

APRIL 2023

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## IMPORTANT DATES

|                  |                                   |
|------------------|-----------------------------------|
| Sunday, April 2  | Pay Period Starts                 |
| Monday, April 3  | Time Card Approval Deadline, 12pm |
| Sunday, April 9  | Easter                            |
| Friday, April 14 | Pay Day                           |
| Sunday, April 16 | Pay Period Starts                 |
| Monday, April 17 | Time Card Approval Deadline, 12pm |
| Friday, April 28 | Pay Day                           |
| Sunday, April 30 | Pay Period Starts                 |

## STATE HOLIDAYS

You can view a list of the 2023 Holiday Schedule on our [website here](#).



## 2023 Service Award Reception

A big thank you to everyone who came out to celebrate all the honorees at our first ever Service Award Reception! It was great to see everyone and we can't wait for next year.

We would love to see all your pictures. Please email them to [hrsstudent@pittstate.edu](mailto:hrsstudent@pittstate.edu).



Cake Shed  
Cookies



Mimi Morrison & GUS

Charcuterie Cups  
by Thomas and  
Cat Co. - Maddie  
Martin



Lori Scott  
Dreiling  
w/ current &  
former  
students



President Dan Shipp with  
his 9  
month service button



Look at these sweet girls!



Andrew Klenke & GUS



# 2023 VOYA Employee Recognition Awards

Congratulations to our two 2023 VOYA Employee Recognition Awardees, Shannon Spear and Jamie Rink!

A big thank you to Cindy from VOYA Financial for making the trip to help present these awards. And another thank you to everyone who helped with these BIG surprises! We had a lot of fun parading around campus with these BIG checks, balloons, flowers, and of course GUS!



Jamie Rink's Surprise Group



Jamie Rink & GUS



Shannon Spear & GUS



Shannon Spear's Surprise Group

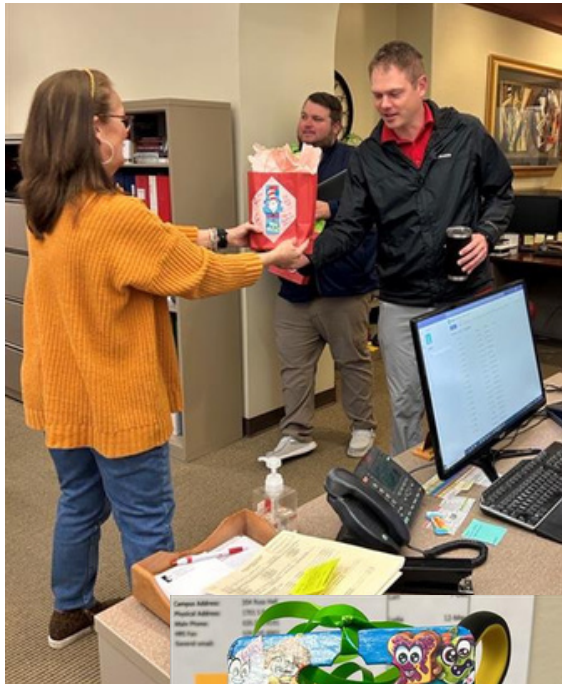
## 2023 March Madness Contest

The HR office celebrated the 2023 Men's March Madness tournament with a little friendly competition! We had a total of 14 contenders.

Out of a total of 14 contenders here are our winners!

In first place we had Nicole Rich, in second place we had Dr. Alex Binder, and in third place we had Justin Edge.

Thank you everyone who played!



Last place prize was awarded to Rachel Schenker!

## Student Employee of the Year Ceremony

We are proud to announce that our student employee, Dani Torgler won Second Runner-Up Student Employee of the Year! We wish Dani all of the luck in her next chapter and will miss having her around the office next year.



## ➤ **Summer 2023 Flexible Work Schedules**

Beginning **Sunday, May 14, 2023** and ending **Saturday, August 5, 2023**, Pittsburg State University's official business hours are **8:00 A.M. to 4:30 P.M., Monday through Thursday** and **8:00 A.M. to 12:00 P.M. on Friday**.

Employees' work schedules may change during this time to accommodate the summer business hours. The following will help employees and supervisors understand the expectations and make changes in work schedules during this time.

### **Commonly asked questions:**

#### **What are some of the options for summer 2023 work schedules?**

Full-time employees must have a work schedule that provides for 40 hours of work each week.

Here are some options starting May 14, 2023 through August 5, 2023:

7:00 A.M. – 4:30 P.M., Monday – Thursday; 8:00 A.M. – 12:00 P.M., Friday

7:30 A.M. – 5:00 P.M., Monday – Thursday; 8:00 A.M. – 12:00 P.M., Friday

8:00 A.M. – 5:30 P.M., Monday – Thursday; 8:00 A.M. – 12:00 P.M., Friday

If your department cannot accommodate a flexible schedule, staff in the department can work the "standard" schedule of 8:00 A.M. to 4:30 P.M., Monday through Friday.

#### **Are all employees in a department required to work the same schedule?**

No. Employees in a department may have different work schedules as long as the schedules are approved by the appropriate Dean or Director.

#### **Are faculty affected by the summer 2023 work schedules?**

Faculty work schedules are a condition of employment and are not affected by the summer 2023 work schedules.

[Click here for more information regarding the flexible work schedules for summer 2023.](#)

## ➤ **Double Deductions for Health Insurance**

Double deductions for health insurance for employees who are in **benefits eligible and less than 12 month** positions, began with the 3/3 paycheck!

Since you will be receiving insurance coverage during the summer, but will not have a paycheck to deduct from, the State of Kansas requires us to account for those premiums in **the final six pay periods** before the summer semester begins.

Dates include:

1. 3/03/2023 Paycheck
2. 3/17/2023 Paycheck
3. 4/14/2023 Paycheck
4. 4/28/2023 Paycheck
5. 5/12/2023 Paycheck
6. 5/26/2023 Paycheck

## ➤ **2022 Total Compensation Statements Now Available**

Total Compensation Statements for 2022 are now available in Gus Cloud.

The State of Kansas requests that Pittsburg State University provide each benefits-eligible employee with a Total Compensation Statement for the calendar year ending 12/31/22. This statement reports direct and indirect compensation for 2022.

The 2022 Total Compensation Statement does not replace W-2 forms or other income tax related information and is not intended for use in tax preparation.

To view/print your Total Compensation Statement:

- Login to GUS Cloud
- Under the "Me" tab, select "Show More" under the "Quick Actions" menu on the left
- Under the "Compensation" section, click "View Total Compensation Statement"
- The Statement dropdown menu will default to 1/1/22-12/31/22

If you have any questions about your statement please email Human Resource Services at [payroll@pittstate.edu](mailto:payroll@pittstate.edu) or call 620-235-4191.

## ➤ New KPERS Annual Statements

### Login to Your Account

- Your 2022 KPERS annual statement is now available! You can download a copy in your online account at [kpers.org](https://kpers.org).

### What is on Your Statement

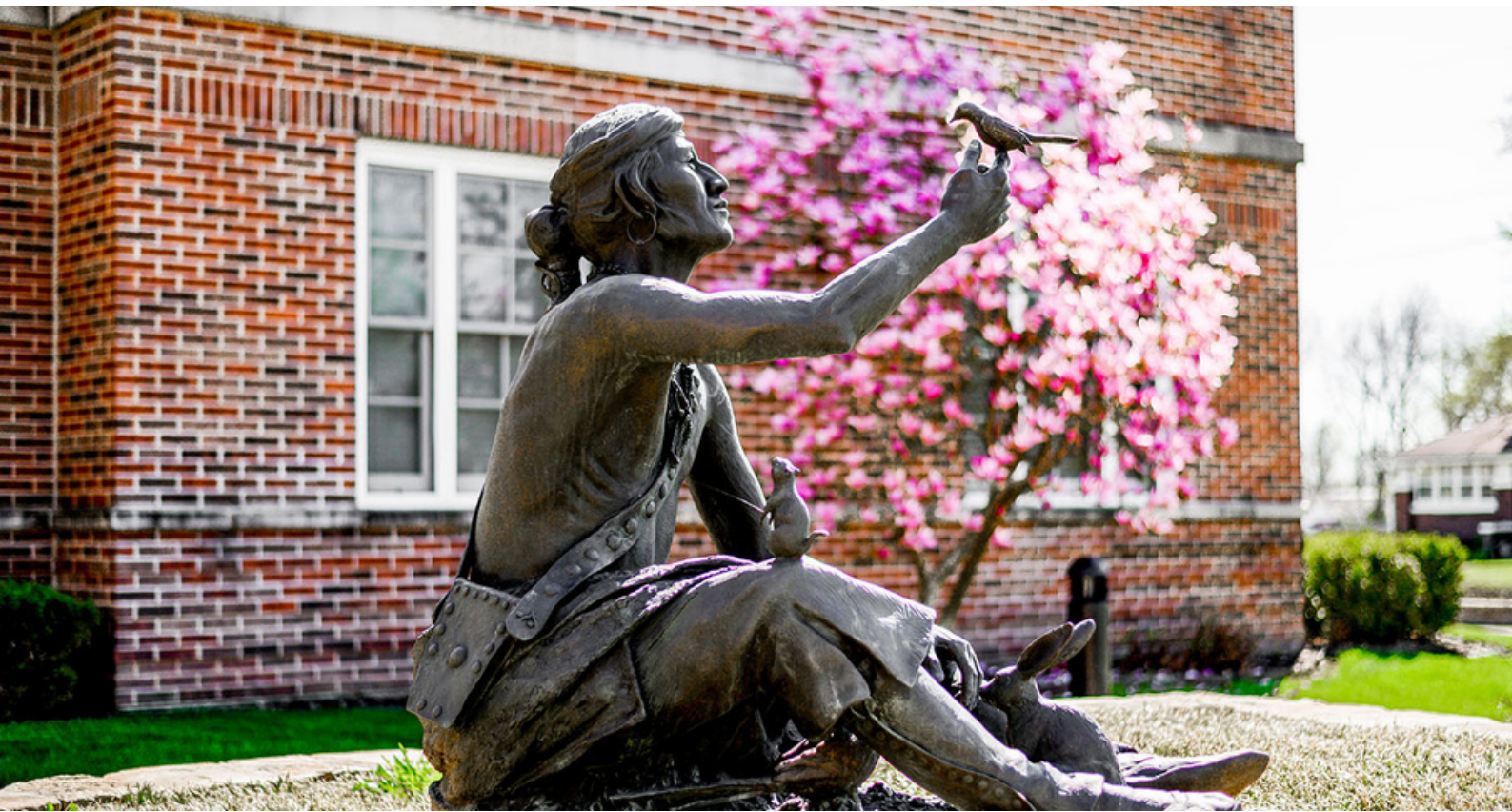
- Contributions and account balance
- Vesting information
- Years of service
- Benefit estimates, if you are vested
- Beneficiaries

### Access Your Statement

- Go to [kpers.org](https://kpers.org) and click **Member Login**
- Click your **KPERS** account
- Choose **Annual Statements** on the left
- Select **2022** to view PDF

### Questions

- Email [employers@kpers.org](mailto:employers@kpers.org)
- Toll-free, 1-888-275-5737





# HRS Reminders

## NEW EMPLOYEES AND NEW POSITIONS

| Name             | Title  | Department                                      |
|------------------|--|---|
| Tim Anderson     | Grounds Maintenance                          | Physical Plant Services and Grounds             |
| Terri Blessent   | Administrative Specialist                    | Admission                                       |
| Jaime Dalton     | Executive Director of University Affairs     | President's Office                              |
| Katrina Froebe   | Regional Recruiter                           | Admission                                       |
| Holly Kent       | Director of Student Relations and Engagement | Kelce College of Business                       |
| Erica Kersey     | Administrative Associate                     | First Year Programs                             |
| Arthur McKechnie | Special Assistant for Government Affairs     | University Strategic Initiatives                |
| Greg Murray      | Director/Professor                           | School of Automotive and Engineering Technology |
| Meetesh Singh    | Post-Doctoral Research Associate             | Kansas Polymer Research Center                  |
| Terry Swanson    | Assistant Football Coach                     | Intercollegiate Athletics                       |
| Joshua Wilderman | Maintenance Technician                       | Housing Maintenance                             |
| Raven Williams   | Regional Recruiter                           | Admission                                       |



## SEHP Newsletter

[April 2023 SEHP Newsletter](#)

## HealthQuest Resources

[April HealthQuest Newsletter](#)

[Employee Assistance Program: Work-Life Balance](#)

[Employee Assistance Program: Personal Finances](#)

## TIAA and KBOR Q1 Updates

[KBOR Q2 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

## KPERS Pre-Retirement Seminars

### Things to Know

- KP&F seminars at some locations (see schedule)
- No cost to attend, all seminars 6:30 - 8:00 p.m.
- Use your KPERS online account to **register**, if you haven't already
- Visit the Retire Ready section of [kpers.org](http://kpers.org) for more info

### Topics that will be Covered

- Taxes
- Life Insurance
- Choosing a date
- How to calculate your benefit
- Working after you retire
- Steps in the process
- Payment options

***If you are within 5 years of retirement, join today!***

[kpers.org/members/retireready](http://kpers.org/members/retireready)

# WEBINARS

## Upcoming Webinars

|                    |  |          |
|--------------------|--|----------|
| April 5 @ 1:00pm   | <a href="#">Nearing Retirement</a>   | KPERS457 |
| April 6 @ 12:00pm  | <a href="#">Boost Your Savings</a>   | KPERS457 |
| April 11 @ 10:00am | <a href="#">Retirement Planning: Counting Down the Last 12 Months</a>                      | KPERS    |
| April 11 @ 11:00am | <a href="#">Benefits of Enrolling &amp; Roth</a>   | KPERS457 |
| April 11 @ 6:00pm  | <a href="#">Navigating Your Path to Retirement</a>   | KPERS    |
| April 12 @ 11:00am | <a href="#">Quarterly Economic and Market Update w/ TIAA's Chief Investment Strategist</a> | TIAA     |
| April 12 @ 2:00pm  | <a href="#">Invest for Success: Fine-Tuning Your Retirement Strategy</a>                   | TIAA     |
| April 12 @ 6:00pm  | <a href="#">KPERS 3 Pre-Retirement</a>   | KPERS    |
| April 13 @ 10:00am | <a href="#">Take Control of Your Financial Life: 5 Steps to Managing Money &amp; Debt</a>  | TIAA     |
| April 13 @ 2:00pm  | <a href="#">Navigating Your Path to Retirement</a>   | KPERS    |
| April 13 @ 2:00pm  | <a href="#">Online Personalized Experience</a>   | KPERS457 |
| April 13 @ 6:00pm  | <a href="#">Retirement Planning: Counting Down the Last 12 Months</a>                      | KPERS    |
| April 17 @ 12:00pm | <a href="#">Achieving Financial Wellness</a>   | KPERS457 |
| April 19 @ 9:00am  | <a href="#">Saving Early in Your Career</a>  | KPERS457 |
| April 19 @ 2:00pm  | <a href="#">Women 2 Women: Start to Finish</a>   | TIAA     |
| April 25 @ 10:30am | <a href="#">Retirement Planning for Women</a>  | KPERS457 |

# Update from HRS - Lori Scott Dreiling, Director

The information below is a repeat from March regarding HealthQuest points:

**HealthQuest:** Last month, I told you I would be personally tracking how long it takes for HealthQuest points to appear in our new Marathon Health portal. Here is the update on how long it took for points to show up: Dentist - 7 calendar days; lab work - 23 calendar days; annual physical - 19 calendar days; mammogram - 19 calendar days. I've done a couple of online learning events and signed up for RX Savings so I already have my total of 40 points required for the year! It is not hard!

Another example: Madisyn Hite, HR Specialist, has not been to any appointments and already has her 40 points. She participated in multiple EAP and Marathon Health learning events, signed up and worked with a Health Coach (someone please ask her about her broccoli goal 😊), and also signed up for Rx Savings Solutions (that alone is 5 points!).

Remember, you receive a health insurance premium reduction of \$480/year for 2024 if you complete the 40 points. If you have the High Deductible Health Plan - Plan C or N (HDHP) along with the Health Savings Account (HSA), then you receive \$12.50 per point into your HSA - for another \$500 per year! Easy money.

**WINNERS:** Congrats to Nicole Rich, Dr. Alex Binder, and Justin Edge for winning the Pitt State HR March Madness contest! Also, a special shout out to the 45 amazing PSU employees that received their service awards last month. Congratulations!

Special thanks to the Service Recognition Committee for their awesome work on this year's Service Award reception! Rachel Schenker, Diane Letner, Madisyn Hite, Katie George, Jorge Leon, and I had a great time planning and pulling off that event. Good times!

As always, if you need to reach us, please contact us at [payroll@pittstate.edu](mailto:payroll@pittstate.edu) or drop by during normal business hours at 204 Russ Hall.

Happy Spring! LSD



[Contact Us](#)

[Benefits](#)

[Newsletter Archives](#)

The Human Resource Services (HRS) newsletter will be housed on the HRS web page on the [pittstate.edu](http://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](mailto:payroll@pittstate.edu).

