Center under the Frequently Asked Questions (FAQs) section.

If you have not consented to receive your W-2 electronically but would like to, it is not too late! The W-2 ESS View and Print desk aid includes instructions on granting consent so that you, too, may view and print your W-2 now. Otherwise, a paper form will be sent to your current mailing address in late January.

In addition, 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

For those University Support Staff that didn't get their USS t-shirt yet, we have some extras in the Human Resources office M-F from 8-noon or 1:00 P.M. to 4:30 P.M. on the days campus is open this month. First come, first served!

Please read the newsletter and make sure you know how to record your time for the upcoming Martin Luther King, Jr. Day holiday.

Looking forward to our faculty and students back on campus soon. Have a great January!



[Contact Us](#)

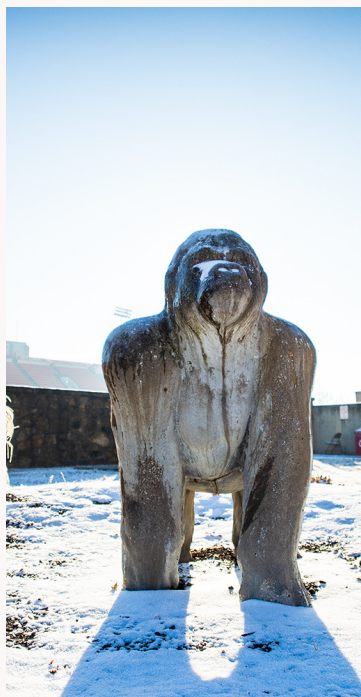
[Benefits](#)

[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, December 31	New Year's Holiday Observed
Friday, January 7	Pay Day
Sunday, January 9	Pay Period Starts
Monday, January 10	Time Card Approval Deadline, 12pm
Monday, January 17	Martin Luther King Jr. Day - University Closed
Friday, January 21	Pay Day
Sunday, January 23	Pay Period Starts
Monday, January 24	Time Card Approval Deadline, 12pm

State Holidays

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

Martin Luther King Jr. Day Time Reporting

Monday, January 17 is Martin Luther King Jr. Day and the University will be closed. See Holiday Reporting Guidelines below:

Hourly Employees with Benefits

University Support Staff	<ol style="list-style-type: none"> If you DO work on a Holiday/Veteran's Day, you will report Regular time for hours worked on the Holiday/Veteran's Day. If you DO NOT work on a Holiday/Veteran's Day, you will report Holiday Credit for your regular schedule on Holiday/Veteran's Day.
Unclassified	<ol style="list-style-type: none"> If you DO work on a Holiday/Veteran's Day, you will report Regular time for hours worked on the Holiday/Veteran's Day. If you DO NOT work on a Veteran's Day, you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day. If you DO NOT work on a Holiday, you will report Holiday Credit for your regular schedule on the Holiday.

Salaried Employees with Benefits

University Support Staff	<ol style="list-style-type: none"> If you DO work on a Holiday/Veteran's Day. Report Comp Time Earned on your timecard for one and one-half times the hours worked. For example if you worked 8 hours then you would report Comp Time Earned as 12 hours. If you DO NOT work on a Holiday/Veteran's Day then you will not report anything.
Unclassified	<ol style="list-style-type: none"> If you DO work on a Holiday/Veteran's Day. Report Comp Time Earned for the number of hours that you worked. For example, if you worked 8 hours on Veteran's Day, you will report 8 hours of comp time earned on Veteran's Day. If you DO NOT work on Veteran's Day, you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day. If you DO NOT work on a Holiday, you will not report anything.

NEW EMPLOYEES AND NEW POSITIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>	<u>As of:</u>
Karesa Burr	Accounting Specialist	Intercollegiate Athletics	12/12/21
Sean Buddenhagen	Electrician	Physical Plant Building Trades	12/12/21
Nicola Bilic	Analytical Services Manager	Kansas Polymer Research Center	12/26/21
Justin Edge	Asst. Controller for Business Services	Business Office	12/26/21

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.



➤ Reminder to update your Beneficiary

Please remember to keep your beneficiaries up to date!

- For employees under KPERS you may view your retirement and life insurance beneficiaries on the KPERS website at [KPERS Login](#).
- For the KPERS Voluntary plan you may view your beneficiaries at [KPERS 457 Voluntary Login](#)
- For employees under KBOR you may request to view your current life insurance beneficiaries by contacting the HRS office by phone at 620-235-4191 or by emailing payroll@pittstate.edu
- HSA beneficiary information can be viewed by logging into the [HSA portal](#)

[View the complete Employee Life and Family Status Change Checklist here](#)

➤ Terminate student employees who have graduated or left your area

Please take a moment to review your direct reports and take appropriate steps to request termination of employees in a timely manner.

- Use the **Employee Change Request Form** (found in GUS Cloud > Others > My Dashboard > Line Manager & Administrator Dashboard) to terminate student and temporary, hourly-paid employees.
- Email completed form to payroll@pittstate.edu

➤ 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 Kansas Department of Administration Employee Self-Service Portal. Instructions on how to access your W-2 can be found [here](#)!

See Lori's letter above

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

2022 HealthQuest portal is LIVE

Visit the [HealthQuest portal](#) now and start earning rewards.

Check out these guides & materials for 2022:

- [Plan A Incentive Guide](#)
- [Plan C,J,N Incentive Guide](#)
- [New Member Flyer](#)
- [FAQ Guide](#)

Don't have an account?

Sign up in minutes with our [Account Creation Guide](#).

Learn & Earn Online

Get a head start on your [2022 learning modules](#) including:

- 2022 HealthQuest Program Overview and Quiz
- Wellness Assessment Questionnaire

Meet your Cerner Coaches

Get to know all of your HealthQuest Cerner coaches in this webinar on January 13 at 11 AM. [Register today](#) to save your spot! Members who attend the webinar will receive 1 HealthQuest credit.


TIAA

1st Quarter TIAA/Voya Newsletter

See attachment for the 1st Quarter TIAA/Voya Newsletter

TIAA Webinars

See attachments for the TIAA January and First Quarter Webinars



KPERS

KPERS 457 Financial Wellness Webinars

Achieving Financial Fitness

Tuesday, January 11, 2022 @ 10 a.m. (30 minutes)

Financial fitness is different for everyone. We each have our own picture of retirement and different obstacles to saving. But the goal is the same, improving your financial outlook.

[JOIN NOW](#)

Fundamentals of Investing

Wednesday, January 12, 2022 @ 12 noon (30 minutes)

Financial fitness is different for everyone. We each have our own picture of retirement and different obstacles to saving. But the goal is the same, improving your financial outlook.

[JOIN NOW](#)

Market Volatility: Stay the Course

Thursday, January 13, 2022 @ 2 p.m. (30 minutes)

We'll talk about how to handle the ebb and flow of market investments, especially at this important time in our history.

[JOIN NOW](#)

Nearing Retirement

Wednesday, January 19, 2022 @ 11 a.m. (45 minutes)

Are you ready, but your finances are not?

[JOIN NOW](#)

Benefits of Enrolling & Roth

Thursday, January 20, 2022 @ 1 p.m. (45 minutes)

Here's an introduction to the KPERS 457 plan. Get the basics, and learn how saving with KPERS 457 can help you reach a sound retirement.

[JOIN NOW](#)

How to Create a Budget

Monday, January 24, 2022 @ 3 p.m. (45 minutes)

See how creating a budget and sticking to it may help you take charge of your money, your finances and your future.

[JOIN NOW](#)

Achieving Financial Fitness

Tuesday, January 25, 2022 @ 4 p.m. (30 minutes)

Financial fitness is different for everyone. We each have our own picture of retirement and different obstacles to saving. But the goal is the same, improving your financial outlook.

[JOIN NOW](#)

Sign up for KPERS Pre-Retirement Webinars

It's a new year. If your thinking about retirement in 2022, whether you're five years away or just 12 months, we have just the right webinar for you. Register today to secure a spot!

Retirement Planning:

Counting Down the Last 12 Months

Tuesday, January 18 @ 10am

Thursday, January 20 @ 6pm

[Register Here](#)

Navigating your Path to Retirement

Tuesday, January 18 @ 6pm

Thursday, January 20 @ 2pm

[Register Here](#)





Retirement Readiness Q1, 2022:

Let us help you pursue your goals

Building a strong foundation

Tips to reduce your debt

Being buried under debt makes it tough to save enough for a rainy-day fund or for retirement. Learning how to reduce debt—while saving for longer-term goals—is critical to your overall financial health. Check out these articles to help you get on track.

Voya: [6 things you didn't know about paying off debt](#)

TIAA: [6 steps to reduce your debt](#)

Budgeting tools you can use

Want help charting your credit card debt and personal loans? TIAA's [Debt Illustrator tool](#) can help you see how much interest you will pay and when you could be debt free. Explore how paying a little extra can make your debt-free date come a little sooner.

Voya Financial's online [budget calculator](#) can help you gain insight using the 50/30/20 approach. It's a simple rule that suggests you budget 50% of your spending and saving toward the things you need, 30% toward the things you want, and 20% toward savings. Grouping basic needs and wants can help you maximize your ability to save. A budget can also help you prioritize and personalize a new spending and savings plan based on your current situation.

Managing debt

TIAA and Voya offer some quick videos to help prioritize and pay down your debt



Voya: Learn how to prioritize debt



TIAA: Paying down credit card debt

IRS announces contribution limits for 2022

Regardless of where you are in your life or career, it's a smart idea to make the most of KBOR's Retirement Plan. The plan gives you one of your best opportunities to help build assets for the kind of retirement you want and deserve.

In 2022, you can contribute up to \$20,500 to your KBOR Voluntary Retirement Plan. This is in addition to your Mandatory Retirement Plan and/or KPERs 457(b) Deferred Compensation Plan* contributions. Don't miss out on these additional savings. If you aren't already participating in the Voluntary Plan, consider enrolling today.

TIAA: TIAA.org/kbor

Voya: kbor.beready2retire.com

*Keep in mind that the contribution limits for the KPERs 457(b) Deferred Compensation Plan are in addition to the Voluntary Plan's limits. This gives you an opportunity to double the amount you're able to save each year. Contact your benefits office for more information.

Live and on-demand webinars

Concerned about your retirement account or want to learn how to keep your financial goals on track? Attend a webinar! Live webinars are offered each month and are available on demand for your convenience. This quarter, you'll find sessions focused on a number of topics including:

- Spending and saving
- Beginning to save for retirement
- Strategies for staying on track

Plus many more! Be sure to visit TIAA.org/webinars or Voya.com/voyalearn today to see more information on the dates, times and topics. Reserve your place today!

NEW: Webinar topics also available en Español



Retirement Readiness Q1, 2022: Let us help you achieve your goals

Edelivery—Go paperless and simplify your finances

Want a faster way to keep track of your retirement account? For faster and more secure communications, TIAA and Voya offer email delivery for many of your documents.

TIAA:

Log in to your account at TIAA.org/kbor. Once you see your account home page, select your profile (click on the icon with your initials on the top right corner) and select *Communication preferences*. Click *Go paperless* and *Save preferences* at the bottom.

Voya:

Log in to your account at kbor.beready2retire.com. Go to your profile (upper right-hand corner) and select *Communications Preferences*. Follow the prompts to provide your email address and update your paperless or mail options.

Questions about your retirement plan?

For more information about the KBOR Retirement Program, please contact TIAA or Voya for personal retirement planning support and advice.*

TIAA

By phone: Call **800-842-2252**, weekdays, 7 a.m. to 9 p.m. (CT)

Online: TIAA.org/schedulenow

Voya

By phone: Call **800-814-1643**, weekdays, 8 a.m. to 5:30 p.m. (CT)

Online: kbor.beready2retire.com/contact-information/contact-us



*TIAA advice based on methodology from an independent third party.

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Register now for TIAA's live webinars

Keep your financial goals on track with TIAA's live webinars. Reserve your spot today.

Register now

Visit **TIAA.org/webinars** to register or watch past presentations on demand.

Paying Yourself: Income options in retirement

You can learn the rules that govern retirement assets and find out when to consider using different income sources.

January 11 at 12 p.m. (CT)

Quarterly economic and market update with TIAA's Chief Investment Strategist

Take a closer look at our views on the financial markets, including key market drivers, the U.S. economy, policy and politics, and investing in public markets. This webinar will also cover the challenges that investors face and how to navigate them.

January 12 at 11 a.m. (CT)

Los secretos del dinero: Cómo gestionar los ingresos y las deudas (Inside Money)

Discover how to help make your money work harder by using your cash flow more effectively, developing good saving habits and better managing debt.

January 13 at 3 p.m. (CT)

Social Security Considerations

Social Security will likely play a significant role in building your retirement income. Learn the basics about Social Security including eligibility, how to apply, how your benefit is calculated and strategies for claiming benefits.

January 20 at 11 a.m. (CT)

Looking to turn your retirement savings into a paycheck for life?

You diversify your investment portfolio before retirement to help offset risk. A similar strategy can help see you through retirement. Learn how creating a diversified income plan—one that uses a combination of income sources and includes annuity income that's guaranteed for life—can help reduce the risks you may face in retirement and ensure you have income that never runs out.

January 25 at 12 p.m. (CT)

The Starting Line: Beginning to save for retirement

You can learn how to evaluate and manage debt, find additional ways to save, create a budget and begin to plan for retirement.

January 26 at 1 p.m. (CT)



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Diversification is a technique to help reduce risk. It is not guaranteed to protect against loss.

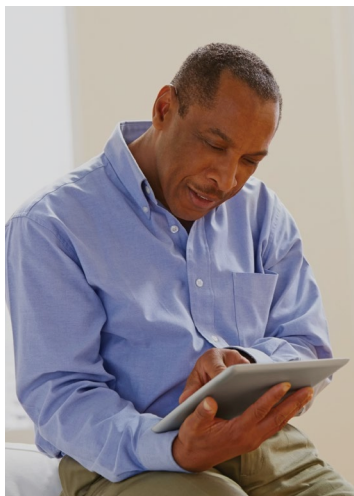
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BUILT TO PERFORM.

CREATED TO SERVE.



Attend live webinars to help boost your financial know-how



You can register for upcoming titles at TIAA.org/webinars.

All live webinar times are (CT).

January

Paying Yourself: Income options in retirement 1/11 at 12 p.m. (CT)

Quarterly economic and market update with TIAA's Chief Investment Strategist 1/12 at 11 a.m. (CT)

Los secretos del dinero: Cómo gestionar los ingresos y las deudas (Inside Money) 1/13 at 3 p.m. (CT)

Social Security Considerations 1/20 at 11 a.m. (CT)

Looking to turn your retirement savings into a paycheck for life? 1/25 at 12 p.m. (CT)

The Starting Line: Beginning to save for retirement 1/26 at 1 p.m. (CT)

February

Market proof your retirement 2/16 at 11 a.m. (CT)

Understanding Health Savings Accounts 2/17 at 11 a.m. (CT)

Strategies for staying on track 2/17 at 4 p.m. (CT)

Estate Planning Considerations 2/22 at 2 p.m. (CT)

At Your Fingertips: Manage your money from wherever you are 2/23 at 11 a.m. (CT)

Discover the power of financial well-being 2/24 at 1 p.m. (CT)

Dinero en funcionamiento 1: Las bases de la inversión (Money at work 1) 2/24 at 3 p.m. (CT)

March

Opening doors to the future—Save in a 529 college savings plan 3/8 at 11 a.m. (CT)

Beneficiary designation considerations 3/10 at 1 p.m. (CT)

Help protect you, your family, and your money 3/22 at 12 p.m. (CT)

Tax planning considerations 3/24 at 11 a.m. (CT)

Financial Housekeeping for now and later 3/29 at 2 p.m. (CT)

Pagarse a uno mismo: Opciones de ingresos en la jubilación (Paying yourself income options) 3/30 at 3 p.m. (CT)

The webinars' schedule is subject to change.

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