The COVID-19 vaccine is now available for all active faculty and staff.  
[CLICK HERE TO BOOK YOUR APPOINTMENT]

If you have questions about the vaccine distribution at KSU, please visit www.kennesaw.edu/protectthenest or email vaccine@kennesaw.edu.

COVID-19 Testing & Self Assessment

COVID-19 testing remains available on-campus for faculty and staff. [Click here] to view a complete list of COVID-19 testing dates, times, and locations on campus for students, faculty and staff. If a medical emergency occurs on campus (e.g., difficulty breathing), contact Public Safety at 470-578-6666.

If you have medical questions about COVID-19, please call KSU's COVID-19 Health Helpline at 470-578-6644 every day from 9:00 AM to 7:00 PM. Choose option 1.

To determine when you should quarantine, isolate, or seek emergency care, please use the [COVID-19 Self-Assessment] as a resource.

Forgot your mask or need a new one?  
[Click here] for a list of locations where you can pick up a plain reusable mask.

Accolade Your Personal Healthcare Assistant

Did you know that as a USG employee you and your covered dependents enrolled in an Anthem healthcare plan now have an Accolade Health Assistant?

Your Accolade Health Assistant will help you with things like finding a provider, requesting an ID card, or understanding a claim and/or healthcare bill. Additionally, Accolade’s registered nurses and clinicians will help you navigate your more complex healthcare concerns, like understanding a diagnosis or treatment plan, coordinating care, and/or connecting you with the help you need to manage a condition.

As your single point of contact, your Accolade Health Assistant will simplify your healthcare and benefits experience – helping you to save time, receive better care and get the most out of your USG healthcare benefits. For more information about Accolade and its services, please refer to the [USG FAQ].
Visit the Accolade Website to connect with your Health Assistant today!

CDC Diabetes Prevention Program

This national program was developed by the Centers for Disease Control and Prevention. Participants will learn strategies for healthier eating, increasing physical activity, managing stress, and other changes to prevent or delay the onset of type 2 diabetes.

The Lifestyle Change Program at KSU will include 16 weekly core sessions, followed by bi-weekly, then monthly maintenance sessions in a small, group virtual setting. The program will be led by a well-being team member and trained Lifestyle Coach.

Who can participate

To be eligible for KSU's CDC-recognized lifestyle change program you must

- Be at least 18 years old and a KSU staff or faculty member
- Be overweight (Body Mass Index ≥25; ≥23 if Asian)
- Not be pregnant
- Have no previous diagnosis of type 1 or type 2 diabetes
- Have a blood test result in the prediabetes range within the past year:
  - Hemoglobin A1C: 5.7–6.4% or
  - Fasting plasma glucose: 100–125 mg/dL or
  - Two-hour plasma glucose (after a 75 gm glucose load): 140–199 mg/dL or
- Have a previous clinical diagnosis of gestational diabetes or
- Take the Prediabetes Risk Test and receive a screening result of high risk for type 2 diabetes

If you are interested in learning about the program, join one of our 30-minute virtual information sessions on Wednesday, April 30th, or Wednesday, May 5th from 12:15p-12:45p. For questions about eligibility or enrollment, please contact your well-being team at 470.578.5535.

Important advisory regarding misleading communications regarding TRS

TRS has been notified that some financial services companies have communicated pension plan information to our members in ways that may be misleading, incorrect, and/or principally aimed at enhancing their own commissions. These practices could be harmful to our members. We have seen a number of emails and advertisements that lead with information about TRS presentations and counseling sessions and may not necessarily be in the best interest of our members.

TRS participates in outreach events with vetted, reputable vendors that have been invited to KSU. This type of joint session will be well advertised by KSU and is not the cause of concern. Members are encouraged to participate in these sessions.
TRS members nearing retirement are welcome to schedule an appointment with a Counselor at the TRS home office in Atlanta, or with a TRS traveling Planner at a location closer to you by visiting www.trsga.com.

Remember
The best source of information about the TRS pension plan is located on the TRS website, www.trsga.com, in TRS publications, and is communicated best by TRS customer service staff. If you receive any solicitations that you are unsure about, please forward those to trsevents@trsga.com or call TRS at 404-352-6500 to verify if TRS is participating in that event.

Important Tax Information for TAP Participants

The federal government currently allows employers to provide up to $5,250 each calendar year in tax-free, employer-provided educational assistance. This applies to both undergraduate and graduate-level courses. If the amount of tuition dollars waived by TAP exceeds the maximum amount of $5,250, the additional benefit amount becomes taxable. KSU is required to account for that benefit by increasing your taxable wages during the calendar year in which the benefit was received. Calculation of taxable wages includes federal and state income tax withholdings as well as flat-rate FICA/Med and social security taxes.

If your tuition waivers exceed $5,250, it is extremely likely that this increase in taxable wages will result in a decrease of net pay. The amount of decrease in take-home pay is specific to each employee based on a combination of factors such as:

- Amount of additional taxable benefit (tuition dollars waived over $5,250)
- Annualized salary rate
- Pay frequency
- Personal choices for state and federal tax withholding rates

This increase is taxable wages and those taxes can be deducted from your paycheck at any point in the year as confirmation of the waiver amounts are determined. You will be notified in advance when the taxable amount is added to your wages. KSU is not able to provide specific information regarding individual impact. A tax professional should be consulted for further information and explanation concerning taxable wages and tuition benefit implications. KSU’s EAP provides resources for financial and tax consultations.

Employees participating in TAP are encouraged to monitor their tuition charges within the student portal each semester and promptly contact the Bursar’s Office at their school of enrollment for an explanation of tuition amounts.
In the spotlight

Each month we will spotlight a person or group of individuals deserving of special recognition for going above and beyond their normal job duties. Our spotlight for April is the Office of Emergency Management (OEM) team.

OEM distributes over 1 million PPE units to KSU Community
The Office of Emergency Management (OEM) is part of the KSU campus community that plays an essential role in helping the campus stay as safe as possible while dealing with the pandemic.

During the COVID-19 crisis, OEM has taken on many additional tasks to meet the needs of the University. These include procuring supplies, implementing a contact tracing process, and helping the university take the necessary steps to maintain continuous operations throughout the pandemic. Their biggest implementation during this time was the COVID Operations Center which included 8-10 full or part-time workers from across campus to handle contact tracing for the university. Andy Altizer, director of emergency management, says, “It’s always been our goal to help the campus get through the pandemic and to improve as we go along. We frequently remind ourselves that we’re not dealing with numbers or cases, but with people.”

Another huge undertaking was to acquire COVID supplies (masks, hand sanitizer, gloves, etc.). Since March 2020, OEM has distributed over a million pieces of PPE and cleaning supplies to KSU faculty and staff! They also launched two volunteer programs: Student Health Ambassadors and Post-Vaccine Monitors. OEM also supports the Public Health COVID testing and vaccinating behind Brandsmart.

While COVID has been their #1 priority for over a year, OEM didn’t stop preparing and responding to other incidents. They also continued their regular operations of planning and facilitating disaster related exercises, offering Continuity of Operations Planning, and providing training related to emergency preparedness, as well as nearly the full slate of offerings for the Crisis Coordinator Program.

OEM has been an integral part of the KSU community being able to safely learn, work, and play. The evidence of their efforts and dedication is visible in almost every space on campus.

2021 Comp Time Payout

All compensatory time balances on record as of the pay period ending May 29, 2021, will be paid on the June 4, 2021, bi-weekly paycheck.

Compensatory time earned after May 29th will carry forward into the upcoming fiscal year.

Additional information regarding the use of compensatory time off:

- If an employee uses compensatory time and it causes them to go over 40 paid hours for the work week; they will need to adjust the number of compensatory hours used so that their total paid hours for the work week are not more than 40 hours.
• When entering compensatory time on the time-card please do not use the time reporting code Comp Time Payout.
• To ensure payment of compensatory time hours, compensatory time must be processed as an absence request and approved by the manager prior to the payroll due date.

If you have any questions, please contact payroll@kennesaw.edu.

ServiceNow is coming to HR!
If you've been following our newsletter, you already know that HR is soon implementing the ServiceNow ticketing system to better serve our customers by simplifying employee access to HR services, streamlining employee transactions, providing a portal to check the status of an inquiry, and optimizing our service delivery.

But, did you know...
As a KSU employee you will have access to our most Frequently Asked Questions (FAQs) at your fingertips?

Yes!
All KSU employees will have the ability to search an ever-growing knowledgebase of self-service options for quick answers.

Want to learn more?
Watch this space for continued information and updates.

The Steps to Financial Security
Understand the practical ways you can feel more secure and more stable in your finance management.

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 below. 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 20, 2021, at noon Eastern Time (EST)
Toll-free: 844-243-4440
Website: www.EAPHelpLink.com
Company Code: USGCARES

Click here for a full listing of the upcoming 2021 topics
PERKS PROGRAM HIGHLIGHTS

MARLOW’S TAVERN
745 Chastain Road NW Suite 1160, Kennesaw, GA 30144

Come visit your neighborhood gathering spot and enjoy our modern twist on a classic tavern menu elevated to gourmet levels. 20% off your food check for Faculty and Staff with your valid KSU ID.

SEE MORE PERKS>>

IT BENEFITS YOU TO KNOW...

The deadline for filing your taxes for 2020 has been extended to May 17, 2021.

If you did not receive your W-2 via mail, you may access an electronic copy through OneUSG Connect Employee Self-Service. Please visit the KSU Payroll services website for instructions.

If you did not receive a copy of your 1095-C verifying your medical coverage for 2020, you may now access an electronic copy via the OneUSG Connect - Benefits portal.

REQUIRED Annual Spring Cybersecurity Training

All USG employees are required to complete cybersecurity awareness training twice annually. KSU conducts the first training in April and the second throughout the year as the USG-provided “USG Cybersecurity Awareness Training”.

There are TWO options to complete the April cybersecurity training. Employees may either complete a brief online course through OwlTrain or attend a live interactive session.

Take the online session in OwlTrain or participate in the live sessions:

- **Tuesday, April 20, 10:00AM-11:00AM**
- **Wednesday, April 28, 11:00AM-12:00PM**

KSU UITS is here to support you!

Technology Workshops
Learn essential skills for popular software programs in live, instructor-led workshops.
Welcome New KSU Owls
Employees Hired in March 2021

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<tr>
<th>Name</th>
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<tr>
<td>Fisner Antoine</td>
<td>KSU Grant Accounting</td>
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<td>Christine Arabatzis</td>
<td>Human Resources</td>
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<td>Charles Bass</td>
<td>Office of Strategic Communications &amp; Marketing</td>
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<tr>
<td>Erica Bowdre</td>
<td>WellStar College Advising Center</td>
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<tr>
<td>Kristen Bryan</td>
<td>Enrollment Services Marketing Communication Specialist</td>
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<td>Jessica Contreras Martinez</td>
<td>University Information Technology Services</td>
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<tr>
<td>Christina Massad</td>
<td>Department of Dance</td>
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<td>Colton Murray</td>
<td>KSU Bookstore</td>
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<td>Brandon Crawford</td>
<td>University Information Technology Services</td>
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<td>Shirley Dominguez</td>
<td>University Information Technology Services</td>
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<td>Nina Eisenheim</td>
<td>College of the Arts</td>
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<tr>
<td>Gabrielle Hale</td>
<td>Admissions</td>
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<td>Cassidy Hall</td>
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<td>Kayleen Harris</td>
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<td>William Wallace</td>
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<td>JEFFERY WEAVER</td>
<td>University Information Technology Services</td>
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Tykia Harris
College of Science and Mathematics

Gregory Humble
College of Science and Mathematics

Summer Josephson
Fiscal Services

Danielle Kuhman
College of Graduate and Professional Education

Kevin Markley
College of Computing and Software Engineering
Shawn Parquet  
WellStar College of Health and Human Services – Nursing

Judith Pishnery  
Office of Strategic Communications & Marketing

Jose Ponce  
Building Services

Jeremy Rush  
Bailey School of Music

Sean Simmons  
Student Financial Aid

Monica Swahn  
WellStar College of Health and Human Services

Donna Thedford  
Office of Diversity and Inclusion

Patricia Valentin  
Enrollment Services - Marietta

Serah Winkler  
Athletics – Training Room

Devin Witt  
College of Computing and Software Engineering

Justin Wyatt  
College of Graduate and Professional Education