



Human Resource Services

August 2021 Newsletter, published 01/04/22



WELCOME BACK, STUDENTS!

HRS Newsletter

The Human Resource Services (HRS) newsletter is 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.

Human Resource Services Schedule

Human Resource Services office will have on-site services available from 8am-12pm and from 1pm-5pm, Monday through Friday. Appointments are accepted with individual HR team members as well. Employees are encouraged to email payroll@pittstate.edu for assistance.



Important Dates

| | |
|------------------------|---|
| Friday, August 6 | Pay Day |
| Friday, August 6 | Summer hours end |
| Sunday, August 8 | Pay Period Starts |
| Sunday, August 8 | Fall Appointments Begin |
| Monday, August 9 | Time Card Approval Deadline 9 a.m. |
| Monday, August 9 | New Faculty Orientation |
| Thursday, August 12 | Service Award Pin/Charm distribution after Opening Meeting; Bicknell Family Center for the Arts - 9:00 am |
| Friday, August 13 | Graduate Assistant Orientation |
| Friday, August 20 | Pay Day |
| Sunday, August 22 | Pay Period Starts |
| Monday, August 23 | Time Card Approval Deadline 9 a.m. |
| Tuesday, August 24 | USS Ice Cream Event in the Oval |
| Wednesday, August 31 | Biometric Screenings in the Student Center |
| Thursday, September 1 | Biometric Screenings in the Student Center |
| Friday, September 3 | Pay Day |
| October 1 - October 31 | Open Enrollment for State Employee Health Plan (SEHP) |
| Thursday, October 21 | Biometric Screenings in the Student Center |

State Holidays

You can view a list of the 2021 Holiday Schedule on our [website here](#).

OTHER IMPORTANT UPDATES

Employee COVID Reporting Information

If any employee feels that they are experiencing symptoms of COVID-19, getting tested, or have been identified as a Close Contact, please fill out the form at the link below. For questions please email payroll@pittstate.edu and someone will assist you as soon as possible.

[Employee COVID-19 Reporting Form](#)

PSU Open Interviews

Do you know someone interested in working at Pitt State? The HR team, along with others from the Physical Plant and elsewhere on campus, will be hosting open interviews and informational sessions about our openings each Wednesday from 11:00 A.M. to 12:00 P.M. at the KANSASWORKS Pittsburg office through the end of August.

BE A GORILLA - WORK AT PITT STATE!

Open Interviews

Every Wednesday | 11:00-noon
At KANSASWORKS
216 N Broadway in Pittsburg



SOUTHEAST
KANSASWORKS
sekworks.org
A proud partner of the American Job Center network



**Pittsburg State
University**

Come in for help with your resume and online application. Pitt State staff will be available to answer questions and conduct interviews with applicants every week. See all positions available and apply today at:

PITTSTATE.EDU/JOBS

Custodial, administrative assistant, groundskeeping, and more!

Questions? Call 620-231-4250

BENEFITS INFORMATION

HealthQuest: Earn Credits for your Vaccines

You can now earn **3 HealthQuest Credits** by self-reporting your COVID-19 vaccination. Log in to the [HealthQuest portal](#), click on the COVID vaccine image on the righthand side of the screen, complete a short questionnaire, and click submit. Your credits will be awarded instantly.

Members of the SEHP that also participate in the HealthQuest wellness program can earn three (3) HealthQuest credits for receiving a Flu Shot. Members of plans C, J, N and Q will also receive \$30 in HealthQuest Rewards dollars deposited into their HRA/HSA.

HealthQuest Information

For more information on important dates and HealthQuest in general please [Click Here \(PDF Document\)](#) to view the July HealthQuest Newsletter.

2021 HealthQuest Biometric Screenings will be available for sign up in the HQ portal. These have been scheduled for the following dates in the Governors Room: **August 31st • September 1st • October 21st**

Full On-Site 2021 Biometric Screening Schedule is Now Open. Click here for more details.

[HealthQuest Portal](#)

New Member Webinar

Monday, August 16, 2021 at 11:00 AM

[Register Here](#)

SEHP Open Enrollment

The State Employee Health Plan (SEHP) will host the annual Open Enrollment period for Active State and Non State Group employees from **October 1-31, 2021**.

All Open Enrollment materials, including the Open Enrollment Guide, videos, and informational flyers will be posted to the SEHP's website at HealthBenefitsProgram.ks.gov by September 15, 2021.

Should you wish to receive a printed copy of the Open Enrollment Guide, click below to **submit your request by August 6, 2021**.

[CLICK HERE to request a printed copy of the 2022 Open Enrollment Guide.](#)

[Download Flyer](#)

KPERS Financial Webinars

Fundamentals of Investing (30 minutes)

Asset allocation and diversification help you find the best balance of risk and potential return when investing for retirement. But one size doesn't fit all. We'll look at how to keep your investment portfolio on track.

We'll also talk about the options available through KPERS 457 to help you build a diversified portfolio across different asset classes.

August 10, 2021 @ 2 p.m.

[CLICK HERE TO REGISTER](#)

How to Create a Budget (30 minutes)

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

We will discuss:

- Benefits of having a budget
- How to create a budget
- Starting an emergency fund

August 19, 2021 @ 1 p.m.
[CLICK HERE TO REGISTER](#)

Achieving Financial Fitness (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.

Will will discuss:

- What is financial fitness
- 4 steps to financial fitness
- Financial fitness & your retirement savings

August 25, 2021 @ 10 a.m.
[CLICK HERE TO REGISTER](#)

Employee Assistance Program Newsletters

[Click here \(PDF Document\)](#) to view the SEHP Newsletter on Stress.

[Click here \(PDF Document\)](#) to view the SEHP Newsletter on Setting a New Routine

TIAA Webinars

2nd QTR 2021 Investment Perspectives and Performance Review

August 18, 2021 @ 2PM (ET)

[Register Now](#)

DOL Cybersecurity Guidelines: How TIAA Partners with you to keep your plan and participants safe

August 25, 2021 @ 2PM (ET)

[Register Now](#)

[Download Flyer for TIAA Live Webinars Calendar \(PDF Document\)](#)

[Download Flyer for TIAA August Webinars \(PDF Document\)](#)

UPDATE FROM HRS

Director - Lori Scott Dreiling



Yes, it is August. This summer has flown! We are excited to new faces this fall semester and welcome all of our new faculty and staff! If you need to complete new hire paperwork that you weren't able to do remotely, contact us for an individual appointment us at payroll@pittstate.edu.

Many of you are close to getting your 40 points needed from HealthQuest to receive your health insurance premium discount for 2022. Just this week, I participated in my first "coaching appointment" with a nutritionist and was very pleased with the process and the 1-on-1 advice (and the follow up)! (Ask for Shanna!) [Click here to learn how to schedule a coaching appointment on your HealthQuest Portal](#). You can also schedule a coaching appointment by calling **1-888-275-1205, option 3**. You get one point for each coaching session! Remember that you can report your COVID vaccine at the HealthQuest portal for THREE points.

We'd like to welcome two new student HR assistants to the team – Kacie Ford and Maggie Brown! Both are incoming freshman – we are very happy to have them!

The HRS team is looking forward to seeing all of the employees receiving service awards at the Bicknell Family Center for the Arts next Thursday (August 12) after Convocation, which starts at 0900. We will distribute pins/charms at that time. Congratulations Gorillas!

Pittsburg State University

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