

MAY 2022

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## Update from HRS

*Lori Scott Dreiling, Director*

Congratulations to our spring 2022 graduates!

The Human Resource Services (HRS) team would like to say a special “thank you” to Dr. Scott for his exceptional kindness and leadership. He is an amazing person and we wish him and Cathy the best as they enjoy retirement. You know he is not going to “do nothing” so we are looking forward to seeing them both on campus and around Pittsburg soon.

And, we’d like to wish a warm welcome to Dr. Dan Shipp as our new PSU President. He and his wife, Vanessa, have three young boys so we are anxious to get to know them. He will begin his journey as a Gorilla on June 6. Welcome to PSU Dr. Shipp!

For staff and administration across campus, we are heading into vacation season – that goes for the HRS team as well. 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. Summer hours start May 15 and Human Resources office will have coverage IN the office during normal business hours.

Reminder about GUS Recruit: Please make sure you are copying hrsstudent@pittstate.edu (Dani Torgler) on any search or GUS Recruit TEAM. She is taking care of many of those functions while Heather is out of the office until July. Also, don’t forget to @ and add a name in the Team posts if you want us to be notified. If you have seen our PSU Jobs page lately, you’ll see that HR has MANY active Teams right now so @-ing us is the best way for us to receive notification.

Enjoy the summer! #gopitt



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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.

## HRS UPDATES



### IMPORTANT DATES

Sunday, May 1	Pay Period Starts
Monday, May 2	Time Card Approval Deadline, 12pm
Friday, May 13	Pay Day & Classwork Ends
Sunday, May 15	Pay Period Starts
Monday, May 16	Time Card Approval Deadline, 12pm
Friday, May 27	Pay Day
Sunday, May 29	Pay Period Starts
Monday, May 30	Memorial Day
Tuesday, May 31	Time Card Approval Deadline, 9am
Wednesday, June 8	Sheri Birdsell Voya Rep on Campus, 9am-4pm

### State Holidays

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

### Summer Hours

Click on the Summer Hours red box on our [website](#) to view frequently asked questions.

## NEW EMPLOYEES AND NEW POSITIONS

<u>Name</u>	<u>Title</u>	<u>Department</u>
Bradley Barnhart	Technical Support Specialist	Information Technology Services
Anilkumar Yadav	Research Associate	Kansas Polymer Research Center

# HRS Reminders

## ➤ *Join the Human Resource Services Yammer Group*

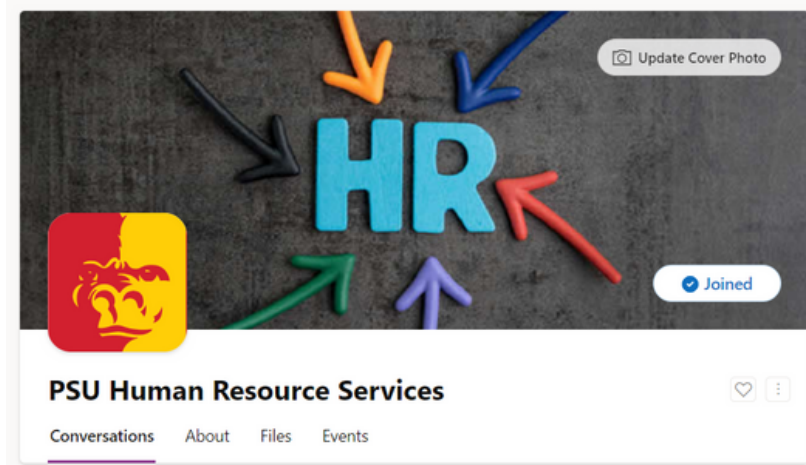
We've noticed quite a few employees forgetting to submit their Time Cards or approve Time Cards. Rather than sending weekly email reminders, we will post reminders (and other Payroll and HRS information and updates) in the Yammer Group. You can join the group, and update your email notifications to get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



## ➤ *2021 Total Compensation Statements Now Available*

Total Compensation Statements for 2021 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 12/31/21. This statement reports direct and indirect compensation for 2021. The 2021 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 1/1/21-12/31/21

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.

## ➤ *Covid Reporting*

If you have been tested for COVID-19, have been quarantined for COVID-19, or if you have been isolated for COVID-19, [please report it here](#).

- If you are able to work remotely while you are isolated or quarantined, please do so and report your time as you regularly would.
- If you are unable to work remotely or are too ill to work, please report sick time on your time card.

# HealthQuest

## 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:

- Tuesday, August 30
- Wednesday, August 31
- 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

## HealthQuest Newsletter



## Mind and Body Challenge

*(You must log at least one activity 5 days per week in the HealthQuest portal to receive 5 credits)*

Wellness challenges encourage behaviors such as steps and walking, hydration, and physical activity. Work on your health, and get HealthQuest credits along the way!

The goal of this challenge is to log 1 or more of the challenge activities below, 5 days per week for 4 weeks.

- **Meditate.** Find at least 3 minutes a day to unwind with meditation. Relax your breathing, clear your mind, and enjoy the peace of being in the moment.
- **Go for a walk outdoors.** Set aside 30 minutes to get outside and enjoy the fresh air. Avoid thinking about work or your to-do list, and simply focus on breathing deeply and how your body feels as you move.
- **Avoid technology at least 1 hour before bedtime.** Allow your brain to relax by steering clear of electronic bright lights.
- **Yoga/stretch.** Take 5 minutes a day to practice yoga or do some full body stretches. Try this one when you wake up to help loosen your stiff muscles.

**Challenge Dates:** Monday, May 16 - Friday, June 10

**Registration Deadline:** May 20

[Click here for instructions to register](#)

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# KBOR Retirement Information

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[Click here for the KBOR Retirement Q2 Newsletter](#)

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