

AUGUST 2022

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## Update from HRS

*Lori Scott Dreiling, Director*

Welcome to August!

**Mark your calendar for September 13 – Retirement Information Day:** Pitt State HR will host a Retirement Information Day in the Overman Student Center (OSC) on Tuesday, September 13. Whether you are far, far away from retirement or looking to retire within the next 3-5 years, you will want to attend a session or two that day. We'll start with a panel discussion with our providers and then offer separate sessions in various rooms in the OSC that morning. In the afternoon, you will be able to set up individual meetings with the providers. Those groups that have committed to being here that day: KPERS, KPERS 457, KBOR Mandatory and Voluntary Plans (TIAA and VOYA). We'll send out a form soon for you to sign up!

**Are you planning on retiring in the next year?** Now would be a good time to contact me directly and set up a meeting so we can review the retirement process. We can meet in my office, or your office, or meet remotely (Teams or Zoom). Up to you!

**Open enrollment meeting on campus:** Read the HRS newsletter and mark your calendar for Monday afternoon, October 10 from 1:00 P.M. to 4:00 P.M. State Employee Health Plan (SEHP) Open Enrollment is October 1-31 and the SEHP will be on campus (in the Crimson and Gold Ballroom in the Overman Student Center) to review our benefit changes and updates.

**Contact us:** This is a reminder to contact [payroll@pittstate.edu](mailto:payroll@pittstate.edu) instead of contacting a team member at their phone extension or at their individual email. If you do call the office, please leave a message so that we can return your call. [payroll@pittstate.edu](mailto:payroll@pittstate.edu) will be the best way to get your question to the right person.

I am looking forward to seeing our faculty and students back on campus soon. I have 51 students in my MGT 540 – Human Resource Management class this fall. Can't wait!  
#gopitt



[Contact Us](#)

[Benefits](#)

[Newsletter  
Archives](#)

The Human Resource Services (HRS) newsletter will be housed on the HRS web page on the [pittstate.edu](http://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](mailto:payroll@pittstate.edu).



## IMPORTANT DATES

Friday, August 5	Pay Day
Sunday, August 7	Pay Period Starts
Monday, August 8	Time Card Approval Deadline, 12pm
Monday, August 15	Fall Appointments Begin
Tuesday, August 16	State Employees Health Care Commission (HCC) Public Meeting, 10 am <a href="#">Register Here</a>
Wednesday, August 17	Voya (Sheri Birdsell) on Campus
Friday, August 19	Pay Day
Sunday, August 21	Pay Period Starts
Monday, August 22	Time Card Approval Deadline, 12pm
Tuesday, August 30	Biometric Screenings
Wednesday, August 31	Biometric Screenings
Friday, September 2	Pay Day
Tuesday, September 13	Retirement Information Day
Monday, October 10	SEHP Open Enrollment Meeting, 1-4pm

## 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>
Taylor Cox	Associate Director of Operations	Psychology and Counseling
Cindy Johnson	Chief Compliance Officer	General Counsel
Amy Laderer	Teaching Laboratory Assistant Senior	Chemistry
Wang Lin	Chemist	Kansas Polymer Research Center
Chad Mishmash	Director of External Engagement	University Strategic Initiatives
Andrew Ouellette	Research Chemist	Kansas Polymer Research Center
Sara Riddle	Director of Research Budgets	General Counsel
Kody Sindelar	Assistant Baseball Coach	Intercollegiate Athletics
BB Stotts	Director of Continuing Studies and Academic Support	Student Success Programs
Kristi Toeller	Administrative Coordinator	University Strategic Initiatives
Evan VanBecelaere	Head Coach/Student-Athlete Performance	Intercollegiate Athletics

# HRS Reminders

## ➤ **NEW PROCESS: Payroll Corrections**

We have a new process for submitting **payroll corrections**. Instead of emailing your requests to payroll@pittstate.edu, you will want to access the appropriate form for electronic submission.

New forms:

### [Payroll Correction](#)

> This is typically used if you have a fund that is negative and need to balance before the fiscal year end.

### [Payroll Retroactive Costing Changes](#)

> This form is typically used to change payroll costing for an employee and/or position back to a specific date.

You may access the forms under the [HRS' forms webpage](#), or at the [Payroll Information link](#)

## ➤ **NEW PROCESS: Paper Timesheets**

We also have a new process for submitting **paper timesheets** (due to late entries and approvals). Instead of emailing payroll@pittstate.edu, you will upload your completed and signed documents to the electronic submission form.

You may access the form under the [HRS' Forms webpage](#) or at <https://forms.office.com/r/zE8J1p6QQ4> (Supervisors may want to bookmark this page.)

This will help us better track these paper timesheets, so that employees can be paid in a timely manner.

# HRS Reminders

## ➤ **Open Enrollment Ahead!**

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, 2022**.

All Open Enrollment materials, including the Open Enrollment Guide, videos, and informational flyers will be posted to the SEHP's website at <https://sehpn.healthbenefitsprogram.ks.gov/> by September 15, 2022.

Should active employees wish to receive a printed copy of the Open Enrollment Guide, they will need to submit a request by completing the web form below by **August 10, 2022**.

All retirees will be mailed a hard copy. They do not need to request one.

### [Request Printed Guide](#)

## ➤ **Retirement Information Day**

**Tuesday, September 13**

Representatives from KPERS, KPERS 457, TIAA, and VOYA will be on campus for seminars in the morning and individual meetings with employees in the afternoon.

*More updates coming soon!*



## ➤ **State Employee Health Plan (SEHP) Open Enrollment Meeting** **Monday, October 10, 1-4pm**

The State Employee Health Plan (SEHP) leadership will be on campus in the Crimson and Gold Ballroom in the Overman Student Center on Monday, October 10, 2022 from 1:00 P.M. to 4:00 P.M. There will be a presentation about updates and changes to our benefit packages from SEHP. Also, representatives from Blue Cross/Blue Shield, Aetna, Delta Dental, and Avesis will be on hand with specific benefits information. We'll be sharing more information as we get it. Make plans now to attend!



# HRS Reminders

## ➤ **Tuition Assistance Deadlines**

Reminder: **August 15, 2022** is the application deadline for:

- Dependent tuition waiver
- Spouse tuition assistance
- Employee tuition

[See more information here.](#)

## ➤ **Don't forget to join the Human Resource Services Yammer Group**

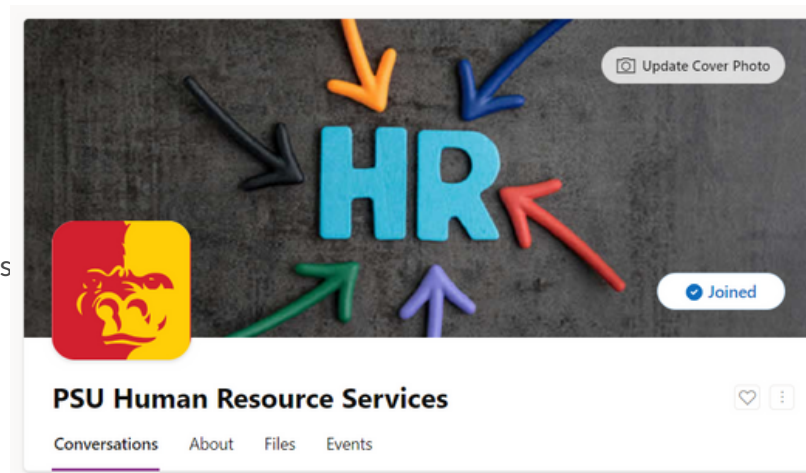
We've noticed quite a few employees forgetting to submit their Time Cards or approve Time Cards. Rather than sending weekly email reminders, we will post reminders (and other Payroll and HRS information and updates) in the Yammer Group. You can join the group, and update your email notifications to get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



## ➤ **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.

# 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:

- 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



[Click here for the July HealthQuest Newsletter](#)

## Upcoming Webinars

August 3 - EAP Webinar: Understanding Depression, [Register Here](#)

August 11 - Making Nutrition Simple, [Register Here](#)

August 17 - EAP Webinar: Emotional Eating, The Connection Between Mood and Food, [Register Here](#)

## Employee Assistance Program (EAP)

[July EAP Resources and Events](#)

[August EAP Resources and Events](#)

## DOUBLE CREDIT Health Coaching Promotion

### Earn twice the credits in August!

Schedule a Health Coaching appointment between **August 1-31** and receive 2 credits instead of 1! Sign up for a virtual appointment today in your HealthQuest portal or by calling 888.275.1205, option 3.

[Schedule Health Coaching](#)

Your Health Coach can create an individualized wellness plan based on your abilities, lifestyle, and goals to make you successful.

## TIAA/VOYA

### [TIAA 2022 Q3 Webinars](#)

- **Lifetime Income: Market-proof your retirement** *August 10*
- **Gaining Insight: Navigating debt consolidation and understanding the mortgage process** *August 16*
- **The power of savings** *August 17*
- **Hindsight is 2020** *August 18*

### [KBOR Q2 2022 Newsletter](#)

### [KBOR Q3 2022 Newsletter](#)

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## KPERS

### *KPERS 457 Financial Wellness Webinars*

- **Fundamentals of Investing**, *August 2*
- **KPERS 457 Online Experience**, *August 10*
- **Market Volatility: Stay the Course**, *August 18*
- **Achieving Financial Fitness**, *August 23*

[See details and login information here](#)

