ATTENTION MANAGERS!

ePerformance Training for annual reviews is now available

Please login to OneUSG Connect now to verify that your direct reports appear correctly. If any corrections are needed, submit an MSS action as soon as possible. You will receive a system-generated email prompt in a few weeks, letting you know that your 2020 Performance Evaluations have been created and should be in your queue in OneUSG. If you would like to attend ePerformance Training, please visit the links below at the appropriate date and time to join the Teams session.

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Presenter</th>
<th>Link</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Dec 21, 2020</td>
<td>2:00 PM – 3:00 PM</td>
<td>Amy Phillips</td>
<td>Join this session</td>
</tr>
<tr>
<td>Wednesday, Jan 6, 2021</td>
<td>10:00 AM – 11:00 AM</td>
<td>Orie Thornton</td>
<td>Join this session</td>
</tr>
<tr>
<td>Monday, Jan 11, 2021</td>
<td>10:00 AM – 11:00 AM</td>
<td>Amy Phillips</td>
<td>Join this session</td>
</tr>
<tr>
<td>Thursday, Jan 14, 2021</td>
<td>11:00 AM – 12:00 PM</td>
<td>Orie Thornton</td>
<td>Join this session</td>
</tr>
</tbody>
</table>

New & Improved!

Be on the lookout for the updated Coronavirus site going live at the end of this week!

coronavirus.kennesaw.edu

Health and Safety Protocols

As cases of COVID-19 continue to rise in Georgia in the midst of the holiday season, please continue to follow the health and safety measures put in place to help mitigate the spread of COVID-19.

- Please continue to employ social distancing strategies and keep at least 6-feet between one another, even when wearing a face covering.
- Continue to utilize virtual meeting platforms whenever possible and avoid in-office gatherings, including holiday parties.
- We encourage all faculty and staff to get tested. Wellstar will continue to offer on-campus COVID-19 testing throughout the holidays, with the exception of Christmas Day and New Year’s Day. Testing will be available on Christmas Eve and New Year’s Eve but with limited hours. Please click here for the faculty/staff testing schedules, which are updated on a weekly basis.
- If you don’t feel well or are experiencing ANY symptoms of COVID-19, do not come to work. Contact your supervisor to discuss options for working from home or taking sick leave.
- Remain at home if you or anyone within your household has tested positive for COVID-19. Exercise caution if someone in your household has been identified as a close contact.
- Protect your family and friends by following CDC guidelines for the holiday season.

If you are experiencing symptoms or have medical questions related to COVID-19, please contact the Health Helpline at (470) 578-6644, and then choose option 1. If a medical emergency occurs on campus (e.g., difficulty breathing), contact University Police at (470) 578-6666.
If you test positive for COVID-19, please report this information to campus immediately via the COVID-19 self-reporting form.

Thank you for your continued efforts to help mitigate the spread of the virus and for your support on behalf of KSU.

Put a Freeze on Winter Holiday Fires
It’s fun to decorate for the winter holidays, but holiday decorations can increase your risk for a home fire. As you deck the halls this season, be fire smart.

- More than half of the home decoration fires in December are started by candles.
- More than 1/3 of home decoration fires are started by candles.
- The top 3 days for home candle fires are Christmas Day, New Year’s Day and New Year’s Eve.
- Keep candles at least 12 inches away from anything that burns.
- Although Christmas tree fires are not common, when they do occur, they are dangerous. On average, 1 of every 52 reported home Christmas tree fires resulted in death.
- A heat source too close to the Christmas tree causes 1 in every 4 winter fires.
- Read manufacturer’s instructions for the number of light strands to connect.
- Make sure your tree is at least 3 feet away from heat sources like fireplaces, radiators, space heaters, candles or heat vents. Also, make sure your tree does not block exits.
- Get rid of your tree after Christmas or when it is dry.

For more information on how to prevent winter fires, visit www.usfa.fema.gov/winter and www.nfpa.org/winter.

Resource Website for Student Employees and Managers
Now Live!

The website featuring resources for managers and student assistants is now available. Please take a moment to visit the site to familiarize yourself with upcoming changes. Please email Program Coordinator, Sam Garbe, at sgarbe@kennesaw.edu with any comments or additional suggestions that would be helpful to you.

Attention Managers/Business Manager
Position changes unavailable
Position changes will not be considered during Monday, January 4, 2021, through Monday, January 25, 2021 as we complete the Compensation Project. Any transactions submitted in OneUSG will not begin processing until after January 25, 2021.

Thanks, KSU Staff!

Kennesaw State University Staff Senate sends their deepest thanks and warmest winter wishes for all those who help keep KSU going strong.

To love is to give! Support the Staff Senate Scholarship

Show your love for the KSU community by supporting staff who are pursuing professional development in service of the KSU community.

The Staff Senate Annual Scholarship fund provides financial support to fulltime KSU staff members who are pursuing professional development via the USG TAP program that will help them serve the KSU community better.

The $500 scholarships provide assistance with the cost of textbooks and other education-related expenses such as childcare or transportation costs. The number of scholarships awarded depends on the generosity of the KSU community - the scholarship is funded by donations from people like you.

Support your colleagues by visiting our website and select Staff Senate Annual Scholarship. No amount is too small or too big.

If you are interested in applying for the Staff Senate Scholarship, please apply below. The application deadline for the 2020/2021 academic year is December 31st, 2020.

Donate Here  Apply Now

TRS 2020 Annual Membership Statements Now Available Online

Active members may now access their membership statements online via their TRS account. The statements provide valuable account information, such as an account balance, the lump-sum value of an account, estimated benefit projections, as well as beneficiary and service credit information.

Please note that the information and projections provided in these statements are only estimates and are subject to audit and adjustment. The information contained in this statement should not be
regarded as a final benefit estimate. If you notice a discrepancy in the information provided, please contact TRS at 800-352-0650.

**Considering retiring soon?**
Please contact TRS for a more detailed benefit estimate.

**Viewing/Downloading a Statement:**

1. Go to [www.trsga.com](http://www.trsga.com).
2. Click on the My TRS Login link on the navigation bar above.
3. Click on Active Member/Retiree Login.
4. Either login to your existing account OR sign up for an account.
5. Click the Download My Annual Member Statement link on the right.
6. Click the PDF link.

**Members within 2 years of retirement:**
If a member is within 2 years of retirement (either because of his or her age or years of creditable service) we do not provide benefit projections.

TRS recommends that all members nearing retirement call our office/go online to make an appointment to visit one-on-one with a retirement counselor. This meeting affords members the opportunity to bring a spouse/friend, receive benefit information specific to his or her situation, and ask questions.

**Looking for your member ID?**
Please contact Teacher Retirement System (TRS) at 404-352-6500 or email benefits@kennesaw.edu.

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**Don't Forget your Annual Health Screenings**

Even during a challenging pandemic, it’s critically important to stay up to date with routine health screenings. Healthcare providers report that many patients are failing to come in for preventive care. This could put them at risk for a host of health conditions. Contact your doctor’s office about the screenings and immunizations that are right for you, and about how you can receive healthcare safely at this time. And remember, when you utilize an in-network provider for the appropriate wellness screenings, there is no copay or deductible required by your USG medical plan.

[https://youtu.be/8u5ajN_HOyQ](https://youtu.be/8u5ajN_HOyQ)
Things to know about your PTO!

This month’s topic: Vacation Leave Time

Full time benefited employees working in positions that require a 12-month work commitment accrue vacation leave as follows:
0-5 Years – 10 hours;
6-10 Years – 12 hours;
10+ Years – 14 hours.

Benefited part-time employees accrue at an equivalent ratio to their percentage of employment (i.e. - half time employees accrue at half the rate of full-time employees). Administrative Officers and Faculty accrue 14 hours per month regardless of years of service. Vacation hours may only be carried over each January 1 at a maximum of 360 hours. A terminating employee will be compensated for unused vacation hours up to a maximum of 360 hours. With the approval of your manager, accrued vacation leave time can be used for most any reason.

For more information on leave time, please visit our website.

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 December is the Technology Outreach department.

Technology Outreach Keeps KSU Campus Connected During Pandemic

The Technology Outreach department is a part of University Information Technology Services (UITS). This talented, passionate, and dedicated team of about a dozen technology professionals supports all faculty, staff, and students on campus. The three teams within the department, Training, Learning Technologies, and Outreach, work together to tackle the tasks at hand both competently and quickly.

When the campus activities moved online, Technology Outreach got busy training faculty, staff, and students on how to use available campus tools to thrive in an online environment. They wrote guides for new software deployments like Zoom meetings and made sure the resources in the UITS Documentation Center stayed up-to-date throughout the many software updates and changes. They quickly created online course shells for instructors, deployed new tools within D2L, and worked with thousands of members of the campus community through service tickets, one-on-one support sessions, and technology workshops to help them feel confident, competent, and capable using university-supported software and tools.

The Technology Outreach Team has been working tirelessly since March to create the best possible technology experience for campus users. Whether the task required after-hours attention, extra patience, and kindness, or a tenacious and relentless pursuit of a solution, the Technology Outreach department has poured their hearts into supporting campus technology and making it a labor of love.

Many Thanks to the Technology Outreach Team
Technology Outreach by the numbers...

- 5107 tickets completed
- 2554 workshop participants
- 291 one-on-one sessions
- 146 documents created
- 31 videos completed
- 854 course creations
- 34 3rd party tools
- 4811 manually added users

Retirement Counseling Sessions at KSU

Most staff positions require participation in the Teachers Retirement System of Georgia (TRS). Exempt level positions and faculty have the choice of TRS or the Optional Retirement Plan (ORP). Both plans fall under section 401(a) of the Internal Revenue Code (IRC).

TRS & ORP Retirement Options

Teachers Retirement System of Georgia – TRS
TRS is a Defined Benefit Plan. In this type of plan, your retirement benefit is “defined” based on a pre-designated formula. Benefit Formula: 2% x years of service x average of 24 highest consecutive month’s salary.

Optional Retirement Plan – ORP
The ORP is a Defined Contribution Plan that This plan is similar to a 401(k) plan in which you have your own account and you make your own investment decisions. Your retirement benefit is based on your account balance when you retire. There are 3 vendors: Fidelity, TIAA & VALIC/AIG

For exempt employees, you have 60 days from the date of hire to make your retirement plan decision. This enrollment decision is irrevocable. However, once enrolled in the ORP, you may change vendors. Eligible employees who fail to make an election will default to enrollment in TRS.

403(b) & 457(b) Voluntary Retirement Savings Plans
KSU offers a 403(b) and 457(b) plan as voluntary retirement savings plans to supplement your TRS or ORP enrollment. These plans are available to part-time and full-time employees.

- 2020 Maximum Contribution Limit: $19,500
• Age 50+ can contribute an additional $6,500
• May invest up to the maximum in one or both plans

Go to the “My Retirement@Work” tile under Benefits in OneUSG Employee Self Service (ESS) to enroll or make changes.

Financial Counseling in HR!
Schedule an individual counseling session to discuss your ORP, 403(b), and 457(b) retirement savings options!

<table>
<thead>
<tr>
<th>Vendor</th>
<th>Financial Advisor Email</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fidelity</td>
<td>Andrea Leota <a href="mailto:Andrea.Leota@fmr.com">Andrea.Leota@fmr.com</a></td>
<td>404-330-4815</td>
</tr>
<tr>
<td>TIAA</td>
<td>Eric Berry <a href="mailto:eberry@tiaa.org">eberry@tiaa.org</a></td>
<td>770-512-3512</td>
</tr>
<tr>
<td>VALIC</td>
<td>Thomas O’Brien thomas.o’<a href="mailto:brien@valic.com">brien@valic.com</a></td>
<td>470-217-0966</td>
</tr>
</tbody>
</table>

Schedule your virtual appointment here

Know your strengths
Explore how confidence and a strength-mindset can enable you to respond more creatively to challenges.

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 December 15, 2020, at noon Eastern Time (EST)
Toll-free: 844-243-4440
Website: www.EAPHelpLink.com
Company Code: USGCARES

Get the Most From CAMPUS TECHNOLOGY TOOLS

KSU SERVICE DESK
The KSU Service Desk is ready to help you with questions or problems you may have with campus-
supported software or hardware. The KSU Service Desk is available by email: service@kennesaw.edu by phone: 470-578-6999 or by web portal: service.kennesaw.edu

**UITS DOCUMENTATION CENTER**
The UITS Documentation Center is a repository for quick guides and full instructions for all campus-supported software. The UITS Documentation Center is available 24 hours a day, 7 days a week.

*Explore the UITS Documentation Center.*

**LIVE TRAINING WORKSHOPS**
The UITS Technology Outreach Training Team provides live workshops on campus-supported software. Whether you are looking for how to grow your professional skillset or learn how to use software that helps instructors and students connect, there are workshops available for you.

*View the schedule [here.](#)*

**OWLTRAIN**
Explore self-paced online training opportunities on a wide variety of professional skills and topics. Whether you want to learn a new skill for fun or for your professional development, you're sure to find something of interest on OwlTrain.

*Access [OwlTrain.](#)*

https://uits.kennesaw.edu/

Technology Workshop Schedule

**2021 WORKSHOPS**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Workshop</th>
</tr>
</thead>
<tbody>
<tr>
<td>1/6/2021</td>
<td>10:00am-11:00am</td>
<td>Getting Started with Teams*</td>
</tr>
<tr>
<td>1/7/2021</td>
<td>10:00am-11:00am</td>
<td>Getting Started with Zoom*</td>
</tr>
<tr>
<td>1/8/2021</td>
<td>10:00am-11:00am</td>
<td>Getting Started with D2L*</td>
</tr>
<tr>
<td>1/11/2021</td>
<td>10:00am-11:00am</td>
<td>D2L: Rubrics*</td>
</tr>
<tr>
<td>1/12/2021</td>
<td>10:00am-11:00am</td>
<td>D2L: Gradebook*</td>
</tr>
<tr>
<td>1/13/2021</td>
<td>10:00am-11:00am</td>
<td>Using Classroom Technology*</td>
</tr>
<tr>
<td>1/14/2021</td>
<td>10:00am-11:00am</td>
<td>D2L: Groups*</td>
</tr>
<tr>
<td>1/15/2021</td>
<td>2:00pm-3:30pm</td>
<td>OmniUpdate~</td>
</tr>
<tr>
<td>1/19/2021</td>
<td>10:00am-10:30am</td>
<td>Breakout Sessions in Collaborate Ultra*</td>
</tr>
<tr>
<td>1/19/2021</td>
<td>11:00am-11:30am</td>
<td>Breakout Sessions in Zoom*</td>
</tr>
<tr>
<td>1/21/2021</td>
<td>10:00am-11:00am</td>
<td>Kaltura MediaSpace*</td>
</tr>
<tr>
<td>1/26/2021</td>
<td>10:00am-11:00am</td>
<td>Getting Started with Teams*</td>
</tr>
<tr>
<td>1/28/2021</td>
<td>2:00pm-3:00pm</td>
<td>Getting Started with Zoom*</td>
</tr>
<tr>
<td>2/3/2021</td>
<td>10:00am-11:00am</td>
<td>How to Use Classroom Technology*</td>
</tr>
<tr>
<td>2/4/2021</td>
<td>10:00am-11:00am</td>
<td>Adobe Spark~</td>
</tr>
<tr>
<td>2/10/2021</td>
<td>2:00pm-4:00pm</td>
<td>Excel #1: Foundations~</td>
</tr>
<tr>
<td>2/12/2021</td>
<td>2:00pm-4:00pm</td>
<td>Excel #2: Using Tables and Charts~</td>
</tr>
<tr>
<td>2/15/2021</td>
<td>2:00pm-3:30pm</td>
<td>Excel #3: Modifying Spreadsheets &amp; Group Collaboration~</td>
</tr>
<tr>
<td>2/17/2021</td>
<td>2:00pm-3:30pm</td>
<td>Excel #4: Pivot Tables, Pivot Charts and Data Analysis Tools~</td>
</tr>
</tbody>
</table>
Register in OwlTrain for any UITS Workshops.

Symbol Guide:
* Recommended for New Faculty
~ Recommended for Staff

Annual Required Training due 12/24

Reminder: All KSU employees are required to complete annual training as a condition of employment. Details and instructions for completing these courses may be found here. Managers, to check the training completion status of your direct reports, please log in to Owl Express > Authenticate Using DUO > Employee Services > Training Dashboard.

Due Thursday, December 24, 2020

- KSU Conflict of Interest Training
- Clery Act Refresher Training
- USG Cybersecurity Awareness Training
- (Recommended) Human Trafficking Awareness Training
- Sexual Misconduct Prevention and Awareness Training

Past Due – If delinquent, please complete these courses:

- USG Required Ethic Training
  (Past Due as of January 31, 2020)
- NEW: Faculty/Staff Return To Campus Training
  (Past Due as of August 17, 2020)
- KSU Driver Qualification Program
  (Due annually from the last completion)

For technical issues with training, please contact service@kennesaw.edu.

PERKS PROGRAM HIGHLIGHTS

Sushiology
1615 Ridenour Blvd, Suite 207, Kennesaw, GA, 30152
KSU faculty and staff receive a 10% discount on any dine-in or take-out orders (excluding alcohol) with a valid KSU ID. Not valid with any other offers/discounts.

SEE MORE PERKS>>
IT BENEFITS YOU TO KNOW...

If you are enrolled in Supplemental Life Insurance, please note that those premium amounts are both salary AND age-based. If you experienced a 5 or 10-year birthday milestone in 2020, you will see a change in your life insurance premiums on your first paycheck of 2021.

<table>
<thead>
<tr>
<th>Age</th>
<th>Rate/$1,000/month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under 25</td>
<td>$0.057</td>
</tr>
<tr>
<td>25-29</td>
<td>$0.066</td>
</tr>
<tr>
<td>30-34</td>
<td>$0.083</td>
</tr>
<tr>
<td>35-39</td>
<td>$0.091</td>
</tr>
<tr>
<td>40-44</td>
<td>$0.109</td>
</tr>
<tr>
<td>45-49</td>
<td>$0.143</td>
</tr>
<tr>
<td>50-54</td>
<td>$0.212</td>
</tr>
<tr>
<td>55-59</td>
<td>$0.384</td>
</tr>
<tr>
<td>60-64</td>
<td>$0.590</td>
</tr>
<tr>
<td>65-69</td>
<td>$1.175</td>
</tr>
<tr>
<td>70 and over</td>
<td>$2.026</td>
</tr>
</tbody>
</table>

For more information on your USG Supplemental Life Insurance Plans please visit the USG website and/or download this flyer.

Tap Waivers

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.

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.

HAVE QUESTIONS?

- Do you have MSS questions that you would like to see answered in this article?
- Do you still have questions when you are trying to fill out MSS transactions?
- Do you have an idea for an MSS topic that hasn’t yet been covered?
- Have you found a tip or trick that helped you to use MSS more effectively?

IF YOU ANSWERED "YES!", WE WANT TO HEAR FROM YOU!
Send an email to hrnewsletter@kennesaw.edu to submit your suggestion or idea.

Please limit responses to suggestions related to article content. (Suggestions related to system performance or improvement should not be submitted to the newsletter email.)

WELCOME NEW KSU OWLS

Employees Hired in November 2020

Alan Keith Blake  
Environmental Health Safety

Maria Pantoja Sanche  
Building Services

Kelly Harden  
University Information Technology Services

John Wolfe, Jr  
Public Safety
Zachery Meehan
Enrollment Customer Service
Center - Marietta