

JUNE 2023

HUMAN RESOURCE SERVICES

Monthly Newsletter



IMPORTANT DATES

Friday, June 9	Pay Day
Sunday, June 11	Pay Period Starts
Monday, June 12	Time Card Approval Deadline, 12pm
Friday, June 23	Pay Day
Sunday, June 25	Pay Period Starts
Monday, June 26	Time Card Approval Deadline, 12pm
Tuesday, July 4	Independence Day Holiday - University Closed
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

As we come to a close of fiscal year 2023, it is time to finalize annual performance evaluations. In the Transition Advisory Council meetings held last fall and subsequent follow-up campus conversations, it was clear that there is a strong desire to improve and follow a prescribed employee evaluation process. As such, we are taking a new approach as we conclude this year and will reevaluate and continue to improve the process over the next fiscal year.

For **this year only**, staff and administration will do manual performance evaluations outside of the Oracle system. The box below will take you to a fillable Performance Review Form for all university support staff (USS) and unclassified (UPS) employees. This form can also be found at the top of the HRS web page.

[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 by Friday, July 7, 2023, at noon.**

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.

➤ Where's GUS?!

Over the last few months, the HR team has been tracking our internal and external outreach events. As we have, on average, over 40 jobs open at any given time, we are working to expand awareness of our many employment opportunities available around campus!

If you have an event you would like us to attend on behalf of Employment Opportunities at Pitt State, contact Madisyn Hite (HR Specialist - mhite@pittstate.edu).

This month HR GUS traveled to the Together Pittsburg Community Job and Resource Fair! Stay tuned to see where HR GUS travels to next!

Thank you, Debbie Amershek, for letting GUS get out for some fresh air!



Pictured above: HR GUS, Lori Scott Dreiling, and Madisyn Hite

HRS Reminders

➤ Payroll Corrections

The last day for payroll corrections is **Friday, June 9th!**

Click the link below for payroll corrections of a specific dollar amount. This is typically used if you have a fund that is negative and need to balance before the fiscal year end.

Contact, Jordan Harding (Assistant Director - Payroll - jharding@pittstate.edu) for questions.

[Payroll Corrections](#)

➤ 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.

➤ 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

HRS Reminders

➤ 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

JUNE WORK ANNIVERSARIES

Bobby Winters - 34 Years	Kathy Shultz - 12 Years	Brad Schwartz - 3 Years
Steven Erwin - 29 Years	ED Vanderbeck - 12 Years	Ben Barrows - 2 Years
Tadek Dobrowolski - 28 Years	Daniel Weaver - 12 Years	Jenny Fuller - 2 Years
Jeff Steinmiller - 27 Years	Gregor Kalan - 11 Years	Cherona Hicklin - 2 Years
Troy Comeau - 24 Years	Tim Taylor - 11 Years	Janell Neer - 2 Years
Jeff York - 22 Years	Randy Oertle - 10 Years	Ryan Peterson - 2 Years
Amanda Davied - 19 Years	Lisa Allen - 9 Years	Steve Potter - 2 Years
John Foster - 19 Years	Jason Kegler - 9 Years	Kiera Pulliam - 2 Years
Diane Letner - 19 Years	Kathleen Sandness - 8 Years	Gracie Ruble - 2 Years
Steve Brown - 18 Years	Tim Senecaut - 8 Years	Dalton Russell - 2 Years
Mark Flood - 18 Years	Candace Stebbins - 8 Years	Patrick Schrater - 2 Years
Lacie Anderson - 16 Years	William Shaffer - 7 Years	Shelby White - 2 Years
Jason Kermashek - 16 Years	Trenton Wallace - 7 Years	Wang Lin - 1 Year
Gail Yarick - 16 Years	Fred Fletcher-Fierro III - 6 Years	Kelly Miller - 1 Year
Brenda Hawkins - 15 Years	Robert Fornelli - 5 Years	Chad Mishmash - 1 Year
Bruce Rhodes - 15 Years	Stu Hite - 5 Years	Andrew Ouellette - 1 Year
Ashley Wadell - 13 Years	Trent Becker - 4 Years	Dan Shipp - 1 Year
Tracy Bevilacqua - 12 Years	Christopher Hawk - 4 Years	Kody Sindelar - 1 Year
Steve Gintner - 12 Years	Kevin Davis - 3 Years	Evan VanBecelaere - 1 Year
Paul Grimes - 12 Years	Morgan Prather - 3 Years	

HRS Reminders

NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Deatrea Rose	Associate Vice President	Inclusion and Belonging
Joslyn Olsson	Assistant Controller for Financial Reporting	Business Office
Kaitlynn Finley	KUSB Administrative Associate	Kelce Undergraduate School of Business
Mark Diacopoulos	Director of Assessment/Assistant Professor	Registrars Office
Steve Rosebrough	Assistant Director	Police and Public Safety
Tatum Ahring	Assistant Director of University Affairs	Presidents Office



BENEFITS



HealthQuest Resources

[June HealthQuest Newsletter](#)

[Employee Assistance Program: Family Togetherness](#)

[Register for the Weight Management Program by June 16th!](#)

TIAA and KBOR Q2 Updates

[KBOR Q2 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

State of Kansas Newsletter

[June State of Kansas HR Newsletter](#)

"I Could Go to the Doctor or Wait it Out." But Why Would You?

Marathon Health makes it easy to have a good quality of life through our simple to use tools. [Visit the Marathon Health Portal to:](#)

- Schedule same or next-day appointments that are in-person or virtual
- Complete online health assessments
- Message your care team
- Connect your devices to monitor your progress
- Refill prescriptions

Don't "wait and see" when it comes to your healthcare.

WEBINARS

Upcoming Webinars

June 7 @ 1:00pm	<u>EAP Webinar: Personal and Professional Boundaries</u>	State of Kansas
June 8 @ 9:00am	<u>Retirement Planning for Women</u>	KPERS 457
June 8 @ 1:00pm	<u>Wellness Webinar: Men's Health</u>	Healthquest
June 13 @ 1:00pm	<u>Boost Your Savings</u>	KPERS 457
June 15 @ 12:00pm	<u>Benefits of Enrolling and Roth</u>	KPERS 457
June 22 @ 10:00am	<u>Online Personalized Experienced</u>	KPERS 457
June 27 @ 3:30pm	<u>Achieving Financial Wellness</u>	KPERS 457

Update from HRS – *Lori Scott Dreiling, Director*

Busy, busy summer so far and it is only early June! I just celebrated my third year here at Pitt State – does time fly, or what? It has been a great adventure so far and I'm looking forward to what this year brings. I love change – and, goodness, there is a lot of that going on around campus right now! Please be patient as the HR team works through new positions and titles, different department names and structures, and the thousands (literally thousands) of transactions that we have to make in order to create this magic ☺. On top of that, this is our busy time of the year with many, many new hires and reappointments for the upcoming academic year – not to mention the normal hiring we do throughout the calendar year. All good.



[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.



I had the pleasure of driving the Dan Bikes Kansas super van from the leg of the trip from Topeka to Emporia. I was happy to see former MGT 540 students, old friends from my time on the Board of Flint Hills Technical College, and new PSU alumni friends. Finally got to meet my HR counterpart at Emporia State in person for the first time! Ray Lauber is a great guy and I am happy to work with him. Congratulations to Dan and all involved on the amazing efforts to support scholarships to make education more affordable for our student Gorillas!

Dates to remember: Please note the dates Madisyn added to the Dates to Remember section of the newsletter; specifically, Retirement Information Day and the State Employee Health Plan Benefits Fair this fall.

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!

As always, if you need to reach HR, please contact us at payroll@pittstate.edu or drop by the office during normal business hours at 204 Russ Hall. Like many of you, we take vacation in the summer so if you need to visit with a specific HR team member, the best way is to schedule an appointment.

Happy and safe June! LSD