



Human Resource Services

October 2021 Newsletter, published 01/04/22



OPEN ENROLLMENT IS THIS MONTH!

HRS Newsletter

The Human Resource Services (HRS) newsletter is 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.

Human Resource Services Schedule

Human Resource Services office will have on-site services available from 8am-12pm and from 1pm-4:30pm, Monday through Friday. Appointments are accepted with individual HR team members as well. Employees are encouraged to email payroll@pittstate.edu for assistance.



Important Dates

October 1 - October 31	Open Enrollment for State Employee Health Plan (SEHP)
Friday, October 1	Pay Day
Sunday, October 3	Pay Period Starts
Monday, October 4	Time Card Approval Deadline, 12pm
Friday, October 15	Pay Day
Sunday, October 17	Pay Period Starts
Monday, October 18	Time Card Approval Deadline, 12pm
Thursday, October 21	Biometric Screenings in the Student Center
Friday, October 29	Pay Day
Sunday, October 31	Pay Period Starts
Monday, November 1	Time Card Approval Deadline, 12pm

State Holidays

You can view a list of the 2021 and 2022 Holiday Schedule on our [website here](#).

Changes to Timecard Deadlines

HRS has decided that for hours worked starting 09/05/21, the new deadline for timecards to be submitted and approved will be **Mondays at 12:00PM**. We listened to campus feedback about the Monday 9:00AM deadline being too early. We hope that this additional 3 hours will allow campus more time to complete the timecard process and cut down on missed paychecks due to incomplete timecards.

Please note, HRS staff will no longer be following up on unsubmitted/unapproved timecards. Employees and Supervisors will be responsible for making sure all timecards in their area are

submitted and approved.

New Employees and New Positions

First Name	Last Name	Titles	Department	As of:
Stacy	Bacon	Mid-Level Medical Provider	Student Health Services	8/8/2021
Robin	Blair	Assistant Professor	Psychology and Counseling	8/8/2021
Ariel	Boffey	Assistant Professor	Health, Human Performance, Recreation	8/8/2021
Amy	Cussimanio	Administrative Associate	Kelce Undergraduate School of Business	8/8/2021
Jaime	Dalton	Director	Career Services	8/8/2021
John	Derfelt	Assistant Instructional Professor	Irene Ransom Bradley School of Nursing	8/8/2021
Addison	Edwards	Custodian	Housing Maintenance	8/8/2021
Derrell	Fincher	Assistant Instructional Professor	Technology and Workforce Learning	8/8/2021
Mary	George	Chief of Staff	Presidents Office	8/8/2021
Nathan Shelby	Hutchens	Assistant Professor	Health, Human Performance, Recreation	8/8/2021
Jeffrey	Keller	University Police Officer	University Police and Parking Services	8/8/2021
Mayumi	Kiefer	Assistant Instructional Professor	Art	8/8/2021
Justin	Lallemand	Assistant Professor of Finance	Kelce Undergraduate School of Business	8/8/2021

Todd	Melton	Teaching Laboratory Associate	School of Construction	8/8/2021
Clint	Myers	Assistant Instructional Professor	School of Construction	8/8/2021
Caleb	Poston	Assistant Women's Basketball Coach	Intercollegiate Athletics	8/8/2021
Jennifer	Richardson	Assistant Professor	Teaching and Leadership	8/8/2021
Erin	Rivero	Assistant Director	Admissions	8/8/2021
Tarquin	Schwartz	Assistant Instructional Professor	History, Philosophy and Social Sciences	8/8/2021
Mathew	Wahl	Painter	Physical Plant Building Trades	8/8/2021
Kenneth	Ward	Assistant Professor	Communication	8/8/2021
Jeremey	Wolfe	Assistant Instructional Professor	History, Philosophy and Social Sciences	8/8/2021
Danae	Fuller	Executive Associate - Division	University Advancement	8/22/2021
Tracy	Holzem	Assistant Director of University Housing	University Housing	8/22/2021
Melissa	Johnson	Custodian	Physical Plant Services and Grounds	8/22/2021
Cortney	Neblett	Learning Resource Center Coordinator	Irene Ransom Bradley School of Nursing	8/22/2021
Sam	Nguyen	Coordinator, Facility Operations & Student Development	Campus Recreation	8/22/2021
Savannah	Sargent	Administrative Associate	Chemistry	8/22/2021

Darian	Westerfield	Assistant Athletic Director/External Engagement	Intercollegiate Athletics	8/22/2021
Tammy	Jarvis	Police Communication Specialist	University Police and Parking Services	9/5/2021
Janet	Kingman	Administrative Associate	Art	9/5/2021
Jesse	Spencer	University Police Officer	University Police and Parking Services	9/5/2021
Beth	Hendrickson	Library Assistant	Library Services	9/19/2021

OTHER IMPORTANT UPDATES

Employee COVID Reporting Information

If any employee has a positive COVID test, is getting tested, or has been identified as a close contact by the county health department, please fill out the form at the link below. For questions, please email payroll@pittstate.edu and someone will assist you as quickly as possible.

Employee COVID-19 Reporting Form

Flu Shot Clinic

Register today to receive a flu shot, and earn THREE (3) HealthQuest credits! Available to all employees and covered dependents, covered at 100% by the State Employee Health Plan!

[Click Here to Register](#)

- When: October 26, 2021 12:00p.m. – 4:00p.m.
- Where: Governor's Room, Overman Student Center

If you have any questions, please contact the Immunization Program at kdhe.vaccineclinics@ks.gov

P.S. Make sure you know your Employee ID Number before attending.

[View Flyer \(PDF Document\)](#)

PSU Service Recognition

Congratulations to employees who have reached service milestones this year!

[View complete list here. \(PDF Document\)](#)

PSU Open Interviews

Do you know someone interested in working at Pitt State? The HR team, along with others from the Physical Plant and elsewhere on campus, will be hosting open interviews and informational sessions about our openings each Wednesday from 11:00 A.M. to 12:00 P.M. at the KANSASWORKS Pittsburg office.

BE A GORILLA - WORK AT PITT STATE!

Open Interviews

Every Wednesday | 11:00-noon
At KANSASWORKS
216 N Broadway in Pittsburg



SOUTHEAST KANSASWORKS
sekworks.org
A proud partner of the American Job Center network



Pittsburg State University

Come in for help with your resume and online application. Pitt State staff will be available to answer questions and conduct interviews with applicants every week. See all positions available and apply today at:

PITTSTATE.EDU/JOBS

Custodial, administrative assistant, groundskeeping, and more!
Questions? Call 620-231-4250

BENEFITS INFORMATION

SEHP Open Enrollment

Open Enrollment is NOW

The State Employee Health Plan (SEHP) will host the annual Open Enrollment period for Active State and Non State Group employees from **October 1-31, 2021**.

All Open Enrollment materials, including the Open Enrollment Guide, videos, and informational flyers is posted to the [SEHP's website](#).

IMPORTANT NOTES:

- Open Enrollment begins October 1st and ends October 31st again this year. During this time, employees may utilize the Membership Administration Portal (MAP) as often as they wish. The LAST ELECTION will be the one which will be effectuated. **Make sure to click “Save and Submit” at the end of your online enrollment process.**
- Employees currently enrolled in a medical plan and who **do not complete an enrollment** will be automatically defaulted into Plan N with their current medical vendor and given an HRA.
Employees currently enrolled in dental and/or vision only will remain enrolled.
- New employees whose coverage is effective October, November, or December 2021, will need to complete two separate enrollments through MAP. One enrollment will be for the balance of 2021, and the other enrollment will be for 2022 plan year.

Talk to ALEX to learn about your options for 2022

ALEX is an online resource the SEHP uses to walk you through all of your available benefits and explain how they work.

ALEX can also help you to compare the various health plan options based on your individual circumstances.

Ever wanted to know what the cost difference would be to cover your family on Plan A vs Plan C? Let ALEX do that calculation for you.

[Take me to ALEX](#)



Open Enrollment Materials

Open Enrollment books are now available online.

- If you requested a copy of the Enrollment Guide be mailed to you, watch your mailboxes. They should arrive any day now.
- If you did not request a copy, you can [view and print a copy here](#).

[View 2022 Enrollment Resources Here](#)

Open Enrollment Portal

Questions?

The SEHP and our Health Plan Partners are here to assist you.

- Call: (785) 368-6361
- Email: SEHPBenefits@ks.gov

HealthQuest: Program Reminder!

60 days left to earn rewards

Employees and covered spouses have until **November 19** to earn up to \$500 each toward their HRA/HSA account. \$10 is awarded for every HealthQuest credit earned, up to 50 credits each.

Employees and covered spouses who earn 40 credits each by **December 31** will be awarded premium discounts for 2022 – \$240 each, or a combined \$480 discount.

Log in to your HealthQuest portal to see how many credits you currently have. If you need help getting started, check out the [Incentives page](#) or click on one of the activities below.

2X Double Credit Coaching Promotion

You can still earn twice the credits by meeting with a Health Coach **by October 15**. Each Health Coaching appointment is worth 2 credits, up to 15 credits a year. Sign up for a virtual appointment in your HealthQuest portal or by calling 888.275.1205, option 3.

[Schedule an appointment](#)

HealthQuest Information

For more information on important dates and HealthQuest in general please [Click Here \(PDF Document\)](#) (PDF Document) (PDF Document) to view the September 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: **October 21st**

[HealthQuest Portal](#)

KPERS Financial Webinars

Market Volatility Stay the Course (30 minutes)

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

Key takeaways:

- Don't panic, and stick to your plan

- Aligning investments with goals and risk tolerance
 - Preparing for market ups and downs
- Tuesday, October 5, 2021 @ 10 a.m.**

[JOIN NOW](#)

Nearing Retirement (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

Wednesday, October 6, 2021 @ 11 a.m.

[JOIN NOW](#)

Achieving Financial Fitness (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.

We will discuss:

- What is financial fitness
- 4 steps to financial fitness
- Financial fitness & your retirement savings

Tuesday, October 12, 2021 @ 12 p.m. (noon)

[JOIN NOW](#)

Benefits of Enrolling & Roth (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.

We will discuss:

- Making a plan
- Plan features and highlights
- How to enroll
- What rules apply to Roth 457

Thursday, October 14, 2021 @ 4:45 p.m.

[JOIN NOW](#)

Are You Saving Enough & Roth (45 minutes)

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

A retirement counselor will discuss:

- How to know how much to save
- How to come up with the money to save
- What rules apply with Roth 457
- How to get started saving or increase your savings

Wednesday, October 20, 2021 @ 4 p.m.

[JOIN NOW](#)

Fundamentals of Investing (30 minutes)

Asset allocation and diversification help you find the best balance of risk and potential return when investing for retirement. But one size doesn't fit all. We'll look at how to keep your investment portfolio on track.

We'll also talk about the options available through KPERS 457 to help you build a diversified portfolio across different asset classes.

Thursday, October 28, 2021 @ 1 p.m.

[JOIN NOW](#)

KPERS Optional Life Insurance

Extra protection for your family

As part of your KPERS benefits, your employer offers Optional Life Insurance, additional coverage beyond KPERS basic life insurance. You decide how much you need and pay your premiums through payroll deduction.

[Learn more about KPERS Optional Life Insurance Open Enrollment](#)

KPERS' optional life insurance **open enrollment is October 1-31**. Most members can apply for new coverage or increase their current coverage without answering any health questions. This is called guaranteed coverage.

Visit kpers.org/optionallife for more information

[View video](#)

[View handout \(PDF Document\)](#)

This coverage becomes effective January 2022.

Open Enrollment Webinar

Standard Insurance Company (The Standard, our life insurance provider) recorded an informational webinar about optional life insurance open enrollment.

[Open Enrollment Webinar Recording](#)

TIAA

TIAA October Webinars

- Understanding Health Savings Accounts (HSAs)
- Looking to turn your retirement savings into a "paycheck" for life?
- Quarterly economic and market update with TIAA's Chief Investment Strategist
- Paying Yourself: Income options in retirement
- Within Reach: Transitioning from career to retirement
- Be a Cyber-Hero: Help protect you, your family and your money

[Download Flyer for TIAA October Webinars for more details](#) (PDF Document)

UPDATE FROM HRS

Director - Lori Scott Dreiling



Campus is ready for fall and mid-terms. I'm looking forward to the leaves changing and the awesome pictures that Sam Clausen (University Marketing) will provide for us!

For those University Support Staff that ordered a t-shirt during our ice cream break last month, t-shirts should arrive soon. We'll be distributing them as soon as we get them.

A reminder that the Human Resources team continues to have Open Interviews at the KANSASWORKS office on Broadway in Pittsburg every Wednesday from 11:00 A.M. to noon. Anyone interested in working at PSU is welcome to come by and talk to us about our openings. KANSASWORKS personnel can assist any applicant with a cover letter, resume, and applying online on our webpage. The plan is to continue Open Interviews through the end of the calendar year; then we'll evaluate whether or not we need to continue. Our current openings change frequently – you can see them all here: <https://www.pittstate.edu/hr/jobs/index.html>

OPEN ENROLLMENT with the State Employee Health Plan (SEHP) is going on now until October 31. This is an active enrollment meaning that you need to go to the Membership Administrative Portal (MAP) – see details above in the HRS Newsletter. Don't delay!

Happy fall!

Pittsburg State University

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