

SEPTEMBER 2022

HUMAN RESOURCE SERVICES

Monthly Newsletter



IMPORTANT DATES

Friday, September 2	Pay Day
Sunday, September 4	Pay Period Starts
Monday, September 5	Labor Day Holiday - University is closed
Tuesday, September 6	Time Card Approval Deadline, 9am
Tuesday, September 13	Retirement Information Day (See below for details)
Friday, September 16	Pay Day
Sunday, September 18	Pay Period Starts
Monday, September 19	Time Card Approval Deadline, 12pm
Friday, September 30	Pay Day

Monday, October 10 SEHP Open Enrollment Meeting, 1-4pm

State Holidays

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



Labor Day Time Reporting

Monday, September 5 is Labor Day and the University will be closed. Please refer to the attached [Holiday Reporting Guidelines](#) to report your hours appropriately.

Retirement Information Day



Tuesday, September 13

Join us for PSU's Retirement Information Day in the Overman Student Center (OSC) on Tuesday, September 13! Whether you are far, far away from retirement or looking to retire within the next 3-5 years, you will want to attend a session or two.

[Register for the Panel and Group Sessions Here](#)

SCHEDULE:

- 8:00 am: Check-in (OSC Ballroom)
- 8:30-9:15 am: Panel with all providers - KPERS, KPERS 457, and KBOR (TIAA and Voya)
- 9:30-10:30 am: Session 1 Group Meetings ([See details here](#))
- 10:45-11:45 am: Session 2 Group Meetings ([See details here](#))
- 1:00-4:00 pm: Individual Meetings
 - Register for Individual Meetings here:
 - [TIAA](#)
 - [VOYA](#)
 - [KPERS](#)
 - [KPERS 457](#)

(Space is limited, so you may reach out to the representative to schedule virtual meetings at another time.)

Let us know if you have questions! payroll@pittstate.edu

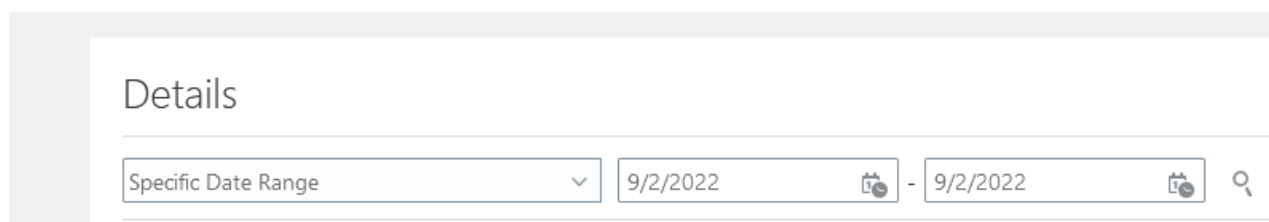
HRS Reminders

➤ View your payslips

Payslips for the 9/2/22 pay day are now available for viewing. However, we have been notified of a temporary malfunction with the normal viewing process. For now, please access your payslip with the following steps:

- Me
- Show More
- My Payslips
- Under Details, in the dropdown box, choose "Specific Date Range"
- Select 9/2/22 – 9/2/22
- Click the magnifying glass to search

You should be able to see your payslip from here. If not, please contact us at payroll@pittstate.edu. A permanent solution is coming from Oracle in the next few weeks.



Details

Specific Date Range ▼ 9/2/2022 - 9/2/2022 🔍

➤ Open Enrollment Ahead!

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, 2022**.

All Open Enrollment materials, including the Open Enrollment Guide, videos, and informational flyers will be posted to the SEHP's website at <https://sehp.healthbenefitsprogram.ks.gov/> by September 15, 2022.

Should active employees wish to receive a printed copy of the Open Enrollment Guide, they will need to submit a request by completing the web form below **by August 10, 2022**.

All retirees will be mailed a hard copy. They do not need to request one.

[Request Printed Guide](#)

HRS Reminders

State Employee Health Plan (SEHP) Open Enrollment Meeting

Monday, October 10, 1-4pm



The State Employee Health Plan (SEHP) leadership will be on campus in the Crimson and Gold Ballroom in the Overman Student Center on Monday, October 10, 2022 from 1:00 P.M. to 4:00 P.M. There will be a presentation about updates and changes to our benefit packages from SEHP. Also, representatives from Blue Cross/Blue Shield, Aetna, Delta Dental, and Avesis will be on hand with specific benefits information. We'll be sharing more information as we get it. Make plans now to attend!

Don't forget to join the Human Resource Services Yammer Group

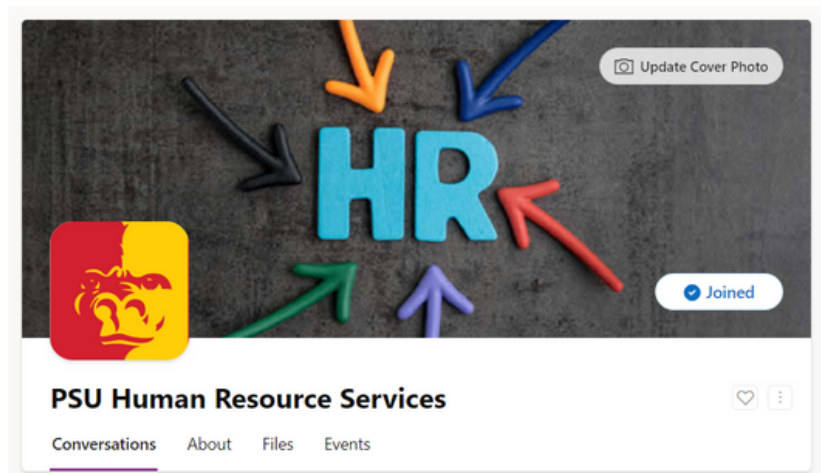
We've noticed quite a few employees forgetting to submit their Time Cards or approve Time Cards. Rather than sending weekly email reminders, we will post reminders (and other Payroll and HRS information and updates) in the Yammer Group. You can join the group, and update your email notifications to get these important reminders and updates sent to your email.

How to Join Yammer Group:

- Log into your GUS Portal
- Type "Yammer" in the search bar and click the Yammer Icon
- Type "HR" in the search bar
- Click on "PSU Human Resource Services" and "Join"

How to set up email notifications:

- Click on the gear icon in the top right-hand corner
- Edit Settings
- Notifications
- Select "PSU Human Resource Services"
- Save



HRS Reminders

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.

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.

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:

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

HRS Reminders

State Thanks & Recognition (STAR) State of Kansas Employee Discount Program

Kansas State Fair: [ADULT Gate Admission Tickets](#): State of Kansas employees may purchase up to **10 Advance ADULT Gate Admission tickets now through September 18, 2022** to the Kansas State Fair, September 9-18, 2022 for only 4.00! This is a discount up to \$6.00 off! Discount is not available for other admission tickets or concerts. Must purchase tickets on the Kansas State Fair website by entering Password **KSFEMP** in the "State of Kansas Employee: \$4.00 *" password field. [Click Here](#) to purchase tickets.

[KS State Fair Concerts: Eddie Montgomery, Great White/Quiet Riot, Tech N9ne:](#)

State of Kansas employees may purchase **up to 6 concert tickets at \$10 off** per ticket to the following Kansas State Fair Concerts: (This ticket includes gate admission). Must purchase tickets on the Kansas State Fair website. After selecting "Tickets" for one of the three concerts listed below, enter Password **KSFEMP** in the "Kansas State Fair GA Concert Ticket: \$20.00 *" password field. [Click Here](#) to purchase Concert tickets.

- Tuesday, Sept. 13 Eddie Montgomery of Montgomery Gentry
- Thursday, Sept. 14 Great White and Quiet Riot
- Friday, Sept. 16 Tech N9ne with Blane Howard

[Kansas City Renaissance Festival:](#) Live the Legend! King Henry VIII and his royal court invite one and all to his 16th Century European village featuring something for the whole family. Pay heed to the exploits of jousting knights on thundering steeds, roam the village shops for unique crafts, delight in entertainment on one of our 25 stages, and feast on delicious food and drinks from the far reaches of the globe! [CLICK STAR Employee Discount Program](#) Enter **STAR22** in the password field of the Government/Service - Adult section (for \$15 adult tickets, plus \$3 processing fee) and enter **STAR22CH** in the password field of the Government/Service - Child section (for \$10 children's tickets, plus \$3 processing fee) Then 'Add Tickets'

[Silver Dollar City:](#) State of Kansas employees save up to 15% on tickets to Silver Dollar City, Showboat Branson Belle and White Water with unique passcode 26340. Discounted tickets must be purchased online at [SilverDollarCity.com/Save](#). Your 5-digit code will need to be inputted prior to making ticket selections. After entering your code, click APPLY and wait up to 15 seconds for the corporate discount tickets to show up. The discount (up to 15%) is applied to the ticket once a date is selected. Promo code is not available for use at the front gates nor is there a discount for season passes. Tickets purchased with a promo code may be upgraded to season passes on the day of the guest's visit for \$60+tax. See [Promo Flyer](#) See [Silver Dollar City Calendar 2022](#)

[Worlds of Fun:](#) Single daily admission to Worlds of Fun/Oceans of Fun (Memorial Day-Labor Day). Weekend hours September 10 - October 30, 2022. \$27 discount off general admission. Ticket price \$38 + tax for Ages 3 and older for the 2022 season. Visit our [website](#) to order tickets.

Note: The list above is not all-inclusive. **To find a complete list of STAR discounts** go to the STAR page (<https://oitsapps.ks.gov/da/ops/star/>).

HRS Reminders

NEW EMPLOYEES AND NEW POSITIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>
Wesley Streeter	Deputy Strategy Officer for Business Operations/ Executive Director for Commercialization	University Strategic Initiatives
Robin Stricklin	Veteran Services, Billing and Records Coordinator	Registrar's Office
Megan Johnson	Coordinator of Advocacy Services & Wellness Education	Student Life
Kayla Laderer	Administrative Associate	Physical Plan Services and Grounds
Shelly Romesburg	Customer Support Specialist	Cashiers and Student Accounts
Angela Ashmore	Coordinator of Research Compliance	General Counsel
Brandon Bachar	Assistant Baseball Coach	Intercollegiate Athletics
Carol Bakke	Assistant Instructional Professor	History, Philosophy and Social Sciences
J Don Book	Assistant Instructional Professor	Engineering Technology
Paige Boydston	Assistant Professor	Psychology and Counseling
Joy Brigance	Assistant Instructional Professor	Nursing
Taylor Caffrey	Learning Resource Center Coordinator	Nursing
Sandra Cobos	Assistant Instructional Professor	Psychology and Counseling
Matthew De Garmo	Assistant Instructional Professor	History, Philosophy and Social Sciences
Bethany Feken	Assistant Instructional Professor	Nursing
David Ferguson	Assistant Instructional Professor	Automotive Technology
Carissa Gober	Associate Professor	Teaching and Leadership
Luke Huddleston	Assistant Women's Basketball Coach	Intercollegiate Athletics
Yayoi Kato	Assistant Instructional Professor	History, Philosophy and Social Sciences
Abdul Khan	Assistant Instructional Professor of International Business	Kelce Undergraduate School of Business
Keunyoung Kim	Assistant Professor of Finance	Kelce Undergraduate School of Business
Eun Young Nae	Assistant Professor of Management	Kelce Undergraduate School of Business
Joanna Rhodes	Nursing Academic Advisor	Nursing
David Sikolia	Assistant Professor of Computer Information Systems	Kelce Undergraduate School of Business
Matthew Tarpey	Assistant Professor	History, Philosophy and Social Sciences
Olivai Timmons	Assistant Instructional Professor	Art
Tamela Wegener	Assistant Instructional Professor	Psychology and Counseling
Staci Wolfe	Assistant Instructional Professor	History, Philosophy and Social Sciences
David Wolff	Assistant Professor	Teaching and Leadership
Melissa Wolff	Assistant Instructional Professor	Nursing
Larry Woodward	Professor of Finance	Kelce Undergraduate School of Business
Stephan Zornes	Assistant Instructional Professor of Accounting	Kelce Undergraduate School of Business

HealthQuest/ Employee Assistant Program (EAP)

Biometric Screenings

2022 HealthQuest Biometric Screenings are available for sign up in the HQ portal. These have been scheduled for the following dates in the Governors Room:

- Thursday, October 20

[Sign up here](#)

OR

- Order and complete a [Home Test Kit](#)
- Have your doctor fill out a [Physician Form](#) during a wellness visit



KANSAS WISE
WOMEN IN STATE EMPLOYMENT

[September Newsletter](#)

[KBOR Q3 2022 Newsletter](#)

HealthQuest Newsletter



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

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

Employee Assistance Program (EAP)

[August EAP Resources and Events](#)

[EAP: Brain Health](#)

Musculoskeletal Health: Back and Neck

Thursday, September 8 from 11 a.m. - 12 p.m. CDT

[Click here to register](#)

HealthQuest members will receive 1 credit for attending.

Can't attend the live webinar? Register for the event and receive a link to the recording via email. Watch the webinar within 7 days of the original broadcast, and you will receive **1 HealthQuest credit**.

BENEFITS

Upcoming Webinars

September 7	Walk with Ease Registration Deadline	HealthQuest
September 7	EAP Webinar: Tools to Handle Stress	HealthQuest
September 8	Wellness Webinar: Musculoskeletal Health, Back & Neck	HealthQuest
September 21	EAP Webinar: Being Accountable in Work and Life	HealthQuest
September 22	Wellness Webinar: Flu & Vaccine Awareness	HealthQuest



Update from HRS

Lori Scott Dreiling, Director

Welcome to fall on campus! Football, volleyball, and all sorts of campus activities are in full swing. Love this time of year!

Register NOW! September 13 – Retirement Information Day! You still have time! Pitt State HR will host a Retirement Information Day in the Overman Student Center (OSC) NEXT Tuesday, September 13. See the link in the newsletter to sign up!

Are you planning on retiring in the next year? I'll be scheduling retirement meetings for the fall next Tuesday morning during Retirement Information Day.

Other HR/Payroll questions? The HR/Payroll team will be in the Balkans room in the Overman Student Center from 9:30 A.M. to 11:45 A.M. to answer general Human Resources questions as well. Tuesday, September 13!

Open enrollment meeting on campus: Read the HRS newsletter and mark your calendar for Monday afternoon, October 10 from 1:00 P.M. to 4:00 P.M. State Employee Health Plan (SEHP) will be on campus (in the Crimson and Gold Ballroom in the Overman Student Center) along with representatives from Blue Cross/Blue Shield (BCBSKS), AETNA, Delta Dental, Avēsis Vision, RX Savings, Quest Diagnostics, MetLife (HRA/HSA), and NueSynergy (FSA). We haven't hosted a benefits fair on campus for many years – we are looking forward to it! FYI – Open enrollment for your benefits is October 1-31.

Contact us: This is a reminder to contact payroll@pittstate.edu instead of contacting a team member at their phone extension or at their individual email. If you do call the office, please leave a message so that we can return your call. payroll@pittstate.edu will be the best way to get your question to the right person.

Have an awesome September!



[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.

