

Protect the Nest

COVID-19 Vaccination

The Georgia Department of Public Health has designated Kennesaw State University as a distribution site to provide vaccinations directly for all students, faculty, and staff during spring and summer semesters of 2021. KSU will partner with Wellstar Health Systems to provide vaccinations to our campus population.

One of our top priorities will be to provide transparent and accurate information throughout the vaccination phases. Please closely monitor your email and trust only official KSU communications. Visit the [KSU COVID website](#) for the most up-to-date information.

Additional Information

Please visit the [Centers for Disease Control and Prevention website](#) to find additional details about COVID-19 vaccines.

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.

2020 ePerformance Evaluations are now available

2020 Performance Evaluations have been created and are now in your queue in [OneUSG Connect](#). Managers may communicate to their staff the desired completion date for self-evaluations. HR recommends these be completed no later than February 1, 2020, in order to allow supervisors ample time to complete their portion of the evaluation and submit it for next level review. **Evaluations should be completed in ePerformance by March 1, 2020.** [Click here](#) to review the ePerformance workflow steps that must be completed by March 1, 2021.

Managers, please remember that you must have a completed evaluation on file no later than March 1, 2020, for each of your direct reports in order for you and your employees to be eligible for any possible merit increase.

[To learn more about ePerformance or to review training, click here >>](#)

Staff Compensation Study

Human Resources is pleased to announce that we have received approval to move forward with the completion of the first phase of the Staff Compensation Study. This effort included the creation of new job descriptions for staff positions across the university along with the creation of titles that more accurately describe each role. These descriptions were then used to review market salary data to develop a new staff salary structure for the university.

As a reminder, this phase of the project had the following goals:

- Update titles and job descriptions to more accurately reflect the job;
- Complete a market study to ensure we are competitive so we can continue to hire strong talent;
- Bring current staff into new pay ranges

Communications have begun to those employees who will change FLSA status to allow them ample time to prepare for the pay frequency change. Changes regarding pay and titles are in the process of being communicated and will continue over the next couple of weeks.

More details will be shared soon in a subsequent campus email. At that time, we will introduce our new Compensation website that includes a new job description library, pay grades, FAQs, and more. Stay tuned!

Check your Paycheck

Now that Open Enrollment for 2021 has ended, we urge you to log in to OneUSG Connect to check your January paycheck to ensure that your deductions are correct. If you find that your information is incorrect, please call the OneUSG Connect – Benefits Call Center at 1-844-587-4236.

JANUARY PAYCHECK REMINDERS:

- Changes made during open enrollment are reflected on this check.

THINGS TO LOOK OUT FOR:

- You can view your tax withholding status in the upper right section of your pay statement. If you need to make changes, you can do so in the ESS portal any time throughout the year.
- You can also view your itemized deductions, taxes, and employer contributions. Please review each section to ensure all are correct.
- Check Employee Self Service in OneUSG to verify all personal information is correct and up-to-date.
- Reminder for 10-month faculty and staff: You will see your monthly premium amounts include a portion of the pre-payment for the months of June and July (known as 7/5ths for faculty and 14/10ths for staff).

PLEASE NOTE: The premiums for your salary-based benefits (disability and life insurance) may have increased based on your age, if your age ends in 0 or 5 as of January 1, 2021.

Have questions? Please contact the Benefits team at benefits@kennesaw.edu

Attention FSA & HSA Participants

If you enrolled in a Flexible Spending Account (FSA) or Health Savings Account (HSA) during Open Enrollment for 2021, please make sure you have completed your Optum account setup if you have not done so already. If you have not activated your Optum account, please see below for instructions on how to complete the process.

ACTIVATION STEPS FOR NEW USERS:

1. Visit <https://mycdh.optum.com> and click on "**Participant Log In.**" (For added security, you may copy and paste the URL into your web browser.) A new browser window will appear. Click on "Create your new username and password."
2. A "**User Identification**" box will appear. Follow the onscreen instructions, filling in your first name, last name and zip code and then either your Social Security Number or Employee ID. Click the "**Next**" button.
3. Select and answer five security questions and click "**Next.**" For security reasons, you may be asked one of these questions when completing certain account functions.
4. The system will generate a username for you; you will need to create a 8-20 character password that includes a upper and lower case character, a number and a special character such as \$!@?*=~+ . Please make a note of your username and password and keep it safe. Click "**Submit**"
5. **Congratulations!** Your account is activated and you can now set up your account beneficiaries, order additional cards for dependents, set up your bank information for convenient reimbursement options and download our mobile app.

Have questions? View our FAQs at <https://mycdh.optum.com> or contact Optum Consumer Services at 877-470-1771 24 hours per day, 7 days per week.

Attention Managers/Business Managers: Position changes unavailable

Just a friendly reminder...

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.**

Fun & Free

Resources Available to KSU Faculty and Staff

1. **Stream thousands of critically-acclaimed movies**, inspiring documentaries, award-winning foreign films, and more. Visit kennesaw.kanopy.com and login with your KSU email address and password to explore a world of streamable movies. [Visit Kanopy](#)
2. **Check out audiovisual equipment** like cameras, tripods, PA systems and so much more. Visit the A/V checkout page at avcheckout.kennesaw.edu/patron and log in with your KSU netID and password. [Visit A/V Checkout](#)
3. **Live and self-paced online training classes** will help you grow new skills. Learn about technology tools, business skills, well-being, and hundreds of other topics. Login to OwlTrain.kennesaw.edu with your KSU netID and explore hundreds of courses. Click "Browse the Library" at the top of the page to take a look around. [Visit OwlTrain](#)

Introducing New Health Programs through Livongo for 2021

We're excited to announce that the University System of Georgia (USG) has partnered with Livongo to offer new health programs for eligible employees or eligible spouses enrolled in the USG Anthem healthcare plans.

The programs through Livongo will help employees work towards health goals, get guidance on healthy habits, and receive personalized health coaching. Employees will find support for diabetes, weight, blood pressure, stress, and more. An iPhone or Android smartphone is needed to participate in some of the programs offered through Livongo.

The programs are offered at no additional cost to eligible employees, retirees not yet 65, and spouses enrolled in one of the USG Anthem healthcare plans that meet criteria such as having a diabetes diagnosis or a risk score based on a CDC questionnaire.

More information will be shared over the next several weeks. We hope you will consider this valuable program.

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 January is The Office of Undergraduate Admissions.

Undergraduate Admissions Creates Excellence During Pandemic

Kennesaw State University Owls have never experienced a pandemic, which means more care, personalized attention and empathy must be given during this time. The success of KSU depends on the enrollment and retention of our student body. The Office of Undergraduate Admissions has made extraordinary efforts to meet the needs of KSU students in these unprecedented times.

The Office of Undergraduate Admissions has pivoted quickly for prospective students and families during the pandemic by offering specialized virtual information sessions multiple times a week. Sessions offered are for freshman, transfer, dual enrollment and international students. Because these information sessions have been posted on social media, they are accessible 24/7 which means we are able to reach more students than ever before.

Another program the Office of Undergraduate Admissions offered was [Virtual Open House](#). This weeklong event was hosted on the social media platforms of Facebook, YouTube and Instagram. Prospective students were able to tune in and hear from a representative of their college of interest and ask questions live!

The beauty of using these social media platforms is students are able to go back and re-watch or share the information with others. Daily Campus Tours, opened back up in September, have been at capacity while all health and safety guidelines are followed. The smaller group sizes have allowed for more individualized attention to prospective students and their families. Undergraduate Admissions has not slowed down their recruitment efforts and have been recruiting the Fall 2021 class since the beginning of August.

The Enrollment Services Division as a whole has not slowed down a bit during this pandemic. They continue to keep students the center of KSU's universe and try to help them be successful and have a great experience as an Owl, especially during this pandemic. There is tremendous joy in seeing students achieve their academic goals and dreams at KSU. The success of the ESS division would not be possible during this time without their campus partners. ESS thanks you all for assisting with their efforts of keeping the students first.

Hooty Hoo and Go Owls!

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.

- 2021 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!

Vendor	Financial Advisor Email	Phone
Fidelity	Andrea Leota Andrea.Leota@fmr.com	404-330-4815
TIAA	Eric Berry eberry@tiaa.org	770-512-3512
VALIC	Thomas O'Brien thomas.o'brien@valic.com	470-217-0966

[Schedule your virtual appointment here](#)

Reframing Your World

Discover the practical ways to reframe your perspective to live a more present and positive life.

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 January 19, 2020, at noon Eastern Time (EST)

Toll-free: 844-243-4440

Website: <http://www.eaphelplink.com/>

Company Code: USGCARES

[Click here for a full listing of the upcoming 2021 topics](#)

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](#).

Kennesaw State University Faculty and Staff Technology Workshop Schedule

Winter 2021

Date	Day	Time	Workshop Title
1/6/2021	Wednesday	10:00am-11:00am	Getting Started with Teams*
1/7/2021	Thursday	10:00am-11:00am	Getting Started with Zoom*
1/8/2021	Friday	10:00am-11:00am	Getting Started with D2L*
1/11/2021	Monday	10:00am-11:00am	D2L: Rubrics*
1/12/2021	Tuesday	10:00am-11:00am	D2L: Gradebook*

1/13/2021	Wednesday	10:00am-11:00am	Using Classroom Technology*
1/14/2021	Thursday	10:00am-11:00am	D2L: Groups*
1/14/2021	Thursday	2:00pm-3:30pm	OmniUpdate~
1/19/2021	Tuesday	11:00am-11:30am	Breakout Sessions in Zoom*
1/21/2021	Thursday	10:00am-11:00am	Kaltura MediaSpace*
1/26/2021	Tuesday	10:00am-11:00am	Getting Started with Teams*
1/28/2021	Thursday	2:00pm-3:00pm	Getting Started with Zoom*
2/3/2021	Wednesday	10:00am-11:00am	How to Use Classroom Technology*
2/4/2021	Thursday	10:00am-11:00am	Adobe Spark~*
2/10/2021	Wednesday	2:00pm-4:00pm	Excel #1: Foundations~
2/12/2021	Friday	2:00pm-4:00pm	Excel #2: Using Tables and Charts~
2/15/2021	Monday	2:00pm-3:30pm	Excel #3: Modifying Spreadsheets & Group Collaboration~
2/17/2021	Wednesday	2:00pm-3:30pm	Excel #4: Pivot Tables, Pivot Charts and Data Analysis Tools~
2/19/2021	Friday	2:00pm-4:00pm	Excel #5: Advanced Functions and Tools~

Workshop Color Code:

- Creative Tools
- D2L
- Website
- Web Conferencing Tools
- Classroom Technology
- Resources: Respondus LockDown Browser/Kaltura MediaSpace/Ally

Symbol Guide:

- * Recommended for New Faculty
- ~ Recommended for Staff

All workshops will be held as live webinars. Register on OwlTrain.Kennesaw.edu

When you register for the workshops on OwlTrain.Kennesaw.edu, you will receive a link to attend the live session.

PERKS PROGRAM HIGHLIGHTS

FLYING BISCUIT CAFÉ

1450 Barrett Pkwy, Suite #410, Kennesaw, GA 30152

Though they are famous for their grits and biscuits, their loyal guests throughout the Southeast come to enjoy breakfast, lunch, and dinner throughout the day. Enjoy 10% off with your valid KSU ID.

[SEE MORE PERKS >>](#)

IT BENEFITS YOU TO KNOW...

As you experience changes in your life, it is a good idea to verify that you have the correct individuals named as the beneficiaries on your accounts.

Life Insurance:

Please log in to [OneUSG Connect - Benefits](#) to check or make changes to your beneficiaries for your life insurance.

Retirement & Savings accounts:

Contact your vendor to make changes.

WELCOME NEW KSU OWLS

EMPLOYEES HIRED IN DECEMBER 2020

Claudia Marguin

University Information Technology Services

Todd Whitten

University Information Technology Services

Jessika Simeon

Public Safety

Renita Wiley

Public Safety

Ashley Ventura

Enrollment Services – Student Financial Aid

Austin Wilson

Enrollment Services – Career Planning &
Development