



Human Resource Services

September 2021 Newsletter, published 01/04/22



FALL IS ALMOST HERE!

HRS Newsletter

The Human Resource Services (HRS) newsletter is 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-5pm, 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

Thursday, September 1	Biometric Screenings in the Student Center
Friday, September 3	Pay Day
Sunday, September 5	Pay Period Starts
Monday, September 6	Labor Day
Tuesday, September 7	Time Card Approval Deadline 9 am
Friday, September 17	Pay Day
Sunday, September 19	Pay Period Starts
Monday, September 20	Time Card Approval Deadline 12 pm
Friday, October 1	Pay Day
October 1 - October 31	Open Enrollment for State Employee Health Plan (SEHP)
Thursday, October 21	Biometric Screenings in the Student Center

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.

Labor Day Holiday

PSU will be closed Monday, September 6 for the Labor Day Holiday.

Please report your time accordingly using the appropriate [GUS Cloud Job Aid](#).

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](#)

Terminating Student Employees

As the semester begins, it is important to review your direct reports and take appropriate steps to request termination of employees in a timely manner.

Please take time to review a list of your direct reports or employees in your department if you have been assigned an Area of Responsibility (AOR). You have two ways to review this list:

1. Use the Employee Roster reports found in GUS Cloud, from the GUS Cloud springboard page, select the Other tab, then My Dashboards icon, then the Employee Roster will automatically generate for employees in your area of responsibility.
2. View your direct reports in the My Team icon. Make sure you see all your direct reports if you have the list filtered.

If you have identified student employees, Graduate Administrative Assistant or Research Assistant (hourly employee only--no GTAs) who no longer work for you and/or your department, please take appropriate steps.

1. Click on the "Employee Change Request - Direct Reports" tab or "Employee Change Request - AOR". Instructions appear at the top of the selection.
2. Enter the student's 7- digit student i.d. number (Person Number) and Apply. The form will automatically populate the student's current information.
3. Download the form, complete the field with the date of the termination request, print the form and email it to: payroll@pittstate.edu.

A GUS Cloud Job Aid can also be found here: <https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html> under the "Line Managers Only" heading.

Also, as you are appointing new students for the upcoming year, it is important to review the information about when student employees can start working once they have completed their paperwork in Student Employment. **Students cannot begin working until they have completed their information with Student Employment and the file has been given to HRS for processing.** Only **one** student can be assigned to a position number. If you do not have enough vacant positions, please send a request to payroll at pittstate.edu. Be sure to include the job description and the line manager information.

For more information about appointments, view the "Employee Appointments-Information for Line Managers" Job Aid. <https://www.pittstate.edu/hr/policies/gus-cloud-job-aids.html>

Annual Policies Distribution

Line Managers: Please make these policies available to all employees including student employees and graduate assistants in your area.

POLICY ON PREVENTION OF ALCOHOL ABUSE AND DRUG USE ON CAMPUS AND IN THE WORKPLACE - Following is a link to the Policy on Prevention of Alcohol Abuse & Drug Use on Campus & in the Workplace for Pittsburg State University. The policy is adopted pursuant to the requirements of the Drug-Free Workplace Act of 1988 and the Drug Free Schools and Communities Act Amendments of 1988.

<https://www.pittstate.edu/hr/policies/state-of-kansas-substance-abuse-policy.html>

This policy must be distributed to all employees (classified, unclassified, student and graduate assistants) on an annual basis

FAMILY AND MEDICAL LEAVE ACT (FMLA) – Following is a link to the Family & Medical Leave Act for Pittsburg State University. Under the Family and Medical Leave Act of 1993 (FMLA), eligible employees are entitled to use 12 workweeks leave for an FMLA-qualifying illness or injury. The 12 workweeks leave may be taken during any 12 month period from the first day leave was taken.

<https://www.pittstate.edu/hr/benefits/family-medical-leave-act.html>

This policy must be distributed to all benefits-eligible employees on an annual basis.

The **AFFORDABLE CARE ACT (ACA)** requires Pittsburg State University to provide notice to all employees about options available through the Health Insurance Marketplace and Pittsburg State University.

Following is a link to information regarding ACA:

https://www.pittstate.edu/hr/_files/documents/aca-notice-print-memo-2-23-2018.pdf (PDF Document)

[View complete list of policies on HRS Website](#)

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 AmericanJobCenter 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

HealthQuest: Earn Credits for your Vaccines

You can now earn **3 HealthQuest Credits** by self-reporting your COVID-19 vaccination. Log in to the [HealthQuest portal](#), click on the COVID vaccine image on the righthand side of the screen, complete a short questionnaire, and click submit. Your credits will be awarded instantly.

Members of the SEHP that also participate in the HealthQuest wellness program can earn three (3) HealthQuest credits for receiving a Flu Shot. Members of plans C, J, N and Q will also receive \$30 in HealthQuest Rewards dollars deposited into their HRA/HSA.

HealthQuest Information

For more information on important dates and HealthQuest in general please [Click Here \(PDF Document\)](#) (PDF Document) to view the August 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: **September 1st • October 21st**

Full On-Site 2021 Biometric Screening Schedule is Now Open. Click here for more details.

HealthQuest Portal

There's still time to earn rewards!

You have until **November 19** to earn a \$500 maximum reward toward your HRA/HSA account, and until **December 31** to earn credits towards the \$480 premium discount in 2022.

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.

- **15 credits max** - Connect with a [Health Coach](#).
- **12 credits max** - Earn 1 credit for each [HQ Incentive Module](#).
- **10 credits** - Complete the [Wellness Assessment Questionnaire](#).
- **10 credits** - Complete the [KPERS Financial Learning Module](#).
- **3 credits** - Receive the COVID-19 vaccine and [report it here](#).

SEHP Open Enrollment

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 will be posted to the SEHP's website at HealthBenefitsProgram.ks.gov by September 15, 2021.

Download Flyer

KPERS Financial Webinars

Nearing Retirement (45 minutes)

You're ready to retire, but are your finances ready?

We will discuss:

- Steps to consider with KPERS 457 before retirement
- Income replacement & income needs in retirement
- Options for continuing KPERS 457 benefits in retirement

September 2, 2021 @ 10 a.m.
[CLICK HERE TO REGISTER](#)

Why You Need the KPERS 457 Plan (30 minutes)

A local KPERS 457 retirement counselor will talk about:

1. How KPERS 457 works
2. The benefits of participation
3. How you can get started

Important Note: KPERS 457 retirement counselors only work for KPERS 457 participants and do not make a commission. They're motivated to provide service and education, not to sell.

September 8, 2021 @ 12 p.m. (noon)
[CLICK HERE TO REGISTER](#)

KPERS 457 Online User Experience (30 minutes)

Join us for a demonstration of the KPERS 457 online account experience. Its user-friendly features are designed to make it easy to enroll in the plan, set up a login, find information, track your progress and make changes to how you save and invest.

September 14, 2021 @ 3:30 p.m.
[CLICK HERE TO REGISTER](#)

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.

Will will discuss:

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

September 23, 2021 @ 1 p.m.
[CLICK HERE TO REGISTER](#)

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

September 28, 2021 @ 9 a.m.
[CLICK HERE TO REGISTER](#)

KPERS Optional Life Insurance

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.

This coverage becomes effective January 2022.

TIAA Webinars

TIAA September Webinars

- Planning for College? Save with a 529 plan
- Inside Money: Managing income and debt
- Start to Finish: The early career woman's guide to financial wisdom
- Tomorrow in Focus: Saving for your ideal retirement
- Understanding Medicare
- Making it Easier for You: Online tools and resources
- Well-rounded retirement overview

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

UPDATE FROM HRS

Director - Lori Scott Dreiling



September means football is back and I am so excited to watch our Gorillas play this fall. I'm looking forward to catching a volleyball match or two as well. Good luck to our student-athletes and coaches during fall sports!

If you are planning on retiring between now and July 2022, now would be a good time to set up a meeting with me. We'll talk about "next steps" and what needs to take place and when. We can do this on Zoom, Teams, in my office, or in your work area – whatever is best for you. Just send me an email and we can get it scheduled.

This month, the Human Resources staff will be hand-delivering the service award pins/charms that were not picked up after Convocation. We hope we get to see you in person but if not, once again we'd like to say "congratulations" and thanks for your years of service to Pittsburg State!

It was great to see our University Support Staff in the oval for an ice cream break on August 24. We'll deliver your USS t-shirts to you as soon as they arrive! Thanks for everything you do!

Pittsburg State University

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