

# PSU Budget and Human Resource Services 620-235-4191

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# 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 22<sup>nd</sup>.

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 <a href="mailto:payroll@pittstate.edu">payroll@pittstate.edu</a> if you have thoughts to share about the newsletter.

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

<u> HRS Calendar</u> 5

GUS HR Campus Meetings 6

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-HRS Staff



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.

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 31th. 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

The Job Aid for opting in to electronic W-2 can be found 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



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

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 <a href="here">here</a>.

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.





## 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

#### <u>TIAA</u>

- 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

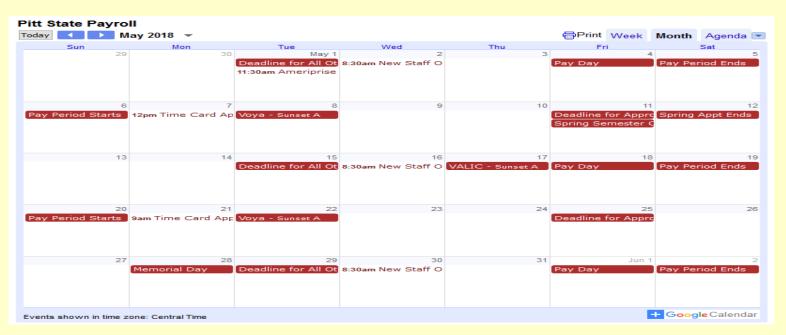
Thursday, January 25, 2018- Governor's Room—<u>Link for RSVP</u>

For information on setting up an appointment use the link below: <a href="http://www.pittstate.edu/office/hr/employee-benefits/retirement-plan-providers-contact-information.dot">http://www.pittstate.edu/office/hr/employee-benefits/retirement-plan-providers-contact-information.dot</a>



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!



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



Be sure to safe 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 23<sup>rd</sup>- GUS HR Update Governors Room (9am to 10am)
- January 24<sup>th</sup>- GUS HR Update Governors Room(9am to 10am)
- January 30<sup>th</sup>- GUS HR Update S103 KTC (11am to 12pm)