COVID-19 / Coronavirus Information & Resources
Please know that Kennesaw State University is closely monitoring the COVID-19 / Coronavirus situation and will continue following the guidance provided by the University System of Georgia (USG), the Georgia Department of Public Health (DPH) and the Centers for Disease Control and Prevention (CDC).

If you have any illness – common cold, flu, cough – please stay home and take care of yourself until you are better.

If you are experiencing symptoms of the coronavirus:

Students should contact Student Health Services at (470) 578-6644

Faculty and staff should contact their primary care physician.

Stay updated:
Visit https://coronavirus.kennesaw.edu/ to stay informed of the latest COVID-19 updates, travel guidelines, student, faculty and staff resources, and Frequently Asked Questions (FAQs).

Resources:
Coronavirus Symptoms: https://tinyurl.com/utnov9c

UIT’s Teleworking: https://uits.kennesaw.edu/telework/

Instructional Design: https://dli.kennesaw.edu/


If you have questions, please contact hr@kennesaw.edu

Required Spring Cybersecurity Training
As part of the USG and KSU commitment to data security, employees will be required to complete a spring cybersecurity training.

There are TWO options for completion. Employees may either complete a 10-minute online course through OwlTrain (released on Wednesday, April 1) or attend a live interactive session on one of the dates listed below. These live sessions will be 30 minutes long and will be offered as a virtual meeting. Attendance at one of these online events will constitute the completion of the required spring cybersecurity training.

Live Session Dates/Times:

Tuesday, April 21, 11:00AM-12:00PM - Virtual Meeting
Thursday, April 23, 10:00AM-11:00PM - Virtual Meeting
How to Change Dependent Care FSA Due to Coronavirus/ COVID-19

If you are in a situation where you are now at home full-time caring for and providing home-teaching assistance for your children and need to change the annual contribution amount for your Dependent Care Flexible Spending Account, please contact the OneUSG Connect-Benefits Call Center at 1-844-587-4236 and advise the representative that you need to change your annual contribution amount due to COVID-19.

PLEASE NOTE: This change in annual contribution amount applies ONLY to the Dependent Care Flexible Spending Account and NOT to the Medical Flexible Spending Account.

COVID-19 Testing: No charge for employees enrolled in a USG healthcare plan

For COVID-19 related in-network provider visits and testing, out of pocket costs such as deductibles, copayments, and coinsurance, will be waived ($0.00) if you are enrolled in one of the USG healthcare plans through Anthem BCBSGA or Kaiser Permanente (including employees enrolled in the Consumer Choice HSA). All telehealth visits through LiveHealth On-Line, including those unrelated to COVID-19, will be covered at 100% with no out-of-pocket costs for all USG healthcare plans through June 30, 2020.

If you have concerns or are showing symptoms of COVID-19, we encourage you to take the following steps:

1. Call your provider’s office for guidance and next steps.
2. If you do not have a provider, please call the 24/7 nurse-line and/or member services number for help locating a provider.
3. Emergency room/urgent care options are available for emergencies.

<table>
<thead>
<tr>
<th></th>
<th>Anthem Blue Cross Blue Shield (Anthem)</th>
<th>Kaiser Permanente</th>
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<tbody>
<tr>
<td>24/7 Nurseline</td>
<td>1-888-724-2583</td>
<td>404-365-0966 1-800-611-1811</td>
</tr>
<tr>
<td>Member Services</td>
<td>1-800-424-8950</td>
<td>404-261-2590</td>
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For employees not enrolled in a USG Healthcare plan, a telehealth option is available through LiveHealth On-Line at $59 per visit. For acute, non-serious medical concerns, consider a retail health clinic or a quick care center.

For more information, please visit [www.usg.edu/hr/benefits/coronavirus](http://www.usg.edu/hr/benefits/coronavirus)
**From the Mountain**
Fun Fact...You can sing one verse of the KSU fight song while washing your hands!

We are the owls
And we bring the fight,
All through the South-land,
All know our might!
From the moun-tain
We bring spi-rit, heart, and vic-to-ry!

**LET'S GO OWLS!**
Our men and wom-en bring ho-nor and fame,
Strong in the class-room,
Strong in the game.
From the moun-tain
We bring spi-rit,
Kennesaw! It’s on to vic-to-ry!

**GO OWLS!**
**FIGHT OWLS!**
**K-S-U! K-S-U!**
We are the owls and we bring the fight,
All through the South-land
Download the KSU
Fight Song on iTunes!
All know our might.
From the moun-tain
We bring spi-rit,
Kennesaw! It’s on to vic-to-ry!

Lyrics by James Sochinski (2012)
Download the KSU Fight Song on iTunes!
Help...My spouse lost their job
How do I add my spouse and/or children to my insurance coverage?

If you need to add your spouse and/or children to your insurance coverage due to their loss of coverage, please use one of the following log in methods to access the Benefits portal:

1. Log in to OneUSG Connect-Benefits using the Manage My Benefits link on the OneUSG Connect Support webpage OR Use the drop-down arrow to select Benefits under Employee Self Service in OneUSG

2. Once you are on your home page in OneUSG Connect-Benefits, select the Life Changes tab

3. On the next page, select the Other Life Changes tile

4. Next, use the drop-down arrow to select **Sps/Dpnd Change in Work Status w/Eligibility Loss**

5. Enter the effective date for the loss of coverage, then follow the instructions on the next page to add your spouse/children to your dependent list.

6. Access each benefit to add your new dependents as covered dependents.

7. Be sure to complete the working spouse certification and the tobacco use certification for any dependent 18 or older. Make sure to review the summary, verify the information, click all Confirm or Submit buttons and then print or record your confirmation number.

You may also call the Benefits Call Center at 1-844-587-4236 for assistance.

Kennesaw State University Center for University Learning
We are a catalyst for individual, team, and organization growth, development, and effectiveness

We provide consultation, training and coaching solutions to:

- enhance leadership skills
- promote service excellence and operational efficiencies
- help teams achieve institutional excellence and student success

We work with you to:

- consult on your individual and team development needs
- co-create plans for organizations and individuals
- implement training, coaching, and organization development
- evaluate progress and continually improve
Take Time To Re-Tool!

During slow times in production factories engaged in the practice of “re-tooling”, repairing and updating equipment to be more efficient and modern when the time came to ramp up production again.

Here are some great virtual training resources to help you re-tool and revitalize for the future:

Professional Development Library in Owltrain - A library of courses, books, and resources in a variety of professional areas, including professional certification preparation in areas like project management, and human resources. Topics include: change, communication, customer service, leadership, management, professional effectiveness, social media and more. Some timely courses are:

- Contributing as a Virtual Team Member
- Establishing Effective Virtual Teams
- Facing Virtual Team Challenges
- Taking Stock of Your Work/Life Balance

University Employee Training - You have access now to required courses due in the fall.

KSU Today’s announcements for university hosted webinars and events - Check the training and workshop announcements or opt-in to this valuable service.

Online Courses from the College of Professional Education - Hundreds of courses for professional and personal development. Some available at discounts for University employees.

Free webinars from HRDQ-U - A wide range of professional presenters including customer service and employee engagement from Disney, leadership from Bill Treasurer, and others.

Request a virtual coaching session - We assist with professional goals and skills, and help facilitate online team sessions.

If you want to know more, or are looking for a specific professional development resource contact us at cul@kennesaw.edu.

While you’re home...Grow your skills!

Kennesaw State University's Technology Outreach is here to help you grow your skills while you’re working from home. Learn new technologies for professional or personal development.

Online Training & Resources

Learn in your own time! Discover the wealth of training resources in OwlTrain. Explore all the documentation in the UITS Documentation Center.

One-on-One Training

Select a time for a 45-minute one-on-one session with a member of the training team. Whether you
want to learn something in Microsoft Excel, Adobe Photoshop, or any other university-supported software products.

**Group Training**
Stay connected by learning something new together! Book a training session for your group, department, or division on any piece of university-supported software (including learning technologies).

Check it Out! [https://uits.kennesaw.edu/support/training.php](https://uits.kennesaw.edu/support/training.php)

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**Manager Self Service Tips & Tricks**
OneUSG Manager Self Service, referred to as MSS, allows supervisors to view basic information about their employees and to kick off transactions that will route through an electronic approval process before arriving in HR to be keyed.

**HOW DO I SUBMIT MULTIPLE SIMULTANEOUS CHANGES?**

**Manage Positions**
Actions that affect a POSITION are routed through MANAGE POSITIONS

The Add/Change Position transaction in Manage Positions allows the requestor to submit any changes that are happening to a position all at once, with the exception of Position Funding. The following can be added to the Summary section when other applicable changes happen to the position:

- Pay Rate Changes (if job code or pay group is changing)
- Time and Absence Approver Changes (if manager is changing)

Change Position Funding must always be submitted as a separate transaction.

**My Team**
Actions that affect an EMPLOYEE are routed through supervisor's MY TEAM

Transactions submitted via My Team generally only allow one change to happen at a time. If multiple changes are happening, it is recommended to submit separate transactions, with the following exceptions.

- Manager Change - a simultaneous Time and Absence Approver change can be indicated in the comments section of the Manager Change
  - If manager is changing along with some other position change (i.e. department), submit the manager change as part of the Add/Change Position transaction to make all changes at once!
- Transfer/Demotion/Promotion- a simultaneous pay rate change can be indicated in the transaction as long as the requestor slides the pay rate change slider to YES when they begin the transaction

**BEFORE YOU SUBMIT MULTIPLE TRANSACTIONS:** With the exception of Position Funding transactions, each new transaction should be submitted only after all other transactions have been approved by all
approvers, which will send a completion email to the original requestor. Change Position Funding transactions can be submitted simultaneously with any other transaction.

To access MANAGE POSITIONS:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Manage Positions tile

To Add/Change Position

- Click Add/Change Position
- Complete on-screen fields to access transaction

To Change Position Funding

- Click Change Position Funding
- Complete on-screen fields to access transaction

To access MY TEAM:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on My Team tile
- Find employee who needs to change
- Click green arrow next to employee’s name
- Select appropriate action from menu

Effective Communication with Children
Tune in to this session to learn about different communication styles and how to communicate effectively, starting in early childhood.

You do not need to register in advance to attend Online Seminars at a set time. Seminars will be prerecorded and uploaded on the date above. At any time while viewing the Online Seminar, if you have questions about the seminar, please type them into the "Ask a question" box located to the left of the video window. You will receive an emailed answer within five business days.

Available on demand starting April 21, 2020, at noon Eastern Time (EST)

Toll-free: 844-243-4440

Website: www.EAPHelpLink.com

Company Code: USGCARES

Upcoming Seminars...

MAY: Accepting Aging – Accepting Aging: Yourself and Others (Available on Demand Starting May 19th) Examine “normal” age-related changes and identify ways for you to come to terms with your own aging.
JUNE: Conflict Resolution – Say What You Mean the Right Way (Available on Demand Starting Jun 16th)
Identify barriers to clear communication and discuss how to apply tips for effective communications.

JUL: Adventuring and Exploring – Explore New Horizons and Expand the Mind (Available on Demand Starting Jul 21st)
Discover the possibility and promise of seeking and exploring new horizons.

AUG: Outsource Your To-Do List – (Available on Demand Starting Aug 18th)
Learn to outsource the more thankless chores and discover a world of potential leading towards a happier and more fulfilling way of life.

Uncover the secret to securing a healthy work and family balance.

OCT: Mental Strength – The Mental Strength Workout (Available on Demand Starting Oct 20th)
Learn skills and strategies to exercise the power of your mind and increase your mental fortitude.

NOV: Healthy Ways to Cope with Stress – Building Resilience Muscles (Available on Demand Starting Nov 17th)
Learn resilience by understanding yourself and identifying the mental obstacles that get in your way.

DEC: Being Grateful – Know Your Strengths (Available on Demand Starting Dec 15th)
Explore how confidence and a strengths-mindset can enable you to respond more creatively to challenges.

New To Homeschool?
Tips and resources for parents teaching their kids from home

• Coordinate with teachers - Follow the learning plans but have a chat with the teacher to learn what is expected of them and of you. Build a workflow that works for your child and your family.
• Set a schedule... You may be following a lesson plan, but it's up to you and your child to set how you'll work with it. If you do have the flexibility, set up times for study and breaks at times that work with your child and family.
• ...but be flexible Changes do happen. Even if you have lesson plans and study schedules, home school is a new scenario for many. Don’t be too hard on yourself. Allow time to adjust.
• Lean in to your child's natural interests - If your child is really engaged and self-driven on certain topics, schedule these topics during times where you can take a mental break or focus on other work.
• Connect with parents - Mailing lists of group chats are helpful. You can chat with parents going through home school the first time, share stories, get tips. Times may be hard, but you don't have to go through it alone.
• Find some online resources for...
  o Worksheets and Activities
  o Online quizzes
  o Focus timers
PERKS PROGRAM HIGHLIGHTS
ROLY POLY 3895 Cherokee St. NW
Kennesaw, GA 30144 | 678.581.070

Present your KSU ID for a 10% discount on your food purchase. Catering and party platters available. Free delivery with minimum of $10 order!

SEE MORE PERKS

IT BENEFITS YOU TO KNOW...

The Tuition Assistance Program (TAP) deadline is July 15, 2020 for the Fall semester.

TAP allows eligible employees to attend classes at any USG institution under a waiver of tuition and most fees. An employee may seek approval to enroll in up to nine (9) academic credit hours per semester.

TAP applications are submitted through the TAP portal at www.kennesaw.edu/hrtap.
WELCOME NEW KSU OWLS

EMPLOYEES HIRED IN MARCH 2020

Corey Abrams
KSU Dining Services

Michael Halpin
Public Safety

Edna Ponce Pacheco
Building Services

Howard Alter
Chief Administrative Officer

Glynis Harvey II
Fiscal Services

Norma Ramos
Building Services

Daniel Byrd
Building Services

Cayla Howard
Strategic Communication

Judith Reardon
KSU Library System

Adam Calhoun
Admissions

Stephanie Hubbell
Strategic Communication

Jason Rodenbeck
Distance Learning

Todd Carper
Human Resources

Johnetta Joynet
KSU Dining Services

Annamaria Tinoco-Santiago
Admissions

Marie Day
KSU Library System

Kristen Kordecki
Dean-Business

Nikki Tucker
Fiscal Services

Brian Elkins
Counting Professional Education

Jason Krogh
WCHHS Advising Center

Alicia Vega
Fiscal Services

Francisco Ferreira
Building Services

Hristo Lazarov
Housing

Meghan Weber
KSU MBA

Cecilia Vargas
Building Services

Katelyn Loy
Dining Services

Blake Willms
Office of Dean

Jacquelyn Grant
University Information Technology Services (UITS)

Breanna Milton
Dining Services

Angelica Guilbeaux
Division of Global Affairs

Catharine Groover
Office of Dean