



Human Resource Services

December Newsletter, published 01/04/22



LET'S GO GORILLAS!

HRS Newsletter

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, with most of the office working remotely the easiest way to reach us is to send an email to payroll@pittstate.edu.



Important Dates

November 25th	Extra day off for Thanksgiving. Please see the email sent out by HRS Director Lori Scott Dreiling here (PDF Document) for reporting procedures on this day.
November 25th	Early Paydate
November 26th & 27th	Campus Closure for Thanksgiving Break Click Here to Access Job Aids for Special Time Reporting Procedures.
November 29th	Pay Period Starts
November 30th	Time Card Approval Deadline 3 p.m.
December 8th,9th,10th	TIAA Live Webinars Click Here (PDF Document) for More Info
December 11th	Paydate
December 13th	Pay Period Starts
December 14th	Time Card Approval Deadline 3 p.m.
December 23rd	Early Paydate
December 23rd	Last day to report 2020 Discretionary Day.
December 24th,25th	Campus Closure for Christmas Eve and Christmas

Day. [Click Here](#) to Access Job Aids for Special Time Reporting Procedures.

December 27th	Pay Period Starts
December 28th	Time Card Approval Deadline 3 p.m.
December 28th-31st	Extra Days Off for Holiday Break. Please see the email sent out by HRS Director Lori Scott Dreiling here (PDF Document) for reporting procedures on these days.
December 31st	HealthQuest - Last Day to Earn Credits Toward Your 2021 Premium Discount of \$480

Human Resource Services Schedule Adjustment

All HR services are available remotely. From Monday, November 23 to Friday, January 15, the Human Resource Services office will have limited on-site services available from 8am-12pm and from 1pm-5pm and are by appointment only. Employees are encouraged to email payroll@pittstate.edu for assistance.

Fraudulent Unemployment Insurance Information

Fraudulent UI claims have been on the rise nationwide. Please refer to guidance put out on the HRS website [here](#) to help safeguard your identity.

For any questions or concerns, please email payroll@pittstate.edu

Employee COVID Reporting Information

If any employee feels that they maybe eligible for COVID Leave because they are experiencing symptoms, 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](#)

Plan With Ease Improved Security Protocols

Plan With Ease is tightening it's security protocols. PSU employees may receive a letter in the mail with a PIN to help make their information more secure. Please review the updated login procedures laid out in the following email from PWE.

[PWE New Login Instructions \(PDF Document\)](#)

BENEFITS INFORMATION

Caremark Updates to 2021 Preferred Drug List (Formulary)

The Kasas Department of Administration has released the 2021 State Employee Health Plan Program Preferred Drug List (Formulary). For more information [click here \(PDF Document\)](#).

KPERS 457 Information

Employees interested in enrolling in KPERS 457 may [click here \(PDF Document\)](#) for more information. You will need an enrollment code to sign up which will be provided [here \(PDF Document\)](#). This code expires on February 21st, 2021.

TIAA Information

TIAA will be holding several webinars during the month of November. The times of those webinars will be listed below. You may view more information about these webinars and register by [Clicking Here \(PDF Document\)](#).

December 8th at 2 p.m.	Inside Money: Managing Income and Debt
December 9th at 11 a.m.	Lifetime Income - Market Proof Your Retirement
December 9th at 2 p.m.	Strategies for Staying on Track
December 10th at 11 a.m.	Postcards from the Future - A Woman's Guide to Financially Ever After

HealthQuest Information

The last day to earn credits toward your 2021 premium discount of \$480 is **December 31st, 2020**. For more information on important deadlines and Healthquest in general please [Click Here \(PDF Document\)](#) to view the November 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: • **February 8th • April 21st • August 31st • September 1st • October 21st**

[HealthQuest Portal](#)

State Employee Health Plan Benefits Survey

The Kansas Department of Administration is conducting an employee and retiree survey. Please [click here \(PDF Document\)](#) for more information.

Holiday Resources State of Kansas EAP

For more information on the State of Kansas Holiday Resources EAP [click here \(PDF Document\)](#).

UPDATE FROM HRS

Director - Lori Scott Dreiling



Fall Break combined with Thanksgiving is upon us! Where did the time go? Congratulations and good luck to all of the Pittsburg State graduates who participated in commencement this weekend!

This has been a challenging year for all of us, to say the least. There are many reasons to give thanks, however. I would like to give a special “thanks” to the Human Resource Services staff for their creativity, their dedication, and their willingness to do what it takes to serve the employees of Pittsburg State University. Thank you – Debbie Amershek, Jamie Clayton, Megan Whitney, Chris Myers, Diane Letner, Annie Westervelt, Abby Reardon, and our Budget Director, Lauren Werner.

Please make note of the HRS office adjusted hours from November 23 to January 15. We will be closed when campus is closed – November 25-27 and December 24 to January 1. All other weekdays, we will continue to be available in person but it will be *by appointment only*. Please email us at payroll@pittstate.edu for assistance or to set up an in-person appointment. Stay safe and well this holiday season Gorillas! #oagaag

Pittsburg State University

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