



Human Resource Services

November Newsletter, published 01/04/22



LET'S GO GORILLAS!

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. Our office is open but we are limiting the number of employees in the building to 1-2 per day.



Important Dates

October 27th	KPERS 457 Webex Click Here (PDF Document) to Register for 10:00 am or 2:00 pm
October 30th	Paydate
October 31st	Last Day of Open Enrollment Click Here for the MAP Portal to Complete Enrollment.
November 1st	Pay Period Starts
November 2nd	Time Card Approval Deadline 3 p.m.
November 5 th	Flu Shot Clinic in the Governor's Room from 12:30 to 4:30

p.m.

November 10th,11th, 12th	TIAA Live Webinars Click Here (PDF Document) for More Info
November 10th	KPERS 457 Individual Appointments Click Here to Schedule an Appointment
November 11th	Veteran's Day Click Here to Access Job Aids for Special Time Reporting Procedures.
November 13th	Paydate
November 15th	Pay Period Starts
November 16th	Time Card Approval Deadline 3 p.m.
November 18th	Last Day to Earn Credits Towards your HSA/HRA Rewards Click Here to Access the Healthquest Portal.
November 25th	Early Paydate
November 25th,26th, 27th	Campus Closure for Thanksgiving Break Click Here to Access Job Aids for Special Time Reporting Procedures.
November 29th	Pay Period Starts
November 30th	Time Card Approval Deadline 3 p.m.

Open Enrollment Healthcare Plan 10/1-10/31/2020

Open Enrollment starts **October 1, 2020** and ends on **October 31, 2020**.

State Employees will find the 2021 health plan rates in the 2021 enrollment Guide booklet.

This is an Active Enrollment Year. All covered members must enroll in a plan during the Open Enrollment period. If a Plan is not selected by October 31st, you will be automatically enrolled in Plan N.

NOTE: Members who have waived coverage will remain waived.

[Click Here](#) for more information on Open Enrollment.

PSU employees should access the MAP Portal [Here](#) to select their enrollment details.

Fraudulent Unemployment Insurance Claims On the Rise

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

Employee COVID Reporting Information

If any employee feels that they may be eligible for COVID Leave because they are experiencing symptoms, 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](#)

Notice of Decision on Payroll Tax Deferral

The State of Kansas will not implement the payroll tax deferral program for state employees. Please see the Memorandum from the Kansas Department of Administration below for more information.

[Notice of Payroll Tax Deferral Decision \(PDF Document\)](#)

BENEFITS INFORMATION

Flu Clinic Information

Pittstate will be holding a Flu Clinic for employees and their eligible dependents on **November 5th, 2020 from 12:30 to 4:30 p.m** in the Governor's Room. [Click Here](#) to schedule an appointment. Interested parties should review the Influenza Vaccine Information Sheet below then fill out, sign, and bring with them the 2020 State Influenza Vaccine Documentation/Consent Form below.

[Influenza Vaccine Information Sheet \(PDF Document\)](#)

[2020 State Influenza Vaccine Documentation/Consent Form \(Word Document\)](#)

KPERS 457 Information

There will be two KPERS 457 Webinars on **October 27th, 2020 at 10:00 am and 2:00 pm**. Anyone interested should [Click Here \(PDF Document\)](#) to select a time to register.

PSU Employees may also setup individual appointments for KPERS 457 information on **November 10th, 2020** by [Clicking Here](#) to schedule an appointment.

TIAA Information

TIAA will be holding several webinars during the month of November. The times of those webinars will be listed below. You may view more information about these webinars and register by [Clicking Here \(PDF Document\)](#).

November 10th at 11 a.m.	Making Gifts to Loved Ones and Charities
November 10th at 2 p.m.	Money at Work 1: Foundations of Investing
November 11th at 11 a.m.	The Power of Saving
November 11th at 2 p.m.	Making it Easier for You: Online Tools and Resources
November 12th at 11 a.m.	Retiring in the New "Normal"

HealthQuest Information

November 18th, 2020 is the last day to earn credits towards your HSA/HRA rewards. The last day to earn credits toward your 2021 premium discount of \$480 is **December 31st, 2020**. For more information on important deadlines and Healthquest in general please [Click Here \(PDF Document\)](#) to view the October HealthQuest Newsletter.

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: • **February 8th • April 21st • August 31st • September 1st • October 21st**

[HealthQuest Portal](#)

Optional Group Life Insurance Enrollment Deadline 10/31/2020

The open enrollment for optional group life insurance ends on October 31, 2020. For more information and to enroll review the flyer below.

[Optional Group Life Insurance Open Enrollment \(PDF Document\)](#)

UPDATE FROM HRS

Director - Lori Scott Dreiling



Fall is here and winter is just around the corner. For Pittsburg State University employees, certain events take place during this time of year which include Gorilla Football, open enrollment, and flu shots. Our one and only home game is October 31 – which happens to be the last day to enroll in our State of Kansas benefits. This is an “active” enrollment - meaning that you must go on the website and enroll even if you are not making any changes. Links to the enrollment site are in the Important Dates and in a separate paragraph above.

I hope you will enjoy this new version of the Human Resource Services (HRS) newsletter and will find many useful links to webinars, training events, enrollments, and other important information. A special thanks to Chris Myers, Sr. HR Specialist, for putting it all together. If you have specific topics you'd like to see covered in the future, send me an email! ldreiling@pittstate.edu #oagaag

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