



Human Resource Services

December 2021 Newsletter, published 01/04/22



CONGRATULATIONS DECEMBER GRADUATES!

HRS Newsletter

The Human Resource Services (HRS) newsletter is 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-4:30pm, Monday through Friday. Appointments are accepted with individual HR team members as well. Employees are encouraged to email payroll@pittstate.edu for assistance.

****NOTE**** HRS office will close at 3:00pm on Thursday, December 16 to attend Lauren Werner's Retirement Reception.



Important Dates

Friday, December 10	Pay Day
Sunday, December 12	Pay Period Starts
Monday, December 13	Time Card Approval Deadline, 12pm
Friday, December 24	Pay Day Christmas Holiday Observed
December 24 - January 2	PSU Campus Closed December 27-30 are Extra Days Off. Please see Lori's email here (PDF Document) for reporting procedures on these days.
Sunday, December 26	Pay Period Starts
Monday, December 27	Time Card Approval Deadline, 12pm
Friday, December 31	New Year's Holiday Observed

[View full HRS Calendar here.](#)

State Holidays

You can view a list of the 2021 and 2022 Holiday Schedule on our [website here](#).

New Employees and New Positions

First Name	Last Name	Title	Department	As of:
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Sherr	Borror	Administrative Specialist	College of Education	11/14/2021
Michael	Simpson	Maintenance Assistant	Housing Maintenance	11/14/2021
Stephanie	Swezey	Executive Associate - Division	Student Life	11/14/2021
Mary Louise	Widmar	Block 22 Manager	University Strategic Initiatives	11/14/2021
Douglas	Wiggins	Custodian	Student Center	11/14/2021
Ian	Ostmeyer	Millennium Database Manager	Advancement Services	11/28/2021
Maria	Thompson	Assistant Director	Student Diversity Programs	11/28/2021
Erin	Warner	Marketing Manager	University Marketing and Communication	11/28/2021

OTHER IMPORTANT UPDATES

Upcoming Holidays

Christmas: PSU will be closed Friday, December 24, 2021 through Sunday, January 2, 2022 for the Christmas/New Year's Holidays.

If you are in a position that earns benefits, make sure you know how to complete your time card for these Holidays. A link to the current job aids for hourly and salaried employees -

<https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html>

- For the Holidays (December 24 and December 31), please see the Holiday Reporting Guidelines below.
- For the Extra Paid Days off (December 27-30), please see Lori's email [here \(PDF Document\)](#) for reporting procedures on these days.

HOLIDAY REPORTING GUIDELINES

Hourly Employees with Benefits

University Support Staff	<ol style="list-style-type: none">1. If you DO work on a Holiday/Veteran's Day, you will report Regular time for hours worked on the Holiday/Veteran's Day.2. If you DO NOT work on a Holiday/Veteran's Day, you will report Holiday Credit for your regular schedule on Holiday/Veteran's Day.
Unclassified	<ol style="list-style-type: none">1. If you DO work on a Holiday/Veteran's Day, you will report Regular time for hours worked on the Holiday/Veteran's Day.2. If you DO NOT work on a Veteran's Day, you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day.3. If you DO NOT work on a Holiday, you will report Holiday Credit for your regular schedule on the Holiday.

Salaried Employees with Benefits

University Support Staff	<ol style="list-style-type: none">1. If you DO work on a Holiday/Veteran's Day. Report Comp Time Earned on your timecard for one and one-half times the hours worked. For example if you worked 8 hours then you would report Comp Time Earned as 12 hours.2. If you DO NOT work on a Holiday/Veteran's Day then you will not report anything.
Unclassified	<ol style="list-style-type: none">1. If you DO work on a Holiday/Veteran's Day. Report Comp Time Earned for the number of hours that you worked. For example, if you worked 8 hours on Veteran's Day, you will report 8 hours of comp time earned on Veteran's Day.2. If you DO NOT work on Veteran's Day, you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day.3. If you DO NOT work on a Holiday, you will not report anything.

**For USS Hourly employees, the system will auto-calculate your 1.5 time, if you work.*

Discretionary Day

If you have not used your 2021 Discretionary Day, the last day to use it is **Saturday, December 25, 2021**.

The 2022 Discretionary Day may be used starting December 26, 2021 through December 24, 2022.

Employee COVID Reporting Information

If any employee has a positive COVID test, is getting tested, or has been identified as a close contact by the county health department, please fill out the form at the link below. For questions, please email payroll@pittstate.edu and someone will assist you as quickly as possible.

[Employee COVID-19 Reporting Form](#)

Employee Year End Checklist

All Employees

- Update 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
 - Job Aid – [Manage Home and Mailing Address in GUS HR and MAP \(PDF Document\)](#)
- 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 2021 W-2 will be available after the first of the year. 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.
 - Job Aid – [W-2 and Electing Electronic Access \(PDF Document\)](#)

Line Managers

- 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.

Supervisors of student employees

Please make sure your students have updated their addresses in GUS Cloud in order to receive their W-2s.

- Job Aid - [Manage Home/Mail Address in GUS Cloud](#)

BENEFITS INFORMATION

AVESIS Vision

SEHP to Host Webinar: Introduction to your 2022 Avēsis Vision Benefits

The State Employee Health Plan recognizes a change in benefit vendors can cause questions and a need to seek understanding for our members. To help address questions our members and HR representatives may have, the SEHP will be hosting an introductory webinar.

Representatives from Avēsis will present a comprehensive overview of SEHP member Vision benefits and how members can take advantage of all that is offered.

Webinars will be held on the following dates:

- [Tuesday, December 7 at 1:00 pm](#)
- [Thursday, December 9 at 9:30 am](#)
- [Friday, December 17 at 1:30 pm](#)

To register, click the hyperlink above.

HealthQuest

HealthQuest Credits Deadline - December 31

The deadline to earn credits for your 2022 Premium Discount is December 31, 2021!

Log into your HealthQuest Account to check in on your progress and earn credits.

Biometric Screenings

2022 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:

- Monday, February 7
- Monday, February 28
- Tuesday, March 22
- Wednesday, April 20
- Tuesday, August 30
- Wednesday, August 31
- Thursday, October 20

**Signups will be available after the first of the year.*

Workplace Safety - Ergonomics (Webinar)

In this presentation, we will learn about the history of ergonomics, risk factors associated with workplace injuries, and exercises suited for different fields of work to help you maintain your physical health from day to day.

- [December 7 from 11-12 p.m.](#)
- [December 9 from 11-12 p.m.](#)

Each of the webinars contain the same programming. Please join the session that best fits your schedule. HealthQuest members will earn **1 HealthQuest credit** for attending.

HealthQuest Newsletter

- [November HealthQuest Newsletter \(PDF Document\)](#)
- [December HealthQuest Newsletter \(PDF Document\)](#)

HEALTHQUEST PORTAL

KPERS

KPERS Financial Webinars

- 1/11/22, 10:00 am - [Achieving Financial Fitness](#)
- 1/12/22, 12:00 pm - [Fundamentals of Investing](#)
- 1/13/22, 2:00 pm - [Market Volatility: Stay the Course](#)
- 1/19/22, 11:00 am - [Nearing Retirement](#)
- 1/20/22, 1:00 pm - [Benefits of Enrolling & Roth](#)
- 1/24/22, 3:00 pm - [How to Create a Budget](#)
- 1/25/22, 4:00 pm - [Achieving Financial Fitness](#)

TIAA

Upcoming TIAA Webinars

December 7; 11:00 am	Planning for college? Save with a 529 plan
December 7; 2:00 pm	Gaining Insight: Navigating debt consolidation and understanding the mortgage process
December 8; 11:00 am	Estate planning basics
December 8, 2:00 pm	She's Got It: A woman's guide to saving and investing
December 9; 11:00 am	Halfway There: A retirement checkpoint
December 9; 1:00 pm	Well-rounded retirement overview
December 9; 2:00 pm	The power of savings

Employees can access these webinars at TIAA.org/webinars

TIAA Newsletter

[Click here for the TIAA 4th Quarter Newsletter \(PDF Document\)](#)

IRS contribution limits for 2022

As you may have already heard, the IRS updated the contribution limits for 2022. See the attached [TIAA 2022 IRS contribution limits flyer \(PDF Document\)](#).

Investment advice comes with your account

Try Advice Express now*

Your retirement account is invested in a target-date fund. While that can make investing easy, it's not customized for you and doesn't offer a saving option that can provide income for life when you retire.¹

Get a more complete, unbiased investing strategy at no extra charge.² It only takes a few minutes to see a mix with your long-term financial security in mind.

[GO TO ADVICE EXPRESS](#)

UPDATE FROM HRS

Director - Lori Scott Dreiling



Congratulations to the December 2021 graduates including my Management 540 – HRM students and my daughter, Kate, a Biology major! You have worked hard to get to this point and I am so happy for you. I am a very proud instructor and mom!

For those University Support Staff that still haven't picked up the t-shirt they ordered, please stop by and get yours at the Human Resources office M-F from 8-noon or from 1-4pm on the days campus is open the rest of December.

Open Interviews at KANSASWORKS on Wednesdays from 11-12PM will not take place in December. We will be available to speak to any applicants in 204 Russ Hall on Wednesdays at the same time on December 8, 15, and 22.

Please read the newsletter and make sure you know how to record your time for the extra days off this month. IF YOU SUPERVISE employees that will be working on any of those extra days, remember to send HRS/Payroll as list of those names and dates to payroll@pittstate.edu as soon as possible. We have to manually enter that information and it helps to know this information in advance. If you have questions, contact us at payroll@pittstate.edu.

Finally, the Human Resource Services office will be closed on Thursday, December 16 from 3:00 P.M. to 4:30 P.M. as we celebrate the retirement of our close friend and colleague Lauren Werner. Lauren is retiring from Pitt State (currently our Director of Budget) after 25 years. Personally, I have appreciated her support and guidance since my arrival and I'll miss her!

Enjoy this time with your friends, co-workers, and families. Hope you have an amazing holiday season!

Pittsburg State University

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