

DECEMBER 2022

# HUMAN RESOURCE SERVICES

Monthly Newsletter



## IMPORTANT DATES

Friday, December 9	Pay Day
Sunday, December 11	Pay Period Starts
Monday, December 12	Time Card Approval Deadline, 12am
Wednesday, December 21	<b>We strongly recommend all timecards are turned in by end of day Wednesday 12/21 for the Tuesday 12/27 @ 8:30am deadline.</b>
Friday, December 23	Pay Day
Fri, Dec 23 - Wed, Jan 4	<b>University is Closed. (See guide below for reporting procedure)</b>
Sunday, December 25	Pay Period Starts

## STATE HOLIDAYS

You can view a list of the 2022 & 2023 Holiday Schedules on our [website here](#).



**Please refer to the Holiday Reporting Guidelines below for instructions on how to report your hours for the Christmas break.**

# HRS Reminders

## ➤ Holiday Reporting Guidelines

Here is a table with information for employees who work Monday – Friday work schedules. Please make note of the following:

- **Leave** = Vacation, Comp Time, or Discretionary Day
  - If you do not have accrued leave to use, you must report Leave Without Pay (LWOP) or discuss alternate work schedules, if applicable for your position, with your immediate supervisor.
  - You should only use sick leave if the situation is appropriate per PSU policy: <https://www.pittstate.edu/hr/benefits/sick-leave.html>
  - You cannot report leave that you have not yet earned or that will drop your leave balance to negative.
- Discretionary Day Information:
  - You must use the 2022 discretionary day by Friday, December 23, 2022.
  - You can use the 2023 discretionary day starting Tuesday, January 3, 2023.
  - Discretionary day is available after 6 months of employment.

Date	Hourly Employees	Salaried Employees	Deadlines
<b>Christmas Break</b>			
Thursday, December 22	PSU closes at end of the business day.	PSU closes at end of the business day.	Time cards for 12/11/22-12/24/22 should be submitted before you leave for the break (by 12-21-22)
Friday, December 23	Report <b>Leave</b>	Report <b>Leave</b>	
Monday, December 26 Christmas HOLIDAY	Report <b>Holiday Credit</b>	Do not report any time type on the time card	
Tuesday, December 27 thru Friday, December 30 Extra Days	Report <b>Admin Leave</b>	Do not report any time type on the time card	<b>Tuesday, December 27, 8:30 AM</b> is the deadline to <b>submit</b> and <b>approve</b> time for 12/11/22-12/24/22 <b>NO EXCEPTIONS</b>
Monday, January 2 – New Year's Day HOLIDAY	Report <b>Holiday Credit</b>	Do not report any time type on the time card.	
Tuesday, January 3	Report <b>Leave</b>	Report <b>Leave</b>	
Wednesday, January 4	Report <b>Leave</b>	Report <b>Leave</b>	
Thursday, January 5	PSU Open	PSU Open	<b>Monday, January 9, 12:00 PM</b> is the deadline to <b>submit</b> and <b>approve</b> time for 12/25/22-1/7/23

## ➤ Holiday Reporting Guideline Continued

- Hourly employees without benefits (including students and graduate assistants) will not be working and will not receive any compensation during that time. They should not report any hours as they are not working. Line managers need to watch this carefully to make sure no hours are reported on those four extra days.
- **IMPORTANT:** Line Managers of employees working on any or all of those four extra days will need to email a list of names of those employees to payroll@pittstate.edu as soon as possible.
- **If you need additional assistance or have further questions, please visit the first [RED BOX "Holiday Break Reporting"](#) on our HRS Webpage or email payroll@pittstate.edu.** This will be the fastest and easiest way to reach us. We are here for you – let us know if you have questions.

## ➤ Late Timesheets

- **Reminder:**
  - Late (paper) timesheets should be uploaded (completed and signed) to the **electronic submissions form**. Please **DO NOT** email them to payroll.
  - You can access the form here on the [HRS' Forms Webpage](#) (Supervisors we HIGHLY recommend you bookmark this page.)
  - By submitting late timesheets to the electronic submission form it better allows us to keep track of the timesheets so that employees can be paid in a timely manner.
  - **Supervisors please remember that you need to be checking the late timesheets before signing them. We are receiving quite a few with inaccurate calculations or missing information such as the pay period date. This can result in employees not being paid.**

# HRS Reminders

## ➤ Biometric Screening Update

- If you attended the Biometric Screening on **October 20th** at Pitt State you will need to submit your results as there is an error in the system.
- You have two options for submitting:
  - Log in here - <https://uswemd.com/signup/kansas>- and navigate to the health results tab in the top left-hand corner. After the results appear, you can download the results. Please fax the results to 816.936.1625 or email them to [KSPhysicianForms@cerner.com](mailto:KSPhysicianForms@cerner.com).
  - If you received a hard copy of the results at the event, please fax the results to 816.936.1625 or email them to [KSPhysicianForms@cerner.com](mailto:KSPhysicianForms@cerner.com).

## ➤ Dependent Tuition Waivers

- **Reminder:**
  - Dependent tuition waivers, staff and employee tuition assistance applications for Spring 2023 are due by January 9, 2023.
    - Email applications to [swolownik@pittstate.edu](mailto:swolownik@pittstate.edu).
  - Forms can be found on the HRS website on the [benefits page](#).



# HRS Reminders

## ➤ Reminder To Update Your Beneficiary

- Please remember to keep your beneficiaries up to date!
  - For employees under KPERS you may view your retirement and life insurance beneficiaries on the KPERS website at [KPERS Login](#).
  - For the KPERS Voluntary Plan you may view your beneficiaries at [KPERS 457 Voluntary Login](#).
  - For employees under KBOR you may request to view your current beneficiaries by contacting the HRS office by phone at 620-235-4191 or by emailing [payroll@pittstate.edu](mailto:payroll@pittstate.edu).
  - HSA beneficiary information can be viewed by logging into the HSA portal [here](#).

## ➤ Employee Year End Checklist

- **All Employees:**
  - Update your Home Address in GUS Cloud and MAP. This will ensure that your address is correct on your W-2 and that important information regarding your health insurance coverage is sent to the appropriate address.
    - Manage Home and Mailing Address in GUS HR and MAP. [Use this step by step document for assistance](#).
  - Update Email Address in the State of Kansas Employee Self Service (ESS) Portal. This will ensure that you receive notifications from the State of Kansas. Instructions on how to update your email address is located on the [W-2 information page](#).
  - W-2 information:
    - The 2022 W-2 will be available after the first of the year. Forms will be available electronically through the State of Kansas Employee Self Service (ESS) Portal.
    - Employees that consented to receive the W-2 electronically last year will still have that consent. Employees that would like to add electronic consent must log in to the ESS Portal and consent to receive this information.
      - [W-2 and Electing Electronic Access](#)
- **Line Managers:**
  - Review your direct reports and take appropriate steps to request termination of employees in a timely manner.
  - Use the Employee Change Request Form (found in GUS HR > Other > My Dashboard) to terminate student and temporary, hourly-paid employees.

# HRS Reminders

## ➤ HealthQuest Preview for 2023

- The State Employees Health Care Commission (HCC) recently approved the HealthQuest wellness program design for 2023.
- The program focus will be on three core areas of health and wellness:
  - Preventative Care Activities
  - Health Education Activities
  - Health Management Activities
- We will share detailed communication with you as we get it but we wanted to share a quick overview of the new program.

[Click Here for the 2023 HealthQuest Preview](#)

- **Earning Points Reminder:**
  - To view the different ways to earn your points please click on the blue box above.
  - You must earn at least 40 points in 2023 to earn the premium reduction rate for 2024.
  - You must earn at least 50 points to receive up to \$500 additional money in your HSA account. This is not paid out in a lump sum but as you earn points through the year.

# HRS Reminders

## NEW EMPLOYEES AND NEW POSITIONS

Name	Title	Department
Heather Busch	Associate Director for Employer Relations	Career Services
Kim Hull	Director	Career Services
Hannah Oertle	Custodial Services	Physical Plant Services and Grounds



## HealthQuest/ Employee Assistant Program (EAP)



### *Employee Assistance Program (EAP)*

[November EAP Resources and Events](#)

[December EAP Resources and Events](#)

### *HealthQuest Newsletter*



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

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

### *TIAA and KBOR Q4 Updates*

[KBOR Q4 Newsletter](#)

[IRS Contribution Limits for 2023](#)

[KBOR Voluntary Plan](#)

### *HealthQuest: A Happier Healthier Holiday*

Are you ready for the hustle and bustle of the holiday season?

Join HealthQuest for a webinar with Certified Health Quest Coach Amy Torres and learn healthy ways to cope with holiday stressors! You'll get nutrition tips to support a healthy immune system, and learn how to improve or maintain your physical health through the New Year.

- Event Date: **Wednesday, December 14 from 11:00 a.m. - 12:00 p.m. CST**

[Register Here](#)



# BENEFITS

## Upcoming Webinars

December 7 @ 10am	<a href="#">The Subject Spotlight Is on.... Retirement</a>	KPERS
December 7 @ 10am	<a href="#">KPERS 457 Online Experience</a>	KPERS
December 7 @ 1pm	<a href="#">Managing Holiday Stress</a>	HealthQuest
December 13 @ 3:30pm	<a href="#">Are You Saving Enough?</a>	KPERS
December 14 @ 11am	<a href="#">A Happier Healthier Holiday</a>	HealthQuest
December 15 @ 9am	<a href="#">Nearing Retirement</a>	KPERS
December 15 @ 10am	<a href="#">Funding Basics</a>	KPERS
December 21 @ 1pm	<a href="#">Self-Care Tips for Managers</a>	HealthQuest
Recording	<a href="#">Preview the KPERS website</a>	KPERS



# Update from HRS

Lori Scott Dreiling, Director

I get Christmas carols stuck in my head and can't get rid of them. Do you have a favorite Christmas song? Send me an email with your favorite and you'll be entered into a drawing for a CHOCOLATE prize (and maybe other stuff) from PSU HR. Drawing held on Tuesday, December 20 at 12:30PM by PSU HR team's children. . .

**Holiday Break Reporting** Please note the hard deadlines for timecard reporting coming up the next eight weeks. Go to our Human Resource Services (HRS) web page and click on the top RED BOX for detailed information on how and when to report your time, if applicable to you. <https://www.pittstate.edu/hr/index.html>

**Please turn in timecards next week before you leave for break. Meaning: If possible, submit and get your time card approved by the end of business on Thursday, December 22. You can do it earlier if you can!**

**If you have students working this week and then leaving for break, have them do their time card THIS Friday.**

**The HR/Payroll team processes payroll over the break – but we are not all working and we are not working normal business hours. We are processing payroll only.**

Otherwise, HR is closed on the same days that campus is closed for holidays and extra days off. There will be limited monitoring of [payroll@pittstate.edu](mailto:payroll@pittstate.edu) on the vacation/closed days – Friday, December 23, Tuesday, January 3, and Wednesday, January 4. We will reopen for normal business hours on Thursday, January 5, 2023.

**USS Senate Meeting** I'll be the guest for the USS Senate this Wednesday! If you have specific questions for that day, please send them to me or to your USS Senate President, Diane Letner, at [dletner@pittstate.edu](mailto:dletner@pittstate.edu). Thank you, Diane, for serving the University in that capacity!

Congratulations to my MGT 540 – Human Resource Management students from the Kelce College of Business that are graduating Friday! It has been an amazing semester with outstanding students. Cannot WAIT to see where life leads them. #OAGAAG

Wishing you and yours a safe and restful holiday season. See you in 2023!



[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).

