

JULY 2022

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## Update from HRS

*Lori Scott Dreiling, Director*

Summer is moving right along in the Human Resource Services (HRS) office. We are busy with multiple searches, new faculty onboarding for the fall, processing raises, and fiscal year end items. 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. The Human Resources office will have coverage IN the office during normal summer business hours.

**Mark your calendar for September 13:** 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). Look for more information soon.

**GUS Recruit:** Also, don't forget to @ and add a name in the Team posts if you want us to be notified. If you have seen our [PSU Jobs](#) page lately (53 openings and more on the way), you'll see that HR has MANY active Teams right now so @-ing us is the best way for us to receive notification. (Welcome back Heather, by the way!)

**HealthQuest Reminder:** Don't wait until fall to start working on your HealthQuest incentive credits. It is July – start now to earn your incentive! You can receive a premium reduction for calendar year 2023 AND earn up to \$500 that will be deposited into your Health Savings Account (HSA) if you are in Plan C or N. [Learn more here](#)

**Welcome Rachel Schenker!** Rachel is our newest HR team member – she started on May 30 as the GUS HR Specialist. She will be working closely with anyone on campus with reporting requests, GUS Cloud issues (broken links, dashboards issues, etc.), and other special projects related to the eventual elimination of GUS Classic. Many of you may recognize her – she was a Gorilla Geek in the ITS group for three years. Rachel is a recent Gorilla Grad; she holds a Bachelor of Business Administration, majoring in Management and minoring in Human Resource Development. She is originally from Oswego, KS. Rachel's boyfriend, Jon, is a PSU December 2021 grad – he works in Bentonville, AR for Nabholz Construction. She likes Signet Iced Coffee and loves to redo furniture so if anyone ever wants to get rid of a piece of furniture, let her know!

Enjoy your summer! #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

Monday, July 4	Independence Day Holiday - University Closed
Friday, July 8	Pay Day
Sunday, July 10	Pay Period Starts
Monday, July 11	Time Card Approval Deadline, 12pm
Friday, July 22	Pay Day
Sunday, July 24	Pay Period Starts
Monday, July 25	Time Card Approval Deadline, 12pm
Friday, August 5	Pay Day
Tuesday, September 13	Retirement Information Day ( <i>See more below</i> )

### State Holidays

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

## Independence Day Time Reporting

Monday, July 4 is Independence Day and the University will be closed. Please refer to the attached [Holiday Reporting Guidelines](#) to report your hours appropriately.



## NEW EMPLOYEES AND NEW POSITIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>
Jeffrey Boschee	Head Men's Basketball Coach	Intercollegiate Athletics
Derek Coates	Chemist	Kansas Polymer Research Center
Jamahl DePriest	Assistant Men's Basketball Coach	Intercollegiate Athletics
Tyrell Everett	Assistant Football Coach	Intercollegiate Athletics
Lori Harmon	Custodian	Physical Plant Services and Grounds
Ryan Harry	Custodian	Physical Plant Services and Grounds
Tyler Jiles	Custodian	Physical Plant Services and Grounds
Laura Jump	Technical Support Specialist	Information Technology Services
Amy Laderer	Teaching Laboratory Assistant	Chemistry
Jeremy LaRue	Electrician	Physical Plant Building Trades
Nicolle Murphy	Assistant Director	Student Diversity Programs
Lynn Nutt	Assistant Football Coach	Intercollegiate Athletics
Rachel Schenker	GUS HR Specialist	Human Resource Services
Cody Seidel	Assistant Men's Basketball Coach	Intercollegiate Athletics
Daniel Shipp	President	Presidents Office
Candace Stebbins	Financial Assistance Counselor	Student Financial Assistance

# HRS Reminders

## ➤ **Save the Date! 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!*



## ➤ **Tuition Assistance Deadlines**

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

- Dependent tuition waiver
- Spouse tuition assistance
- Employee tuition

[See more information here.](#)

## ➤ **Reminder: Update your beneficiaries**

Please remember to keep your beneficiaries up to date!

- For employees under KPERS you may view your retirement and life insurance beneficiaries on the KPERS website at [KPERS Login](#).
- For the KPERS Voluntary plan you may view your beneficiaries at [KPERS 457 Voluntary Login](#)
- For employees under KBOR you may request to view your current life insurance beneficiaries by contacting the HRS office by phone at 620-235-4191 or by emailing payroll@pittstate.edu
- HSA beneficiary information can be viewed by logging into the [HSA portal](#)

[View the complete Employee Life and Family Status Change Checklist here](#)

# HRS Reminders

## ➤ *Line Managers - Make your Employee Updates*

It's time to terminate student employees who no longer work in your department!

Use the **Employee Change Request – AOR form** to request changes for Students, Graduate Assistants, USS-No Benefits and Unclassified-No Benefits (without a contract letter) for:

- Terminations
- Line Manager Changes
- Costing Changes
- Hourly Rate Changes (Student Employees only)

[Printable Instructions here.](#)

## ➤ *HOW TO: Update your withholdings*

As a PSU employee, you have the ability to review your federal (W-4) and state (K-4) tax withholding using Employee Self Service in GUS HR anytime. View the bottom of your most recent pay stub to see your current tax withholding information.

To update your tax withholdings, please complete a new [W-4 Form](#) (Federal) or [K-4 Form](#) (Kansas) and either bring to the HRS Office or upload it to our secure link below:

[HRS Secure Document Upload Link](#)

**\*\*\*Bonus tip\*\*\* To view your payslip:**

- Log into GUS Cloud
- Click "Me"
- Click "Show More"
- Click on "My Payslips" under Pay section

# HRS Reminders

## ➤ **HOW TO: Update your Direct Deposit**

If you need to update your Direct Deposit information, please fill out a new [Direct Deposit Authorization Form](#) and submit it to HRS by dropping it off at the HRS Office or by using the secure link below:

[HRS Secure Document Upload Link](#)

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

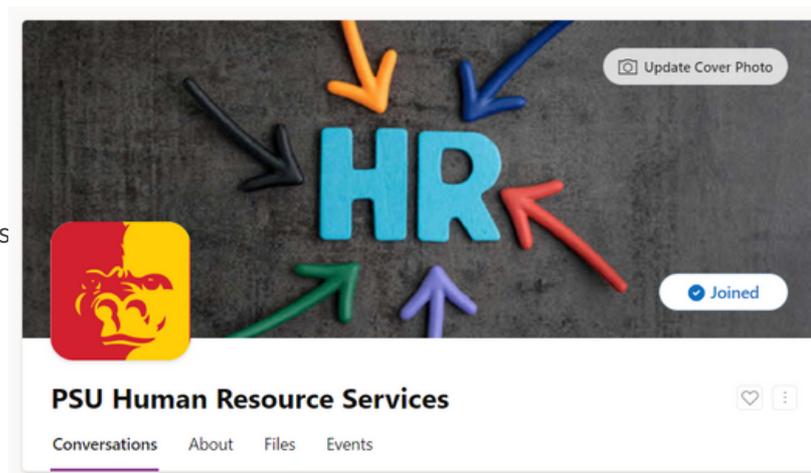
We've noticed quite a few employees forgetting to submit their Time Cards or approve Time Cards. Rather than sending weekly email reminders, we will post reminders (and other Payroll and HRS information and updates) in the Yammer Group. You can join the group, and update your email notifications to get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

## Upcoming Webinars

July 6 - EAP Webinar: Bringing Out the Best in Others, [Register Here](#)

July 13 - Musculoskeletal Health: From the Ground Up, [Register Here](#)

July 20 - EAP Webinar: Drinking Responsibly, [Register Here](#)

## Employee Assistance Program (EAP)

[June EAP Resources and Events](#)

---

# TIAA/VOYA Newsletter

*Retirement Readiness*

[KBOR Q2 2022 Newsletter](#)

[KBOR Q3 2022 Newsletter](#)

# KPERS

## *KPERS 457 Financial Wellness Webinars*

### Nearing Retirement

Thursday, July 7, 2022 @ 12 noon (45 minutes)

Are you ready, but your finances are not?

We will discuss:

- KPERS 457 steps to consider before retirement
- Income replacement & income needs in retirement
- How to continue KPERS 457 benefits in retirement

[JOIN NOW](#)

### Are You Saving Enough?

Tuesday, July 12, 2022 @ 2 p.m. (45 minutes)

Your contribution rate can have the biggest impact on your retirement income.

Are you saving enough?

A retirement counselor will discuss:

- How to know how much to save
- How to come up with the money to save
- What rules apply with Roth 457
- How to get started saving or increase your savings

[JOIN NOW](#)

### NEW! KPERS 457 Online Experience

Wednesday, July 20, 2022 @ 10:00 a.m. (30 minutes)

It's here and ready to go! Join us for a demonstration of the KPERS 457 online account experience. Its user-friendly features are designed to make it easy to enroll in the plan, set up a login, find information, track your progress and make changes to how you save and invest.

[JOIN NOW](#)

