

MAY 2023

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## IMPORTANT DATES

Monday, May 1	Time Card Approval Deadline, 12pm
Friday, May 12	Pay Day
Sunday, May 14	Pay Period Starts
Monday, May 15	Time Card Approval Deadline, 12pm
Friday, May 26	Pay Day
Sunday, May 28	Pay Period Starts
Monday, May 29	Memorial Day Holiday
Tuesday, May 30	Time Card Approval Deadline, 9am

## STATE HOLIDAYS

You can view a list of the 2023 Holiday Schedules on our [website here](#).



**Monday, May 29 is  
Memorial Day and the  
University will be closed.  
See the Holiday Reporting  
Guidelines below.**

## ➤ Memorial 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.

## ➤ Summer 2023 Flexible Work Schedules

Beginning **Sunday, May 14, 2023**, and ending **Saturday, August 5, 2023**, Pittsburg State University's official business hours are **8:00 A.M. to 4:30 P.M., Monday through Thursday**, and **8:00 A.M. to 12:00 P.M. on Friday**.

Employees' work schedules may change during this time to accommodate the summer business hours. The following will help employees and supervisors understand the expectations and make changes in work schedules during this time.

### **Commonly asked questions:**

#### **What are some of the options for summer 2023 work schedules?**

Full-time employees must have a work schedule that provides for 40 hours of work each week.

Here are some options starting May 14, 2023 through August 5, 2023:

7:00 A.M. – 4:30 P.M., Monday – Thursday; 8:00 A.M. – 12:00 P.M., Friday

7:30 A.M. – 5:00 P.M., Monday – Thursday; 8:00 A.M. – 12:00 P.M., Friday

8:00 A.M. – 5:30 P.M., Monday – Thursday; 8:00 A.M. – 12:00 P.M., Friday

If your department cannot accommodate a flexible schedule, staff in the department can work the “standard” schedule of 8:00 A.M. to 4:30 P.M., Monday through Friday.

#### **Are all employees in a department required to work the same schedule?**

No. Employees in a department may have different work schedules as long the schedules are approved by the appropriate Dean or Director.

#### **Are faculty affected by the summer 2023 work schedules?**

Faculty work schedules are a condition of employment and are not affected by the summer 2023 work schedules.

[Click here for more information regarding the flexible work schedules for summer 2023.](#)

## ➤ 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.

## ➤ Double Deductions for Health Insurance

Double deductions for health insurance for employees who are in **benefits eligible and less than 12 month** positions, began with the 3/3 paycheck!

Since you will be receiving insurance coverage during the summer, but will not have a paycheck to deduct from, the State of Kansas requires us to account for those premiums in **the final six pay periods** before the summer semester begins.

Dates include:

1. 3/03/2023 Paycheck
2. 3/17/2023 Paycheck
3. 4/14/2023 Paycheck
4. 4/28/2023 Paycheck
5. **5/12/2023 Paycheck**
6. **5/26/2023 Paycheck**

## ➤ Line Managers - Terminating 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



Last month Holly Viets attended the Award Ceremony for the State of Kansas in honor of her 40 years serving Pittsburg State University. Her biography from the ceremony can be seen below.

***"Holly Viets considers it an honor to have spent forty years serving Pittsburg State University. During Holly's time at Pitt State, she served six different offices and has been under the leadership of six University Presidents. Her longest-held role (29 years, to be exact) is her current position within Family Consumer Sciences. During this time, the department has called three locations across campus home and been led by five different Chairpersons.***

***Holly's favorite part of her role involves offering staff and student support and preparing for key events such as the department's annual Career Day, which allows her to leverage three of her key strengths: organization, service, and creativity.***

***When Holly's not on campus manning her desk, you'll find her spending time with her children, extended family, church and friend groups, but especially with her amazing grandchildren. She also enjoys various creative outlets such as building digital photo books for family and friends, traveling to new locations (near and far), and tuning in to her crime-fighting super-hero, Barney Fife.***

***Holly would like to thank Pitt State for the opportunity to have served the institution for such a long time and for the blessing it has been to her over the years as she developed friendships and relationships that will last a lifetime."***



Governor Laura Kelly and Holly Viets

# HRS Reminders

## MAY WORK ANNIVERSARIES

Bryna Broyles - 16 Years	Kristen Maceli - 16 Years
Sean Burke - 2 Years	Elizabeth Middendorf - 3 Years
Susan Carlson - 31 Years	Janet Miller - 23 Years
Natalie Cullen - 23 Years	Lindsey Mueller - 3 Years
Jaime Dalton - 17 Years	Nicolle Murphy - 1 Year
Chelsey Decker - 2 Years	Kindra O'Connor - 16 Years
Lori Scott Dreiling - 3 Years	Catherine Pentola - 25 Years
Tracey Eagon - 8 Years	Barbara Pope - 18 Years
Tyrell Everett - 1 Year	Rachel Schenker - 1 Year
Alex Fender - 2 Years	Grover Shultz - 2 Years
Sheila Foster - 9 Years	Robert Stokes - 9 Years
Erma Hedges - 7 Years	Aaron Thompson - 4 Years
Tyler Jiles - 1 Year	Matthew Thompson - 2 Years
Jeremy LaRue - 1 Year	Dustin Treiber - 7 Years
Steven Lilly - 14 Years	Bradley Turner - 2 Years
Jenifer Little - 2 Years	Michelle Walker-Kumar - 14 Years

# HRS Reminders

## NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Kimberly Hudson	Accounting Specialist	Cashiers and Student Accounts
Michael Potusek	Grounds Maintenance	Physical Plant Services and Grounds
Bill Hoyt	Director of Enrollment Management Analytics	Registrar's Office
Pranabesh Sahoo	Post-Doctoral Research Associate	Kansas Polymer Research Associate
Jesse Briscoe	Assistant Director	First Year Programs
Marissa Poppe	Assistant Director of Partnership Development/Industry Engagement	University Strategic Initiatives
Lindsey Mueller	Procurement Specialist	Purchasing







### HealthQuest Resources

[May HealthQuest Newsletter](#)

[Employee Assistance Program: Work-Mental Health Awareness](#)

### TIAA and KBOR Q1 Updates

[KBOR Q2 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

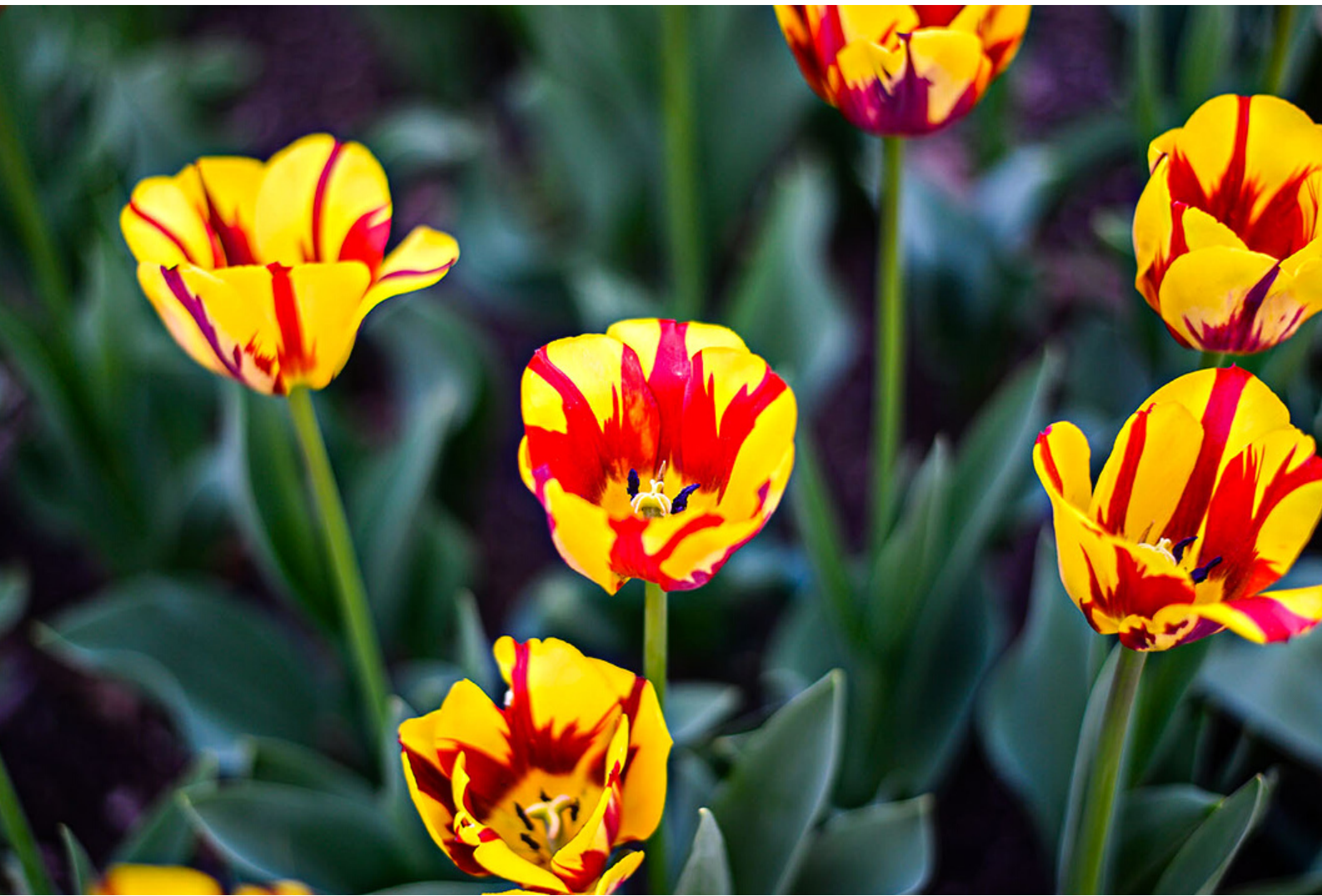
### *HealthQuest Did You Know?*

- A1C will only be ordered by your preferred provider if it is medically necessary.
- In order to receive HealthQuest credits, you must have a blood glucose test not a UA (urinalysis).
- The first eye care visit of the year, regardless of the diagnosis code, will be paid at 100% under the medical plan. Any additional visits will be subject to regular cost share.
- To receive HealthQuest credits for your annual eye exam, your provider must submit the claim through your medical State Employee Health Plan (Aetna or BCBS of KS).



## Upcoming Webinars

May 3 @ 11:00am	<a href="#">Basic Estate Planning Strategies</a>	TIAA
May 3 @ 1:00pm	<a href="#">Connecting Mind and Body for Healthy Living</a>	HealthQuest
May 10 @ 11:00am	<a href="#">Paycheck for Life</a>	TIAA
May 11 @ 11:00am	<a href="#">Attention to Detail: Financial Finishing Touches for Women</a>	TIAA
May 17 @ 11:00am	<a href="#">Write Your Next Chapter: 5 Steps to Setting Your Retirement Date</a>	TIAA





## Update from HRS - Lori Scott Dreiling, Director

Congratulations to our upcoming Gorilla Graduates! It has been an eventful semester and I wish you the best of luck!

Reminders: If you have student employees that are graduating or who will no longer be working for your department, please send in a termination form for them.

Summer hours start May 14. Detailed information is located in a RED BOX on our HR web page – says “summer hours.”

Just an FYI – I will be out of the office on vacation from May 5 to May 15. 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.

Happy May! LSD



[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).

