



Human Resource Services

March 2021 Newsletter, published 01/04/22



SPRING INTO 2021!

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.

Human Resource Services Schedule

All HR services are available remotely. Human Resource Services office will have limited on-site services available from 8am-12pm and from 1pm-5pm, Monday through Friday. Appointments are accepted with individual HR team members as well. Employees are encouraged to email payroll@pittstate.edu for assistance.



Important Dates

March 21st	Pay Period Starts
March 22nd	Time Card Approval Deadline 3 p.m.
April 2nd	Pay Day
April 4th	Pay Period Starts
April 5th	Time Card Approval Deadline 3 p.m.
April 16th	Pay Day
April 18th	Pay Period Starts
April 19th	Time Card Approval Deadline 3 p.m.
April 21st	On Campus Biometric Screenings 7-11 a.m.
April 30th	Pay Day

Time Card Reporting Procedures - Overtime/Compensatory Time

Overtime/Comp Time is automatically calculated by GUS Cloud. Just enter your Regular hours worked each day and be sure that you select either Overtime or Comp

Time for each entry you make.

YOU DO NOT NEED TO MAKE A SEPARATE ENTRY FOR OVERTIME/COMP TIME.

If you are eligible for Overtime or Comp Time, then you will be compensated as such and this will be viewable on your payslip for that pay period.

You can find a GUS Cloud Job Aid to with more instruction on Entering Time by clicking [here](#).

If you have questions, please email payroll@pittstate.edu or call 620-235-4191.

2020 Total Compensation Statements Now Available

Total Compensation Statements for 2020 are now available in Gus Cloud. The State of Kansas requests that Pittsburg State University provide each benefits-eligible employee with a Total Compensation Statement for the calendar year ending 12/31/20. This statement reports direct and indirect compensation for 2020. The 2020 Total Compensation Statement does not replace W-2 forms or other income tax related information and is not intended for use in tax preparation.

For instructions on how to view/print your Total Compensation Statement, please use the following job aid:

[Viewing Total Compensation Statements \(PDF Document\)](#)

If you have any questions about your statement please email Human Resource Services at payroll@pittstate.edu or call 620-235-4191.

Summer Hours

Summer work schedules will begin on May 16, 2021 and will continue through August 7, 2021.

For questions or more information, please review our FAQs page by [clicking here \(PDF Document\)](#).

OTHER IMPORTANT UPDATES

Fraudulent Unemployment Insurance Information

If you receive a Fraudulent Unemployment Claim from a State other than Kansas. You must access that state's Unemployment Website or call their number to report the fraudulent claim.

****Important Update:** Employees who had fraudulent unemployment claims made under their name in 2020 may receive a 1099-G for tax year 2020 from the State of Kansas. [Click Here \(PDF Document\)](#) to view a memo from the State of Kansas. For procedures

on what to do if you receive a 1099-G sent from the State of Kansas [click here \(PDF Document\)](#).**

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

Special Open Enrollment Period for Long-Term Care Solutions

The Kansas Department of Administration has issued a special notice regarding open enrollment for Long-Term Care Solutions from March 25th - May 25th 2021. For more information [click here \(PDF Document\)](#) to view the notice.

Employee COVID Reporting Information

If any employee feels that they are experiencing symptoms of COVID-19, 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](#)

W-2 Information

Employees who receive multiple W-2's from PSU should refer to this [IRS Notice \(PDF Document\)](#) for more information. Consult your tax advisor if further clarification is required.

2020 W-2's are now available digitally through the Kansas Department of Administration Employee Self-Service Portal. Instructions on how to access your W-2 can be found [here!](#)

BENEFITS INFORMATION

Kansas State Employee Health Plan CVS/Caremark Changes to Preferred Drug List

There has been a quarterly update to the CVS/Caremark preferred drug list. For more information please [click here \(PDF Document\)](#).

Special Notice Regarding 403b Retirement Plan Contributions

Please review this special notice regarding 403b retirement plan contributions by [clicking here \(PDF Document\)](#).

Last Reminder to Update Your State Employee Health Plan Prescription Savings Service

Activate your RX Savings Solutions Account now to spend less later! [Click here \(PDF Document\)](#) for more information and to find out how.

TIAA and VOYA Information

Consider going completely paperless for your TIAA documents. For more information and to find out how, [click here \(PDF Document\)](#).

Get straightforward advice for your financial plan from TIAA by [clicking here \(PDF Document\)](#).

Get your Finances back on track in 2021 with VOYA Financial! [Click here \(PDF Document\)](#) for more information.

HealthQuest Information

For more information on important dates and HealthQuest in general please [Click Here \(PDF Document\)](#) to view the March HealthQuest Newsletter.

Also, here are some FAQs sent out by HealthQuest recently. Please review for any changes or events that maybe taking place!

[HealthQuest Faqs \(PDF Document\)](#)

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: • **April 21st • August 31st • September 1st • October 21st**

Full On-Site 2021 Biometric Screening Schedule is Now Open. [Click here for more details.](#)

[HealthQuest Portal](#)

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 \(PDF Document\)](#)

UPDATE FROM HRS



Hello Gorillas and welcome to spring! Outside our office in Russ Hall, the tulips are peeking out of the gardens. It is very exciting – can't wait for my first spring full-time on campus. The groundskeepers at Pittsburg State are very talented!

If you missed it last month, Total Compensation Statements are now available in GUS Cloud. See the instructions in the Human Resource Services (HRS) February newsletter on how to access your statement.

The remaining dates for annual Biometric Screenings are now open! Be sure and log in to HealthQuest and get your appointment scheduled quickly. If they fill up, we can request more screening dates from the State but we need to do that soon. Follow the link in this month's newsletter.

Watch for the first installment of Benefits 101 Zoom in April! First topic? High deductible health plans with Health Savings Accounts. If you have specific questions about HDHP and HSA, let me know so I can address them in the Zoom. More to come.

Enjoy your weekend! (March Madness on my agenda!)

Pittsburg State University

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