

PSU Human Resource Services



PSU Budget and Human Resource Services

620-235-4191

payroll@pittstate.edu

1

The Newsletter Is Back!

Now that GUS HR has been live for a few months, HRS is slowly starting to find our new normal. Our priority continues to be payroll tasks to ensure that employees are paid correctly and on time. But as the workload allows, we will bring back customer service tasks that are important to campus. Last summer when GUS HR went live, we had to put the weekly HRS newsletter on hold. We have heard from many of you who have missed the newsletter and hope you are pleased to see that it is now back.

We know you get lots of emails every day, but we hope that you take time to scan the Topics box on this page to see what is included in the newsletter. Each topic is a link that will take you to the newsletter article so you can quickly jump to the information of interest. There is a lot of information in this edition that may be new to you. Please take a look at the dates for the GUS HR Update campus meetings starting the week of January 22nd.

The development and format of the newsletter is a work in progress and we would love to hear your feedback and suggestions on how best to provide you with information you need. Send an email to payroll@pittstate.edu if you have thoughts to share about the newsletter.

-HRS Staff

Topics *[Clicking on the hyperlink will jump to that page](#)*

[Welcome](#) 1

[W-2 and 2018 Tax Change Information](#) 2

[HealthQuest Programs Have Begun](#) 3

[2018 Retirement Advisor Visits](#) 4

[HRS Calendar](#) 5

[GUS HR Campus Meetings](#) 6

k



2017 W-2 Information and 2018 Tax Changes

2

Ready to start your 2017 taxes? 2017 W-2 forms are now available electronically through the State of Kansas (SOK) Employee Self Service (ESS) Portal. You will have to create an account in the SOK ESS Portal if you have not done so already.

The Job Aid for opting in to electronic W-2 can be found [here](#)

Employees, who do not access the portal or do not consent to receiving the electronic W-2 form, will receive a traditional paper form. The forms are scheduled to be printed and mailed by January 31st. Make sure your current address is up to date in GUS HR. Refer to the appropriate Job Aid if you need assistance in updating your address.

For more information about electronic delivery click [here](#)

2018 Tax Changes!

Changes in tax withholdings will be effective with the 2/9/2018 paycheck. Employees should check their pay stub in GUS HR to see the amount of taxes withheld after the changes. W-4 changes can be made in GUS HR through Employee Self Service (ESS). The following job aids found on the GUS HR Training Resources page can be used:

1. Update Tax Withholding (Federal and State)
2. View Pay Slip



HealthQuest Programs Have Begun

<http://www.kdheks.gov/hcf/healthquest/>

3

HealthQuest is the State of Kansas (SOK) program to help employees and spouses enrolled in the SOK health plans earn point for premium discounts and health savings account (HSA) credits. The above link will provide you with the resources and opportunities needed to get your points!

2018 Biometric Screenings have been scheduled, you can sign up [here](#).

The Incentive Guide for employees on **Plan A** can be found [here](#).

The Incentive Guide for employees on **Plans C, J, N, and Q** can be found [here](#).

Coming soon . . . Campus workshops to help employees sign up for and understand HealthQuest programs. Details to follow.





2018 Retirement Advisor Campus Visits

4

VOYA (Formerly ING)

- Thursday March 5, 2018 - Overman Student Center - Sunset A Room
- Thursday, April 26, 2018 - Overman Student Center - Sunset A Room

VALIC

- Thursday, February 22, 2018 - Overman Student Center, Sunset Room A
- Thursday, March 15, 2018 - Overman Student Center, Sunset Room A
- Thursday, April 19, 2018 - Overman Student Center, Sunset Room A
- Thursday, May 17, 2018 - Overman Student Center, Sunset Room A

TIAA

- Wednesday, February 21, 2018- Overman Student Center, Sunset B
- Thursday, February 22, 2018- Overman Student Center, Sunset B
- Wednesday, April 4, 2018- Overman Student Center, Sunset A
- Thursday, April 5, 2018-Overman Student Center, Sunset A
- Wednesday, May 30, 2018- Overman Student Center, Sunset A
- Thursday, May 31, 2018- Overman Student Center, Sunset A

Ameriprise Financial

- Thursday, January 25, 2018- Governor's Room—[Link for RSVP](#)

For information on setting up an appointment use the link below:

<http://www.pittstate.edu/office/hr/employee-benefits/retirement-plan-providers-contact-information.dot>

HRS Calendar

5

In an effort to communicate important dates and events HRS has implemented a new campus wide calendar. On this calendar you will be able to view:

- Payroll Dates
- Time Card Approval Deadlines
- Retirement Advisor Campus Visits
- Campus Closure Dates
- And more!

Pitt State Payroll

Today | May 2018 | Print | Week | Month | Agenda

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	May 1 Deadline for All Overtime 11:30am Ameriprise	2 8:30am New Staff Orientation	3	4 Pay Day	5 Pay Period Ends
6 Pay Period Starts	7 12pm Time Card Approval	8 Voya - Sunset A	9	10	11 Deadline for Approval Spring Semester C	12 Spring Appt Ends
13	14	15 Deadline for All Overtime	16 8:30am New Staff Orientation	17 VALIC - Sunset A	18 Pay Day	19 Pay Period Ends
20 Pay Period Starts	21 9am Time Card Approval	22 Voya - Sunset A	23	24	25 Deadline for Approval	26
27 Memorial Day	28	29 Deadline for All Overtime	30 8:30am New Staff Orientation	31 Pay Day	Jun 1 Pay Period Ends	2

Events shown in time zone: Central Time | Google Calendar

The calendar can be found directly on our landing page at www.pittstate.edu/office/hr



GUS HR Update- Campus Meetings

6

Be sure to save these important dates!

Join HRS for an update on GUS HR. Bring your questions! You only need to attend one session. All employees are welcome.

- January 23rd- GUS HR Update - Governors Room (9am to 10am)
- January 24th- GUS HR Update - Governors Room(9am to 10am)
- January 30th- GUS HR Update - S103 KTC (11am to 12pm)