

AUGUST 2023

HUMAN RESOURCE SERVICES

Monthly Newsletter



IMPORTANT DATES

| | |
|-----------------------|---|
| Friday, August 4 | Pay Day |
| Sunday, August 6 | Pay Period Starts |
| Monday, August 7 | Time Card Approval Deadline, 12:00pm |
| Friday, August 18 | Pay Day |
| Sunday, August 20 | Pay Period Starts |
| Monday, August 21 | Time Card Approval Deadline, 12:00pm |
| Tuesday, September 12 | Retirement Information Day (See More Below) |
| Monday, October 9 | State of Kansas Open Enrollment Benefits Fair |

STATE HOLIDAYS

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

➤ **Fabulous Fun Food Truck Friday - September 1!**

As part of the Employee Initiative Team, the Kudos and Recognition subcommittee is hosting Fabulous Fun Food Truck Friday on **September 1 from 11:00 A.M. to 1:00 P.M.** located at the Bicknell Family Center for the Arts.

This will be an all-employee event for faculty and staff to show our appreciation for our wonderful employees and all their hard work. Come and go!

Mark your calendars and come on by for some great food and even better company!

A special shout-out to the committee members for all their hard work in planning this event:

Lori Scott Dreiling, Director – HR, Madisyn Hite, HR Specialist - HR, Rachel Schenker, GUS HR Specialist - HR, Shawna Witherspoon, Interim Director – Bicknell Center, Tatum Ahring, Assistant Director of University Affairs – Presidents Office, Ed Meyer, Maintenance Supervisor – Physical Plant Building Trades, Dr. Chris Childers, Associate Professor/Director – School of History, Philosophy, and Social Sciences, Carol Young, Police Communications Specialist Senior – Police and Public Safety, Andra Stefanoni, Director of Media Relations – Creative and Strategic Communications



HRS Reminders

➤ Reminder To Update Your Beneficiary

Remember to keep your beneficiaries up to date!

For employees under Kansas Public Employees Retirement System (KPERs), you may view your retirement and life insurance beneficiaries on the KPERs website at [KPERs Login](#).

For the KPERs 457 Voluntary Plan, you may view your beneficiaries at [KPERs 457 Voluntary Login](#).

For employees under the Kansas Board of Regents (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.

Flexible Spending Accounts (FSA) beneficiary information can be viewed by logging into the FSA portal [here](#).

Health Savings Account (HSA) beneficiary information can be viewed by logging into your [Metlife account](#) and then going to accounts - profile - profile summary - beneficiary - add beneficiary.

For VOYA participants you can log on to your account and [change it online](#) or call VOYA at 1-800-584-6001

For TIAA participants you can log on to your account and [change it online](#) or call TIAA at 1-800-732-8353.

➤ 2024 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, 2023**. Benefits are effective January 1 1, 2024., 2024.

All Open Enrollment materials, including the Open Enrollment Guide, videos, and informational flyers will be posted to the SEHP's website at <https://sehp.healthbenefitsprogram.ks.gov/> by September 15, 2023.

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

HRS Reminders

➤ Important Student Employee Information

Line Managers: Review your direct reports and take appropriate steps to request the termination of employees in a timely manner. Use the Employee Change Request Form (found in GUS Cloud > Other > My Dashboard) to terminate student and temporary, hourly-paid employees.

Beginning with the week of **August 21, 2023** students cannot work over 20 hours per week. Exceptions to this policy must be approved by the Division Head, Vice President, or President if President's Division.

As you are appointing new students for the upcoming year, it is important to review the information about when student employees can start working once they have completed their paperwork in Student Employment (located in Career Development in Horace Mann).

- **Students cannot begin working until they have completed their information with Student Employment and the file has been given to HRS for processing.**
- Only one student can be assigned to a position number.
- If you do not have enough vacant positions, please send a request to payroll@pittstate.edu. Be sure to include the job description and the line manager information.

For more information about appointments, view the "Employee Appointments-Information for Line Managers" Job Aid. <https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html>

➤ Tuition Assistance Deadlines

Reminder: **August 14, 2023** is the application deadline for:

- Dependent Tuition Waiver
- Spouse Tuition Assistance
- Employee Tuition

[See more information here!](#)

➤ Save the Date! Retirement Information Day

Representatives from KPERS, KPERS 457, TIAA, and VOYA will be on campus on **Tuesday, September 12.**

Based on feedback from last year's event, we are going to separate the group seminars in the morning - one for KPERS (Kansas Public Employees Retirement System) members and one for KBOR (Kansas Board of Regents) members.

More information coming soon!

➤ 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.



Greetings From Russ Hall!

Welcome to our new HR newsletter article, Greetings From Russ Hall! Each month we will introduce you to one employee who works in Russ Hall.

This month's article stars custodian, Kim Downing!

How long have you worked for Pitt State?

"17 Years on campus! First seven - worked for Sodexo. Then went to PSU about 10 years ago. I have worked in Russ Hall, Shirk Hall, McCray Hall, the old Student Health Center, and the Overman Student Center. Whew! I know a lot of people on this campus!"

What is your favorite part of working on campus?

"My favorite part is the student diversity. I love these students. Love working with them (tearing up). I know some of them are far away from home - if I can be a campus momma, that is what I will do!"



What are three words you would use to describe PSU?

"Beautiful. Joy. Home."

Where do you get your inspiration for your colorful and fun outfits?!

"I believe everyone should sparkle. So, by day, I sparkle!"

HRS Reminders

AUGUST WORK ANNIVERSARIES

Mary Carol Pomatto - **48 Years**

Susan Marchant - **44 Years**

Philip Mcnew - **43 years**

Kim Little - **38 Years**

Jeffrey Brooks and Bienvenido Cortes - **37 Years**

Marjorie Donovan, Mary Judene Nance, and Russ Rosmait - **36 Years**

Scott Gorman, Vern Morton, and Khamis Siam - **35 Years**

Kent Runyan and William Shirley - **34 Years**

Julia Spresser - **33 Years**

Karla Childs, Gil Cooper, Janice Jewett, Barbara Mcclaskey, Alice Sagehorn, and Barbara Winter - **31 Years**

Robert Frisbee, Suzanne Lindsay, Gerald Thomas, and Kelly Woestman - **30 Years**

John Daley, Cynthia Huffman, and John Oppliger - **29 Years**

Heather Eckstein, Tim Flood, John Franklin, Anil Lal, Yaping Liu, Dilip Paul, Connie Shum, Janet Smith, Eddie Spragg, and B.B. Stotts - **28 Years**

Greg Belcher and Howard Smith - **27 Years**

Todd Hastings, Casie Hermansson, James McAfee, Paul McCallum, Randy Roberts, Melinda Roelfs, and Laura Washburn - **26 Years**

Andrew Klenke and Dwight Strong - **25 Years**

Rebeca Book, Tim Dell, Catherine Hooey, Matthew Montague, Gary Wilson, and Daniel Zurek - **24 Years**

Tim Bailey, Denise Bertoncino, Browyn Conrad, and Trent Lindbloom - **23 Years**

Joanne Britz, Myriam Krepps, Tracey Mussa, James Oliver JR, and John Ross - **22 Years**

Tatiana Sildus, Shannon Spear, Jeff Stotts, Jason Ward, and Jamie Wood - **21 Years**

Douglas Younger - **20 Years**

Peter Chung, Gloria Flynn, David Oldham, and Serif Uran - **19 Years**

Marsha Blalock, Rebecca Butler, Linda Grotheer, Jennifer Harris, Karen Johnson, Kyla Scarborough, Neal Schmidt, Wei Sha, Chris Spera, and Bruce Warner - **18 Years**

Dennis Audo, Kevin Jones, Holly Page-Sagehorn, Tish Potter, and John Thompson - **17 Years**

Darren Botello-Samson, Julie Dainty, Michelle Hudiburg, Aaron Hurt, Jacob Lehman, Billie McCloud, Lynn Murray, Scott Norman, Seth O'Brien, and Eva Sager - **16 Years**

Chris Anderson, Linden Dalecki, Jonathan Dresner, Michael Mckinnis, Greg Murray, Phil Rudd, Brian Sandford, Terri Swanson, Amber Tankersley, Li-Lin Tseng, and Janet Zepernick - **15 Years**

HRS Reminders

AUGUST WORK ANNIVERSARIES

Alicia Mason Collins, Kylie Edgecomb, Phillip Harries, Chris Huitt, Kris Lawson, Kristopher Mijares, and Mandy Peak Bryan - **14 Years**

Gena Coomes, Jean Dockers, Shelly Grimes, Sundown Jacobs, Jim Johnson, Sang-Heui Lee, Joe Levens Jr, Erik Mayer, Grant Moss, Steve Polley, Clark Shaver, and Tracy Stahl - **13 Years**

Mike Elder, Randy Jones, Kevin Kalm, Liz Mascher, David Miller, Charlie Phillips, Eric Rojas, Deatrea Rose, Kristi Stuck, and Mary Wehrman - **12 Years**

Heather Busch, Mike Carper, Jae Choi, Anna Beth Gilmore, Stephen Horner, Josh Letner, Laura Miller, Clifford Morris, Jody Neef, and Norman Philipp - **11 Years**

Michael Davidsson, Lynn Grantham, Chauncey Huffman, Andrea Kent, Joe Polhlopek, Neil Snow, and Kyle Thompson - **10 Years**

Kevin Elliott, Jorge Leon JR, Lisa Quinteros, Cole Shewmake, Scott Thuong, Megan Westhoff, and Lora Winters - **9 Years**

Matt Brown, Anuradha Ghosh, Jon Jones, Daniel Maxwell, Brian Moots, Angela Moots, Theresa Presley, Tracy Rampy, and Brian Sims - **8 Years**

Alex Binder, Christine Brodsky, Chris Childers, Sam Clausen, Chase Dearing, Andrew George, Mary Jo Goedeke, Ashleigh Heter, Traci Hughes, Erin Jordan, Jessica Jorgenson Borchert, Kati Karleskint, Trina Larery, Goldie Prelogar, Jason Reid, Rocky Restivo, Judy Smetana, Damian Smithhisler, Ryan Speelman, and Glenn Storey - **7 Years**

Mandi Alonzo, Andrew Chybowski, Shelia Cook, Krissy Lewis, Shelly Martin, Byron McKay, Jennifer Pursely, and Andra Stefanoni - **6 Years**

Brandi Brenner, Kim Byler, D'Ann Dennis, Justin Edge, Thomas Hoyt, Ashlyn Jorgensen, Mary Larsen, and Christopher Pross - **5 Years**

Jason Clemensen, Barth Cox, Brigid Dawson, Mark Diacopoulos, Angelyn Hobson, Bailey Kuhlman, Mariah Laman, Jennifer Murray, David Pearson, Sally Pullman-Rinkel, Jeffrey Thompson, and Brian Welch - **4 Years**

Christopher Pennington, Laurent Pretot, Ashley Shaw, and David Weaver - **3 Years**

Lydia Bechtel Edmonson, Robin Blair, David Boffey, Matt Derfelt, Addison Edwards, Derrel Fincher, Shelby Hutchens, Jeffrey Keller, Mayumi Kiefer, Todd Melton, Jennifer Richardson, Savannah Sargent, Tarquin Schwartz, Scott Squires, and Ken Ward - **2 Years**

Joy Brigance, Sandra Cobos Cenobio, Bethany Feken, David Ferguson, Carissa Gober, Luke Huddleston, Yayoi Kato, Keunyoung Kim, Chase Koester, Taylor Mason, Carol Meza-Bakke, Jenne Miller, Young Nae, Michaela Ozier, Joanna Rhodes, David Sikolia, Matt Tarpey, Olivia Timmons, Staci Wolfe, David Wolff, Larry Woodward, and Stephen Zornes - **1 Year**

NEW EMPLOYEES AND NEW POSITIONS

| Name | Title | Department |
|-------------------|--|---|
| Sara DeCaro | Curator of Special Collections/Archivist/ Professor | Library Services |
| Jordan Hendy | Assistant Football Coach | Intercollegiate Athletics |
| Danielle Harris | Director of Development for the College of Education | Development |
| Erica Martin | Senior Director of Development | Development |
| Nicole Rich | Assistant Director | Cashiers and Student Accounts |
| Christopher Roark | Assistant Women's Basketball Coach | Intercollegiate Athletics |
| Tim Senecaut | Director | Physical Plant Building Trades |
| Karl Stumo | Vice President for Student Affairs and Enrollment Management | Student Affairs and Enrollment Management |
| Maria Thompson | Interim Director of University Housing | University Housing |
| Braxton Williams | Assistant Men's Basketball Coach | Intercollegiate Athletics |

BENEFITS



HealthQuest Resources

[August HealthQuest Newsletter](#)

[Employee Assistance Program: Summer Safety](#)

TIAA and KBOR Q2 Updates

[KBOR Q3 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

[KBOR Retirement Program Guide](#)

State of Kansas Updates

[New Voluntary Benefit: Long-Term Care](#)

HealthQuest - Family Wellness Webinar!

Living a healthy lifestyle is an ongoing journey involving planning and support. When families lock arms to adopt healthy habits such as eating well and exercising, it becomes a family affair. Rebecca Berlin, Health Coach, will help you to learn more about children's health and strategies to build lifelong habits that contribute positively to the wellness of your family.

Members that attend the live session or view the recording within 7 days of the original broadcast, will receive 1 HealthQuest Credit for attendance. Credits take 7-10 business days to be reflected in your HealthQuest Portal post completion.

Access the recorded webinar directly in the HealthQuest Portal under Marathon Health Webinars.

Upcoming Webinars

| | | |
|---------------------|--|-----------|
| August 8 @ 11:00am | <u>Retirement Planning for Women</u> | KPERS 457 |
| August 9 @ 11:00am | <u>Live with Confidence in Retirement: 5 Steps to Creating Your Retirement Income Plan</u> | TIAA |
| August 16 @ 12:00pm | <u>Boost Your Savings</u> | KPERS 457 |
| August 17 @ 1:00pm | <u>Women to Women Charting Your Course: A financial Guide for Women</u> | TIAA |
| August 22 @ 1:00pm | <u>Achieving Financial Wellness</u> | KPERS 457 |
| August 23 @ 2:00pm | <u>Basic Social Security Strategies</u> | TIAA |
| August 29 @ 12:00pm | <u>Invest for Success - Fine Tuning Your Retirement Strategy</u> | TIAA |
| August 31 @ 10:00am | <u>Nearing Retirement</u> | KPERS 457 |

Update from HRS - *Lori Scott Dreiling, Director*

Welcome back! We are welcoming many new faculty and staff members to campus this fall. This is my fourth start of an academic year – 21 new full-time Gorillas in August; the most we have had since I've been here.
#oagaag

RSVP now for an employee-only event – Fabulous Fun Food Truck Friday on September 1, 2023. Go to Pitt State Daily from 8-10-23 to RSVP. We'll have Parkie's doing cheeseburgers and Ghetto Tacos doing tacos (including a vegetarian option). The Cake Shed from Cherokee, KS will be supplying the cookies and we'll have drinks available too. Looking forward to seeing you that day between 11:00 A.M. and 1:00 P.M. Come and go! (This is for employees only – not for students or graduate assistants.)

General increase questions: As you know from a previous Pitt State Daily communication, many employees will receive a general increase on their paycheck of September 1, 2023. If you have questions, please contact your supervisor or email me only. HR/Payroll team is working on the input of data and dealing with MANY new employees and job movement right now. Busy, busy, busy.

First football game – August 31: I am SO looking forward to football season and tailgating. #gopitt Do you have a favorite tailgate recipe? Send us your favorite tailgate recipe (and maybe a picture?) and we'll draw three winners for this month's HR newsletter contest. AND we'll publish this in next month's newsletter. Send to hrrstudent@pittstate.edu.

As always, if you need to reach HR, please contact us at payroll@pittstate.edu or drop by the office during normal business hours at 204 Russ Hall. If you need to visit with a specific HR team member, the best way is to schedule an appointment. We will be closed on Thursday, August 17 from 8:00 A.M. to noon for a departmental meeting and the Campus Gorilla Gathering.

I hope you have a fantastic semester! Enjoy! Lori Scott Dreiling



[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.

