

JANUARY 2023

HUMAN RESOURCE SERVICES

Monthly Newsletter



IMPORTANT DATES

Friday, January 6	Pay Day
Sunday, January 8	Pay Period Starts
Monday, January 9	Time Card Approval Deadline, 12pm
Monday, January 16	Martin Luther King Jr. Day - University Closed
Friday, January 20	Pay Day
Sunday, January 22	Pay Period Starts
Monday, January 23	Time Card Approval Deadline, 12pm

STATE HOLIDAYS

You can view a list of the 2023 Holiday Schedules on our [website here](#).



**Monday, January 16 is
Martin Luther King Jr. Day
and the University will be
closed. See the Holiday
Reporting Guidelines below.**

HRS Reminders

➤ Martin Luther King Jr. Day Time Reporting Guidelines

- Salaried employees with benefits:

- **Unclassified**

- If you **DO** work on the Holiday, you will report **Comp Time Earned** for the numbers of hours that you worked.
 - Example: If you worked 8 hours, you will report 8 hours of Comp Time Earned.
- If you **DO NOT** work on the Holiday, you will not report anything.

- **University Support Staff (USS):**

- If you **DO** work on the Holiday, report **Comp Time Earned** on your timecard for one and one-half times the hours worked.
 - Example: If you worked 8 hours then you would report Comp Time Earned as 12 hours.
- If you **DO NOT** work on the Holiday, then you will not report anything.

- Hourly Employees with Benefits:

- **Unclassified**

- If you **DO** work on the Holiday, you will report **Regular** time for hours worked.
- If you **DO NOT** work on the Holiday, you will report **Holiday Credit** for your schedule on the Holiday.

- **University Support Staff (USS)**

- If you **DO** work on the Holiday, you will report **Regular** time for hours worked.
- If you **DO NOT** work on the Holiday, you will report **Holiday Credit** for your regular schedule.

- Discretionary Day Information:

- You can use the 2023 discretionary day starting Tuesday, January 3, 2023.
- Discretionary day is available after 6 months of employment.

Welcome to your all-new HealthQuest Program for 2023!

- The State Employee Health Plan (SEHP) is partnering with **Marathon Health**, the same provider as the HealthQuest Health Center, to bring you a new HealthQuest experience for 2023. Employees can complete activities for credits to receive financial rewards!
 - Learn more about the HealthQuest Rewards Program at HealthQuest.ks.gov.
- **What rewards are offered through the HealthQuest Rewards Program?**
 - Plan A: Employees that earn up to 40 credits by December 31, 2023, will receive the premium incentive discount of \$480 off their 2024 medical premium. Employees that earn 20 credits but less than 40 credits by December 31, 2023, will receive a partial premium incentive discount of \$240 off their 2024 medical premium.
 - Plans C, J and N: Employees that earn 40 credits by December 31, 2023, will receive the premium incentive discount of \$480 off their 2024 medical premium and up to \$500 in HRA/HSA rewards (\$12.50 per credit) for HealthQuest activities completed and posted in their HealthQuest portal by November 17, 2023.
- **Who can participate in the HealthQuest Wellness Program?**
 - Employees on Plans A, C, J, and N can participate in the HealthQuest wellness program to earn credits.
 - Benefits-eligible employees that have waived SEHP coverage can participate as well but will not earn credits.
 - SEHP-covered spouses are welcome to participate but will not earn credits.
- **Am I required to participate in the HealthQuest Wellness Program?**
 - HealthQuest Wellness Program participation is completely voluntary and confidential, but participation is encouraged.

All-new HealthQuest Program for 2023 continued:

- **How do I access the HealthQuest portal?**

- You now have access to the NEW HealthQuest portal
- Visit HealthQuest.ks.gov to register in the portal
 - If you experience difficulty, please contact the Member Relations Team (MRT) at 785-783-4080
- Click on the Incentives tab on the homepage
- View activities and track your progress!

- **What activities are eligible for HealthQuest Credits in 2023?**

- Activities that are eligible for credits are separated into three categories: Preventive Care, Educational, and Health Management.
- The 2023 HealthQuest program has increased the number of preventive care services that are eligible for credits as well as increased the number of credits that can be earned per activity.
- For a complete list of activities, login to your HealthQuest Portal, or view the 2023 Incentive Guides:
 - Plan A Incentive Guide: [Incentive Overview \(ks.gov\)](https://HealthQuest.ks.gov/IncentiveOverview)
 - Plans C, J, and N Incentive Guide: [2023 HealthQuest Rewards Program \(ks.gov\)](https://HealthQuest.ks.gov/2023HealthQuestRewardsProgram)

- **Do I have to use the HealthQuest Health Center to receive credit for preventative care activities?**

- No, you are welcome to complete any of the preventive services through your regular provider. HealthQuest awards credits for these activities through medical and dental claims submitted through your SEHP insurance.
- If the HealthQuest Health Center in Topeka is convenient for you, members covered by SEHP insurance may complete any of the available services through the HealthQuest Health Center. Members located outside of Topeka can access the Marathon Health Anywhere program by calling the Marathon Health Center at 785-783-4080.
- HealthQuest portal is experiencing technical difficulties with the Overview Video and Quiz, we will update as soon as available.

- **Questions?**

- If you have any questions about your benefits, please email SEHPHealthQuest@ks.gov.

➤ Dependent Tuition Waivers

- Dependent tuition waivers, staff and employee tuition assistance applications for Spring 2023 are due by **January 9, 2023**.
 - Email applications to swolownik@pittstate.edu.
 - Forms can be found on the HRS website on the [benefits page](#).

➤ Late Timesheets

- Late (paper) timesheets should be uploaded (completed and signed) to the **electronic submissions form**. Please **DO NOT** email them to payroll.
 - You can access the form here on the [HRS' Forms Webpage](#) (Supervisors we HIGHLY recommend you bookmark this page.)
 - By submitting late timesheets to the electronic submission form it better allows us to keep track of the timesheets so that employees can be paid in a timely manner
 - **Supervisors please remember that you need to be checking the late timesheets before signing them. We are receiving quite a few with inaccurate calculations or missing information such as the pay period date. This can result in employees not being paid.**



HRS Reminders

➤ 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 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 [here](#).

➤ Employee Checklist

- **All Employees:**
 - Update your Home Address in GUS Cloud and MAP. This will ensure that your address is correct on your W-2 and that important information regarding your health insurance coverage is sent to the appropriate address.
 - Manage Home and Mailing Address in GUS HR and MAP. [Use this step by step document for assistance](#).
 - Update Email Address in the State of Kansas Employee Self Service (ESS) Portal. This will ensure that you receive notifications from the State of Kansas. Instructions on how to update your email address is located on the [W-2 information page](#).
 - W-2 information:
 - The 2022 W-2 will be available soon. You will see a notice in the Pitt State Daily when they are available. Forms will be available electronically through the State of Kansas Employee Self Service (ESS) Portal.
 - Employees that consented to receive the W-2 electronically last year will still have that consent. Employees that would like to add electronic consent must log in to the ESS Portal and consent to receive this information.
 - [W-2 and Electing Electronic Access](#)

➤ Terminating Student Employees

- 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 HR > Other > My Dashboard) to terminate student and temporary, hourly-paid employees that are not returning this spring.

HRS Reminders

NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Tiffini Chapman	University Police Officer	University Police and Parking Services
Morgan Cristy	Mental Health Counselor	University Counseling Services
Heather Eckstein	Assistant Vice President for Student Success Center	Student Success Programs
Kyle Herron	University Police Officer	University Police and Parking Services
Lance Moser	Director of Annual Giving	Development
Jeannice Parker	Academic Advisor	Student Success Programs



TIAA and KBOR Q4 Updates

[KBOR Q1 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

Your new KPERS 457 Plan counselor has arrived!

Meet your new dedicated and local representative for your KPERS 457,
Shani Simms.

Shani is available to provide you one-on-one counseling with personalized account services at no cost to you, such as a comprehensive account review, enrolling in your plan, contributing to your plan and much more.

To set up one-on-one appointments, find out about upcoming retirement planning seminars or for more information click the box below.

[**More Information**](#)

BENEFITS

Upcoming Webinars

January 4 @ 1:00pm	Social Skills Refresh!	EAP
January 10 @ 2:00pm	Basic Estate Planning Strategies	TIAA
January 11 @ 11:00am	Quarterly Economic and Marketing Update w/ TIAA's Chief Investment Strategist	TIAA
January 17 @ 10:00am	Retirement Planning: Counting Down the Last 12 Months	KPERS
January 18 @ 11:00am	Understanding Health Savings Accounts (HSA)	TIAA
January 18 @ 2:00pm	Basic Social Security Strategies	TIAA
January 18 @ 2:00pm	KP&F Pre-Retirement	KPERS
January 19 @ 11:00am	Common Estate Planning Considerations	TIAA
January 19 @ 6:00pm	Retirement Planning: Counting Down the Last 12 Months	KPERS



Update from HRS

Lori Scott Dreiling, Director

Happy new year and welcome back to campus! That was a nice, long break, wasn't it?

Christmas Carol Song Contest – Thanks for playing along from the December newsletter! Our winners are Mary Leritz (KPRC), Bryna Broyles (KRPS FM), Becky Krause (ITS), and Barbara McCarley (Student Success)! I'll deliver your gifts today or Monday! Christmas Carol with the most votes: **Oh, Holy Night!**

Holiday Reporting: Please read the HR newsletter on how to report holiday for Martin Luther King, Jr. Day which is January 16. Classes resume on Tuesday, January 17.

Special Thanks: Many of you know that we had a busy HR day because of payroll reporting after the University was closed for inclement weather on December 22. Special shout out to the HR team in their fast response to changes that day – and again on Tuesday, December 27; working on getting payroll to the State of Kansas on time with a hard deadline. Nice job team.

Retirement coming for you? If you are planning on retiring prior to June 2023 and have not yet met with me, please email me to set up a time for that meeting.

HealthQuest: READ CLOSELY the update in this newsletter from the State Employee Health Plan on the NEW HealthQuest program now administered by Marathon Health. It will be different and we'll all have to learn together. Special note: There will no longer be bio-metric screenings on campus that will feed your points directly to HealthQuest. You will have to go to your doctor and get the visit processed through your health plan with SEHP to get the points. See your personal email from HealthQuest from 1-4-23 at 2:45 P.M. for more details.

As always, if you need to reach us, please contact us at payroll@pittstate.edu. Have an amazing beginning to the new year!



[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.

