

MARCH 2022

HUMAN RESOURCE SERVICES

Monthly Newsletter



Update from HRS

Lori Scott Dreiling, Director

A few important items to remember for this month:

Leave a message: It is always best to contact Human Resource Services (HRS) via email at payroll@pittstate.edu. You will receive the fastest response that way. However, if you choose to call the office, leave a message! We are on the phone A LOT and do not know to return your call when we are available if you don't leave a message. Again, the best way to contact us is at payroll@pittstate.edu.

About us: We have designated Assistant Directors – HR assigned to each area of the university. If you want to know who is assigned to your department or division, see the link on our web page. <https://www.pittstate.edu/hr/about-us.html> I'll repeat, the best way to contact us is at payroll@pittstate.edu and the correct person will respond to your message.

Which reminds me: If you are within six months or a year of retirement, please contact me and set up a review of your retirement folder. We can either do it in person or remotely – whatever you prefer.

Yammer: Jordan Harding, Assistant Director – HR/Payroll, is updating our “page” on Yammer to provide payroll updates and other HR information. Join our Yammer group today! We have 212 members but would love to be at 300 by the end of the semester. I strongly encourage all administrative personnel to join.

GUS Recruit: Please make sure you are copying hrsstudent@pittstate.edu (Dani Torgler) on any search or GUS Recruit TEAM. She is taking care of many of those functions while Heather is out of the office until July.

Tulips will be up soon! #springatPSU



[Contact Us](#)

[Benefits](#)

[Newsletter Archives](#)

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, the easiest way to reach us is to send an email to payroll@pittstate.edu.

HRS UPDATES



IMPORTANT DATES

Wednesday, March 2	KPERS 457 Representative on campus
Friday, March 4	Pay Day
Sunday, March 6	Pay Period Starts
Monday, March 7	Time Card Approval Deadline, 12pm
Monday, March 7	Apple Day
March 14-18	Spring Break
Friday, March 18	Pay Day
Sunday March 20	Pay Period Starts
Monday, March 21	Time Card Approval Deadline, 12pm
Tuesday, March 22	HealthQuest Biometric Screenings
Friday, April 1	Pay Day

State Holidays

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

NEW EMPLOYEES AND NEW POSITIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>
Meghan Baker	Accountant	Business Office
Danielle Driskill	Director of Development for the College of Technology	Development
Tammy Higgins	Director of Institutional Research	Registrar's Office
Darrell Whitman	Campus Services Manager	Information Technology Services
Bethanne Elliott	Assistant Director	Alumni and Constituent Relations

HRS Reminders

➤ *Join the Human Resource Services Yammer Group*

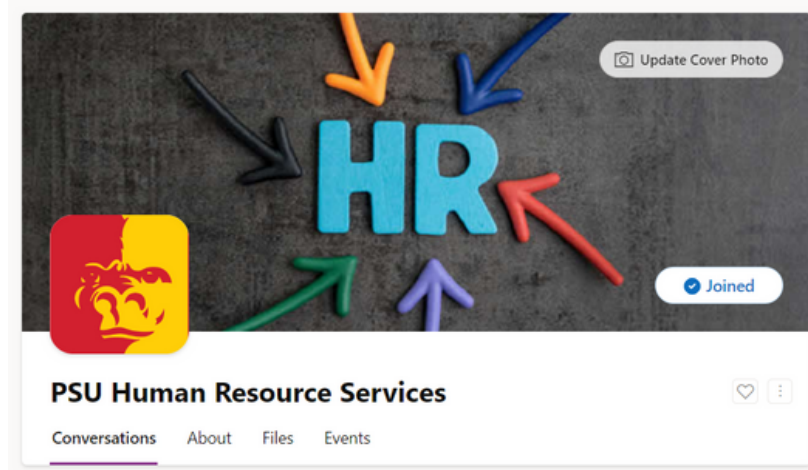
We've noticed quite a few employees forgetting to submit their Time Cards or approve Time Cards. Rather than sending weekly email reminders, we will post reminders (and other Payroll and HRS information and updates) in the Yammer Group. You can join the group, and update your email notifications to get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



➤ *2021 Total Compensation Statements Now Available*

Total Compensation Statements for 2021 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 12/31/21. This statement reports direct and indirect compensation for 2021. The 2021 Total Compensation Statement does not replace W-2 forms or other income tax related information and is not intended for use in tax preparation.

To view/print your Total Compensation Statement:

- Login to GUS Cloud
- Under the "Me" tab, select "Show More" under the "Quick Actions" menu on the left
- Under the "Compensation" section, click "View Total Compensation Statement"
- The Statement dropdown menu will default to 1/1/21-12/31/21

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

➤ *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.

HRS Reminders



Inclement Weather Reporting

Pittsburg State University closed Thursday, February 24 due to inclement weather.

If you are an hourly non-exempt employee (benefits-eligible) who is deemed **Essential** and worked on **campus** during inclement weather periods listed above, please report your time as "inclement weather." If you are deemed **Essential** and called in or did not report to work, you will need to report "vacation."

If you are an hourly non-exempt employee (benefits-eligible) that is **Non-Essential** and did not work on campus during those times, report regular time.

Here is the GUS HR job aid to assist you - please read it thoroughly.

For hourly non-exempt employees: [EnteringInclementWeather \(03-11-2020\).pdf](#)

Inclement weather pay is a benefit intended for those who braved the weather to come to campus and work as required by their supervisor. Generally, inclement weather pay is for boiler room operators, University Police, groundskeepers, General Maintenance Repair Technicians, and possibly others that are working or called in due to special circumstances.

Here is a link to the PSU Inclement Weather Policy:

<https://www.pittstate.edu/president/policies/inclement-weather-policy-for-university-employees.html>

Faculty and salaried exempt employees do not need to do anything as far as time reporting is concerned. If you checked a few emails at home, that is not inclement weather pay. Again, inclement weather pay is for boiler room operators, University Police, groundskeepers, General Maintenance Repair Technicians, and possibly others that are working on campus or called in due to special circumstances.

If you are one of the handful of **salaried exempt employees deemed essential that did WORK ON CAMPUS** during the campus closing, report your time as follows:

For salaried exempt employees: [Entering Inclement Weather \(03-11-2020\).pdf](#)

Timecards for the 2/20/22 to 3/5/22 pay period are due by 12:00 P.M. (Noon) on Monday, March 7. Failure to submit and approve timecards by Noon on Monday, March 7, 2022 will result in late payment for the employee. Please use the "Time Card Status- Direct Reports" report on the Line Manager and Administrator Dashboard to track the status of your direct reports' timecards. If you need assistance with the report, contact payroll@pittstate.edu.

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, March 22
- Wednesday, April 20
- 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 February HealthQuest Newsletter](#)



Eating Healthy on a Budget Webinar (1 HQ Credit)

Eat healthy without breaking the bank

Receive nutrition information from a registered dietician so you can make consistent, healthy eating choices on any budget.

Monday, March 21 from 12:30 - 1:30 pm CST

[Click here to register](#)

TIAA

TIAA Webinars

[Click here for the TIAA March Webinars](#)

KPERS

KPERS 457 Financial Wellness Webinars

Nearing Retirement

Wednesday, March 2, 2022 @ 1 p.m. (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?

Friday, March 4, 2022 @ 12 noon (45 minutes)

Your contribution rate can have the biggest impact on your retirement income. Are you saving enough?

[JOIN NOW](#)

How to Create a Budget

Tuesday, March 8, 2022 @ 10 a.m. (45 minutes)

See how creating a budget and sticking to it may help you take charge of your money, your finances and your future.

[JOIN NOW](#)

Personalized KPERS 457 Online Experience

Thursday, March 10, 2022 @ 2 p.m. (30 minutes)

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](#)

Achieving Financial Fitness

Monday, March 14, 2022 @ 11 a.m. (30 minutes)

Financial fitness is different for everyone. We each have our own picture of retirement and different obstacles to saving. But the goal is the same, improving your financial outlook.

[JOIN NOW](#)

Benefits of Enrolling & Roth

Wednesday, March 16, 2022 @ 3 p.m. (45 minutes)

Here's an introduction to the KPERS 457 plan. Get the basics, and learn how saving with KPERS 457 can help you reach a sound retirement.

[JOIN NOW](#)

Market Volatility: Stay the Course

Tuesday, March 22, 2022 @ 4:30 p.m. (30 minutes)

We'll talk about how to handle the ebb and flow of market investments, especially at this important time in our history.

[JOIN NOW](#)

Personalized KPERS 457 Online Experience

Thursday, March 31, 2022 @ 9:30 a.m. (30 minutes)

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](#)

[Click here for more information](#)

