

HUMAN RESOURCE SERVICES

Monthly Newsletter



IMPORTANT DATES

Thursday, November 10	Early Pay Date
Friday, November 11	Veteran's Day - University is OPEN
Sunday, November 13	Pay Period Starts
Monday, November 14	Time Card Approval Deadline, 9am
Wednesday, November 23	Early Pay Date
Wednesday, November 23	Extra Day - University is Closed
Thursday, November 24	Thanksgiving Holiday - University is Closed
Friday, November 25	Thanksgiving Holiday - University is Closed
Sunday, November 27	Pay Period Starts
Monday, November 28	Time Card Approval Deadline, 12pm

STATE HOLIDAYS

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



Please refer to the Holiday Reporting Guidelines below for instructions on how to report your hours for the Veterans Day and Thanksgiving Day Holidays.



➤ ***Veteran's Day Time Reporting Guidelines***

- **Salaried employees with benefits:**

- Unclassified
 - If you **DO** work on Veteran's Day, you will report **Comp Time Earned** for the numbers of hours that you worked.
 - Example: If you worked 8 hours on Veteran's Day, you will report 8 hours of Comp Time Earned on Veteran's Day.
 - If you **DO NOT** work on Veteran's Day, you will have to report **accrued leave** (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day.
- University Support Staff (USS):
 - If you **DO** work on Veteran's Day. 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 Veteran's Day then you will not report anything.

- **Hourly Employees with Benefits:**

- Unclassified
 - If you **DO** work on Veteran's Day, you will report **Regular** time for hours worked.
 - If you **DO NOT** work on Veteran's Day, you will have to report accrued leave (e.g. sick, vacation, comp time taken, discretionary day) as appropriate for the day.
- University Support Staff
 - If you **DO** work on Veteran's Day, you will report Regular time for hours worked.
 - If you **DO NOT** work on Veteran's Day, you will report Holiday Credit for your regular schedule.

- **Students/Employees without Benefits:**

- Students and employees without benefits will report time worked on November 11th as "Regular".

HRS Reminders

➤ Holiday Reporting Guidelines

Here is a table with information for employees who work Monday – Friday work schedules. Please make note of the following:

- **Leave** = Vacation, Comp Time, or Discretionary Day
 - If you do not have accrued leave to use, you must report Leave Without Pay (LWOP) or discuss alternate work schedules, if applicable for your position, with your immediate supervisor.
 - You should only use sick leave if the situation is appropriate per PSU policy: <https://www.pittstate.edu/hr/benefits/sick-leave.html>
 - You cannot report leave that you have not yet earned or that will drop your leave balance to negative.
- Discretionary Day Information:
 - You must use the 2022 discretionary day by Friday, December 23, 2022.
 - You can use the 2023 discretionary day starting Tuesday, January 3, 2023.
 - Discretionary day is available after 6 months of employment.

Reporting Guide for benefits-eligible employees who DO NOT WORK:

Date	Hourly Employees	Salaried Employees	Deadlines
Thanksgiving Break			
Wednesday, November 23 Extra Day	Report Admin Leave	Do not report any time type on the time card	
Thursday, November 24 Thanksgiving Holiday	Report Holiday Credit	Do not report any time type on the time card	
Friday, November 25 Thanksgiving Holiday	Report Holiday Credit	Do not report any time type on the time card	Monday, November 28, 12:00 PM is the deadline to submit and approve time for 11/13/22-11/26/22

- Hourly employees without benefits (including students and graduate assistants) will not be working and will not receive any compensation during that time. They should not report any hours as they are not working. Line managers need to watch this carefully to make sure no hours are reported on those five extra days.
- Hourly employees that do work on Wednesday, November 23rd, will report time worked as "Reg." They will earn comp time equal to the number of hours actually worked.
- IMPORTANT: Line Managers of employees working on any or all of those five extra days will need to email a list of names of those employees to payroll@pittstate.edu as soon as possible.
- If you need additional assistance or have further questions, please visit the first **RED BOX "Holiday Break Reporting"** on our HRS Webpage or email payroll@pittstate.edu. That will be the fastest and easiest way to reach us. There are more details about time reporting in the November and December Human Resource Services newsletter. We are here for you – let us know if you have questions.

HRS Reminders

➤ Attention Search Committee Members!

- Going forward in your individual search teams in Microsoft TEAMS please tag or @ Madisyn Hite for any and all questions in place of Heather Busch.
- Heather has accepted a position on campus with Career Development as Associate Director for Employer Relations and Events. Madisyn will be covering her duties until we are able to begin the search for a new Senior HR Specialist. We wish you the best of luck Heather!



(Left to right: Lori Scott Dreiling, Director; Heather Busch, Senior HR Specialist; Rachel Schenker, GUS HR Specialist; Madisyn Hite, HR Specialist)

➤ Late Timesheets

- **Reminder:**
 - 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 under 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.

HRS Reminders

➤ Reminder To Update Your Beneficiary

- Please remember to keep your beneficiaries up to date!
 - For employees under KPERS you may view your retirement and life insurance beneficiaries on the KPERS website at [KPERS Login](#).
 - For the KPERS Voluntary Plan you may view your beneficiaries at [KPERS 457 Voluntary Login](#).
 - For employees under KBOR you may request to view your current beneficiaries by contacting the HRS office by phone at 620-235-4191 or by emailing payroll@pittstate.edu.
 - HSA beneficiary information can be viewed by logging into the HSA portal [here](#).

➤ Employee Year End Checklist

- **All Employees:**
 - Update Home Address in GUS Cloud and MAP. This will ensure that your address is correct on your W-2 and that important information regarding your health insurance coverage is sent to the appropriate address.
 - Manage Home and Mailing Address in GUS HR and MAP. [Use this step by step document for assistance](#).
 - Update Email Address in the State of Kansas Employee Self Service (ESS) Portal. This will ensure that you receive notifications from the State of Kansas. Instructions on how to update your email address is located on the [W-2 information page](#).
 - W-2 information:
 - The 2022 W-2 will be available after the first of the year. Forms will be available electronically through the State of Kansas Employee Self Service (ESS) Portal.
 - Employees that consented to receive the W-2 electronically last year will still have that consent. Employees that would like to add electronic consent must log in to the ESS Portal and consent to receive this information.
 - [W-2 and Electing Electronic Access](#)
- **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 HR > Other > My Dashboard) to terminate student and temporary, hourly-paid employees.

HRS Reminders

➤ HealthQuest Preview for 2023

- The State Employees Health Care Commission (HCC) recently approved the HealthQuest wellness program design for 2023.
- The program focus will be on three core areas of health and wellness:
 - Preventative Care Activities
 - Health Education Activities
 - Health Management Activities
- We will share detailed communication with you as we get it but we wanted to share a quick overview of the new program.

[Click Here for the 2023 HealthQuest Preview](#)

- **Earning Points Reminder:**
 - To view the different ways to earn your points please click on the blue box above.
 - You must earn at least 40 points in 2023 to earn the premium reduction rate for 2024.
 - You must earn at least 50 points to receive up to \$500 additional money in your HSA account. This is not paid out in a lump sum but as you earn points through the year.

HRS Reminders

NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Natalie Ballard	Administrative Associate	Irene Ransom Bradley School of Nursing
Blaise Jacks	Custodian	Physical Plant Grounds and Services
Daniel Macias	Digital Production Specialist	Printing and Design Services
Ryan Ridings	Boiler Technician	Physical Plant Grounds and Services
Edward Wagoner	Technical Support Specialist	Information Technology Services



HealthQuest/ Employee Assistant Program (EAP)



[October Newsletter](#)
[November Newsletter](#)

*Employee Assistance Program
(EAP)*

[November EAP Resources and Events](#)



HealthQuest Newsletter



[Click here for the October HealthQuest Newsletter](#)

[Click here for the November HealthQuest
Newsletter](#)

TIAA and KBOR Q4 Updates

[KBOR Q4 Newsletter](#)

[IRS Contribution Limits for 2023](#)

HealthQuest: Work-Life Balance

Does your life feel off balance? We spend a large portion of our lives at work, so it's essential to prioritize your physical and mental health both at work, and outside of work.

During this presentation, Registered Dietitian Shanna Hutcheson will discuss some red flags to watch out for, and ways to set boundaries and improve your work-life balance so you feel healthy, happy, and fulfilled.

- Event Date: **Thursday, November 10** from **11:00 a.m. - 12:00 p.m. CST**

[Register Here](#)

BENEFITS

Upcoming Webinars

November 8 @ 2pm	Inside Money: Managing Income and Debt	TIAA
November 9 @ 2pm	Putting Yourself First - Setting Healthy Boundaries	Kansas WISE
November 9 @ 2pm	Discover the Power of Financial Well-Being	TIAA
November 10 @ 11am	Work-Life Balance	HealthQuest
November 10 @ 11am	Financial Housekeeping for Now and Later	TIAA
November 10 @ 2pm	Money at Work 2: Sharpening Investment Skills	TIAA
November 16 @ 2pm	Lifetime Income: Marketproof Your Retirement	TIAA



Update from HRS

Lori Scott Dreiling, Director

Let me just put it out there; there are only 47 days until Christmas. . .

Thank you to everyone that attended the State Employee Health Plan (SEHP) Open Enrollment Benefits Fair on October 10. It was great to see our vendors in person.

Holiday Break Reporting Please note the hard deadlines for timecard reporting coming up the next eight weeks. Go to our Human Resource Services (HRS) web page and click on the top RED BOX for detailed information on how and when to report your time, if applicable to you. <https://www.pittstate.edu/hr/index.html>

USS Senate Meeting I'll be the guest for the USS Senate meeting on December 14. If you have specific questions for that day, please send them to me or to your USS Senate President, Diane Letner, at dletner@pittstate.edu. Thank you Diane for serving the University in that capacity!

HR Specialist opening I am very happy for Heather Busch as she takes on a new role in the Student Success Center this month. She has been promoted to Associate Director for Employer Relations – her last day in HR is Friday, November 11. We are so grateful for her 1.5 years in our office as our Senior HR Specialist. She has been an integral part of our recruiting and other HR efforts; we'll miss her "happy face." Watch for an internal job posting from our office soon.

Are you planning on retiring in the next year? Please send me an email at ldreiling@pittstate.edu and I'll get you on my calendar to discuss your retirement process.

November is a beautiful month on our great campus. Enjoy! Oh, and congratulations to the PSU women's cross-country team and our Pitt State Gorillas football team on their MIAA championships this past week! Whoop! #gopitt



[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.

