

JULY 2023

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## IMPORTANT DATES

<b>Tuesday, July 4</b>	<b>Independence Day Holiday - University Closed</b>
Friday, July 7	Pay Day
Sunday, July 9	Pay Period Starts
Monday, July 10	Time Card Approval Deadline, 12:00pm
Friday, July 21	Pay Day
Sunday, July 23	Pay Period Starts
<b>Monday, July 24</b>	<b>Time Card Approval Deadline, 8:30am</b>
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](#).



**Tuesday, July 4th is  
Independence Day and the  
University will be closed.  
See the Holiday Reporting  
Guidelines below.**

## ➤ Independence Day Time Reporting Guidelines

- Salaried employees with benefits:

- **Unclassified**

- If you **DO** work on the Holiday, you will report **Comp Time Earned** for the numbers of hours that you worked.
      - Example: If you worked 8 hours, you will report 8 hours of Comp Time Earned.
    - If you **DO NOT** work on the Holiday, you will not report anything.

- **University Support Staff (USS):**

- If you **DO** work on the Holiday, report **Comp Time Earned** on your timecard for one and one-half times the hours worked.
      - Example: If you worked 8 hours then you would report Comp Time Earned as 12 hours.
    - If you **DO NOT** work on the Holiday, then you will not report anything.

- Hourly Employees with Benefits:

- **Unclassified**

- If you **DO** work on the Holiday, you will report **Regular** time for hours worked.
    - If you **DO NOT** work on the Holiday, you will report **Holiday Credit** for your schedule on the Holiday.

- **University Support Staff (USS)**

- If you **DO** work on the Holiday, you will report **Regular** time for hours worked.
    - If you **DO NOT** work on the Holiday, you will report **Holiday Credit** for your regular schedule.

- Discretionary Day Information:

- You can use the 2023 discretionary day starting Tuesday, January 3, 2023.
  - Discretionary day is available after 6 months of employment.

## ➤ Employee Performance Evaluations

**Performance Evaluations are due Friday, July 7 at noon!**

The box below will take you to a fillable Performance Review Form for all university support staff (USS) and unclassified (UPS) employees.

**[Employee Performance Evaluation Form](#)**

Supervisors: please complete an evaluation for each employee you supervise, review with that employee, **and submit a copy to [evals@pittstate.edu](mailto:evals@pittstate.edu).**

Human Resources staff will monitor the process and report weekly updates to the Vice Presidents regarding their division's progress toward 100% completion by individual offices and units.

**For assistance, please direct questions to PSU Human Resources at [evals@pittstate.edu](mailto:evals@pittstate.edu).**

## ➤ 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.**



## ➤ University Support Staff Senate Recognition

Diane Letner was recognized this last month for her service as University Support Staff Senate President (2022-2023).

We would like to congratulate Diane for a great year of representing PSU USS employees and PSU HR!



Pictured above: Terri Blessent and Diane Letner

# HRS Reminders

## ➤ Line Managers - Update your Employees!

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 Cloud > Other > My Dashboard) to terminate student and temporary, hourly-paid employees

## ➤ 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 later this summer!

## ➤ Tuition Assistance Deadlines

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

- Dependent Tuition Waiver
- Spouse Tuition Assistance
- Employee Tuition

[See more information here!](#)



# HRS Reminders

## JULY WORK ANNIVERSARIES

Richard Estenson - 35 Years	Vince Daino - 16 Years	Michelle Ewan - 7 Years
David Hurford - 35 Years	Becky McDaniel - 16 Years	Jim Truelove - 6 Years
Rita Girth - 33 Years	Jamie Brooksher - 16 Years	Megan Simmons - 6 Years
Julie Allison - 32 Years	Stephanie Swezey - 16 Years	Erica Martin - 6 Years
Dan Wilkes - 29 Years	Mark Thompson - 15 Years	Janelle Cowan - 6 Years
Phil Carr - 28 Years	Brian Mantooth - 15 Years	Lance Moser - 5 Years
Shari Brogan - 27 Years	Mike Paasch - 13 Years	Allison Ouellette - 5 Years
Mike Smith - 26 Years	Angela Ashmore - 13 Years	Jessica Forester - 4 Years
Amanda Williams - 22 Years	Sherry Vineyard - 13 Years	Jasna Djonlagic - 4 Years
Julie Blanken - 22 Years	E J Torbett - 12 Years	Jodeci Turner - 2 Years
Tammy Higgins - 21 Years	Kyle Rutledge - 11 Years	Ashleigh Grimes - 2 Years
Heather Winzer - 21 Years	Jeffrey Peternell - 10 Years	Jacey Church - 2 Years
Chris Sharp - 18 Years	Darrell Pulliam - 10 Years	Jacob Hall - 2 Years
Tom Westhoff - 17 Years	Josh Holcomb - 9 Years	Shelly Romesburg - 1 Year
Kristen Humphrey - 16 Years	Kim Downing - 8 Years	Wesley Streeter - 1 Year

## NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Brandy Grotheer	Administrative Assistant	College of Education
Karrie Johnson	Administrative Specialist Senior	Provost and Academic Affairs
Isaac Lewis	Academic Advisor	First Year Programs
Cody Sanders	Area Coordinator	University Housing
Zeke Sappington	Assistant Athletic Director/Equipment Operations	Intercollegiate Athletics
Erik Sommer	Accountant	Cashiers and Student Accounts
Maria Thompson	Assistant Director of Residence Life	University Housing
Kinley Walden	Academic Advisor	First Year Programs
Jon Bartlow	Interim Associate Vice President & Dean of Students	Student Affairs and Enrollment Management
Tasha Bieker	Assistant Athletic Trainer	Intercollegiate Athletics
Bryronni Ferguson	Executive Director	Provost and Academic Affairs
Christopher Hawk	Academic Advisor	First Year Programs
Melanie Hudson	Architectural Technician	Planning, Design, and Construction
Jacob Lenard	Associate Athletic Director/Fan Engagement	Intercollegiate Athletics



# HRS Reminders

## NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Becky McDaniel	Associate Vice President for University Advancement	University Advancement
Lynn Nutt	Assistant Coach/Defensive Coordinator	Intercollegiate Athletics
Beau Schultz	Assistant Athletic Director/Event Management	Intercollegiate Athletics
Stephanie Swezey	Executive Associate Senior - Provost	Provost and Academic Affairs
Melissa Weed	Internship and Career Readiness Coordinator	Kelce Graduate School of Business
Judy Smetana	Interim Dean/Associate Professor	College of Technology
Chase Koester	Senior Technical Support Specialist	Information Technology Services
Danielle Driskill	Director	Alumni and Constituent Relations
Michele Hayes	KSDE SETS TASN Project Co-Director	College of Education
Erin Sullivan	Assistant Registrar for Institutional Effectiveness	Registrars Office
Dustin Treiber	Project Management Coordinator	Information Technology Services





### HealthQuest Resources

[July HealthQuest Newsletter](#)

[Employee Assistance Program: Summer Safety](#)

### TIAA and KBOR Q2 Updates

[KBOR Q3 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

## HealthQuest - Hydration Tips

It's time to rethink your drink. Did you know that water makes up around 60% of your body weight? Water is essential to health and survival. Water helps to regulate body temperature, stimulate metabolism, and remove waste.

Here are a few tips to keep you hydrated.

- Keep a water bottle with you when running errands, in meetings, in the truck or while exercising.
- Drink a glass when you wake up and one at every meal. This will help you reach your water needs.
- Drink a glass of water between each cup of coffee or switch one soda for water.
- Eating out? Skip the overpriced soda and stick to water.

## 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**

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.



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 7, 2023**.

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

## Upcoming Webinars

July 11 @ 10:00am	<a href="#"><u>Retirement Planning: Counting Down the Last 12 Months</u></a>	KPERS 1 & 2
July 11 @ 6:00pm	<a href="#"><u>Navigating Your Path to Retirement - Retiring within Two to Five Years</u></a>	KPERS 1 & 2
July 12 @ 2:00pm	<a href="#"><u>KP&amp;F Pre-Retirement - Those Retiring within Five Years</u></a>	KPERS
July 12 @ 6:00pm	<a href="#"><u>KPERS 3 Pre-Retirement - Retiring within One to Five Years</u></a>	KPERS 3
July 13 @ 9:00am	<a href="#"><u>Retirement Planning for Women</u></a>	KPERS 457
July 13 @ 11:00am	<a href="#"><u>Live Global: Quarterly Economic and Market Update</u></a>	TIAA
July 13 @ 2:00pm	<a href="#"><u>Navigating Your Path to Retirement - Retiring within Two to Five Years</u></a>	KPERS 1 & 2
July 13 @ 6:00pm	<a href="#"><u>Retirement Planning: Counting Down the Last 12 Months</u></a>	KPERS 1 & 2
July 18 @ 2:00pm	<a href="#"><u>Invest for Success - 5 Principles You Need</u></a>	TIAA
July 19 @ 1:00pm	<a href="#"><u>Nearing Retirement</u></a>	KPERS 457
July 20 @ 12:00pm	<a href="#"><u>Write Your Next Chapter - 5 Steps to Setting Your Retirement Date</u></a>	TIAA
July 26 @ 11:00am	<a href="#"><u>Take Control of Your Financial Life - 5 Steps to Managing Money and Debt</u></a>	TIAA
July 26 @ 2:00pm	<a href="#"><u>Saving Early in Your Career</u></a>	KPERS 457



# Update from HRS - Lori Scott Dreiling, Director

*What you do makes a difference, and you have to decide what kind of difference you want to make - Jane Goodall*

**Getting ready for Academic Year 2023-2024:** Your PSU HR team is very busy with summer salaries, fall appointments, new faculty, administration, and graduate assistants, and working through the multitude of changes around campus (movement of departments from one division to another, title changes, promotions, job movement, new openings, and normal resignations and retirements). Repeat after me, “change is good; an opportunity for continuous improvement 😊.”

**Retirement upcoming?** Now is a good time to set up an individual meeting with me if you plan on retiring in the next year (or earlier). Send me an email or message me on Teams and we'll get a time scheduled. You can come to my office, I can come to you, we can meet at a coffee place (yes!), or we can do it on Zoom/Teams. Whatever is best for you!

**On a personal note:** My 90-year-old father passed away on Monday, July 3. Dad had a grand life! We all have different crosses to bear depending on where we are in our lifecycles. I've been dealing with aging parents recently but haven't been doing it alone. I am not a long-term employee of Pittsburg State University – just hit my three-year anniversary. But let me tell you, I am so grateful for the outpouring of support and thoughtfulness shown by you, my PSU co-workers, and friends. What an amazing place to work and I'm proud to know that you are on my side. Special thanks to Debbie, Jamie, Jordan, Diane, Rachel, Madisyn – the PSU HR team – and to Doug and Stacy – that are stepping up for me while I am out. I would do it for them. I am fortunate to have a knowledgeable and difference-making team in 204 Russ Hall. Oh – and thanks to our HR student assistants as well (Kacie, Lydia, and Raven) for all that they do to help us along the way.

As always, if you need to reach HR, please contact us at [payroll@pittstate.edu](mailto: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.

Hope you had a grand 4th! See you soon. Lori



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[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).

