Preparing for Fall 2021

As our faculty and staff return to campus for the Fall 2021 semester, we have a few important reminders for you.

COVID Vaccine and Testing Updates
All active KSU employees are eligible and encouraged to receive the COVID-19 vaccine on campus. Please call (404) 578-6644 to schedule your vaccination appointment. Click here for COVID-19 testing options for Faculty/Staff.

Already Vaccinated? Face covering not required
Not Vaccinated Yet? Please wear a face covering

Requesting Door Access
Door Access will grant Faculty access to classrooms for the Fall 2021 semester based on the courses Faculty are registered to teach in Banner. All Faculty will receive an email confirmation with these details at the start of the semester. If you need to request additional door access, click here for detailed instructions.

Parking Permits
If you returned your permit while working from home, you must purchase a new Faculty/Staff parking permit before returning to campus. Visit the Parking Portal to confirm that you have an active parking permit and that the make, model, and license plate information is listed correctly for each vehicle that you drive to campus.

Did you know?
Parking and Transportation has added 93 Faculty/Staff parking spaces on the Kennesaw Campus. To view all Faculty/Staff parking areas, click here.

Share Your Course Materials Requirements with the KSU Bookstore
Call (470) 578-6261 or email books@kennesaw.edu to confirm the title(s), author(s), edition(s), and ISBN(s) of all textbooks for your courses so the bookstore can have them ready for your students.

If you have any questions, please contact the Talon One Service Center at (470) 578-8663 (T-ONE) or talonone@kennesaw.edu.

Update Your Talon Card
Remember to update your Talon Card at a HotSpot to refresh your door access. Hold your Talon Card up to the HotSpot until the flashing/beeping stops, then repeat every seven days. Click here to view a list of HotSpot locations.
HotSpot:

1. Hold your Talon Card (KSU ID) to the HotSpot
2. Wait until the flashing/beeping stops
3. Repeat every seven days

Need a Replacement Talon Card?
If you need a new Talon Card, visit the Talon One Service Center on either campus.

Office Hours: Monday – Friday | 8 AM – 5 PM

Kennesaw Campus Location:
James V. Carmichael Student Center – 1st Floor

Marietta Campus Location:
Joe Mack Wilson Student Center – 2nd Floor

Women’s Leadership Institute
Sept 2021 - August 2022

NOW ACCEPTING APPLICATIONS THROUGH 7/30!

Kennesaw State University’s Women’s Leadership Institute (WLI) provides current staff and faculty with opportunities for professional growth and individual development. Participants will engage in activities and discussions designed to build upon key leadership skills as well as make connections with members of the KSU community and the community at large.

Session topics include:

- Coaching
- Women in Leadership
- Change Management
- Negotiation and many more!

WLI offers cohort participants a chance to gain valuable insight into leadership competencies that will prepare them for future roles in the university. Those who participate will, in turn, play an important role in helping to meet the demands of our student-focused, research institution.

“WLI helped me strengthen my connections with other women and departments on campus. Through WLI, I found women I could relate to, learn from, and problem-solve with all while taking in new skillsets to help me grow as a professional.” – Tiffany Hartz, 2020 cohort graduate

To learn more and apply visit:
hr.kennesaw.edu/WLI
Thank You

Thank you to everyone who joined us at the various events during Employee Appreciation Week. We sincerely hope you feel appreciated for all that you do.

Once again, congratulations to our Scavenger Hunt winners:

Kennesaw Campus Swag bags: Lillian Valdez, Tonya Clark, Daniel Audia, Chad Rowlette, and Fisner Antoine.

Marietta Campus Swag bags: Christina Turner, Kristin Barnhill, Kyra Calhoun, Joseph Yaccarino, and Denise Tucker.

Grand prize winner: Connie Woolsey, who received 4 tickets to the Georgia Tech vs KSU football game on 9/11/21 at Georgia Tech.

Have a suggestion for an Employee Appreciation event?
Email your ideas to hrnewsletter@kennesaw.edu

Hit One to the Gap, Take Home a Cap!

Tickets on sale now!

For KSU Night at the Braves!

August 10, 2021 – Truist Park – Hank Aaron Terrace

Pre-Game: 5:00-7:00 P.M.
First Pitch: 7:20 P.M.

Pre-Game Giveaways and Drawing, meet-and-greet with Milton Overton, KSU Athletic Director

GET TICKETS

A portion of ticket sales will support the GAP scholarship fund, which provides hard-working students the opportunity to complete their degrees.

New Parental Leave Policy

Effective July 1, 2021, USG employees who meet the eligibility criteria and experience a qualifying life event as defined below may request parental leave.

Employee Eligibility. An eligible employee is defined as a full-time regular, part-time regular, or temporary employee who has been employed with the USG for at least 6 months of continuous service and has worked a minimum of 700 hours over the six (6) months immediately preceding the parental leave qualifying event.
Qualifying Life Event. The following are eligible qualifying life events:

a) The birth of a child of an eligible employee.
b) The placement of a minor child for adoption with an eligible employee; and
c) The placement of a minor child for foster care with an eligible employee.

Key Provisions of the Parental Leave Policy

- Eligible leave amount: Up to a maximum of 120 hours of paid leave.
- The maximum of 120 hours is the same, regardless of the number of qualifying events within the year and across USG institutions.
- Leave may be used on a continuous or intermittent basis.
- Unused leave does not carry over for future use.
- Parental leave has no cash value upon separation.

Requests for Paid Parental Leave

Employees must provide their supervisor and HR with notice of the request for leave at least 30 days prior to the proposed leave date (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

Should you have a need for parental leave, please visit the Parental Leave website to review the information and submit a request.

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 July is the Stingers Dining Team.

Stingers...

The Stingers Dining Team on the Marietta Campus provides campus with an all-you-can-eat facility for faculty, staff & students. On a normal weekday, they serve about 2000 meals per day to the campus community. They also host many events within the dining hall ranging from the ever so popular Stingers Steakhouse, Trivia Night, Bingo Night, and of course, Cram Jam.

In March of 2020, Stingers had to shut down operations immediately due to COVID. Overnight they had to figure out how to get meals out to students who simply could not get home right away. Luckily, they had enough food on-site to pack boxed meals for students throughout the day and for the remaining weeks of the 2020 Spring Semester.

Each manager came in on a specific day during the week to run the meal pick-up shift.

The students who were left on campus were able to pick up their meals for the entire day. This became the new normal for the remainder of the school year.

Summer was filled with an abundance of Teams meetings to come up with processes, procedures, and menu items to facilitate the new school year with a service plan that looked like nothing the Dining team had operated before.

The revised plan included new cleaning task sheets that were timed for high touch areas, foodservice grade peroxide that killed germs on tables within 20 seconds of spraying, social media collateral to introduce the new service model, and the now ever-so-popular Grub-Hub addition.

They also launched Grub-Hub for those who did not feel comfortable dining in. Guests could order online through the app and pick up their to-go orders. Students who dined in were also able to use the app to order a meal for later while they finished up dinner to pick up on their way out. Additionally, they hosted late-night Pizza Pop-up events where Grub-Hub hours were extended for guests to order large pizzas to go. Due to its popularity, Grub-Hub is here to stay!
Dining Services has upgraded to Grub-Hub’s iPad pick-up system that allows them to let all faculty, staff, and students know when their food is ready in real-time. The Stingers Dining Team does not see this fan-favorite going anywhere soon and looks forward to coming up with new ways to serve the campus community.

Have you submitted an HR ticket in ServiceNow?

Follow these easy steps to submit a ticket today!

1. Simply go to http://service.kennesaw.edu/
2. Login using your NetID and password in the upper right corner
3. Click on the "Human Resources" tile
4. Select "Service Request"
5. Browse the Help Topics and select the category that best matches your request
6. Complete the Request form & click “Submit”

Once you have submitted your ticket, you’ll receive an email that confirms we’ve received your message.

This new process will allow HR to provide enhanced customer service through automation tools that streamline and consolidate our processes and ultimately increase user satisfaction.

Watch this space for continued information and updates.

JULY 2021

Maximizing Your Summer Break

Learn some straightforward and effective ways to make the most of your holidays and maximize moments and memories for you and your family.

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 July 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
Counseling and Psychological Services

As part of USG and KSU's Mental Health Initiative, Counseling and Psychological Services offers QPR Suicide Prevention Training to faculty and staff. A top priority of the initiative is to equip the entire campus with the awareness, knowledge, and skill needed to provide a community of support that facilitates optimal performance of students, faculty, and staff.

QPR is designed to help you recognize someone who may be considering suicide and consist of three life-saving skills.

QUESTION... the person about suicide.
PERSUADE... the person to get help and,
REFER... the person to the appropriate resource.

Learn how to recognize the warning signs of suicide, know how to offer help, and how to get help and save a life.

REGISTER TODAY

Recruitment Corner

Creating Requisitions in Careers

Based on your feedback, effective Thursday, July 1, 2021, all KSU managers will now be able to create job opening requests for their respective departments upon receipt of approval for your position.

Once your positions have been approved via the Critical Hire or the Hiring Request process, you will create the job opening request through OneUSG Careers – Recruiting Self Service (RSS). For step-by-step details on the staff hiring process, please visit the Talent Acquisition website.

New to OneUSG Careers - Recruiting Self Service? Please watch this recorded training on Creating Requisitions in OneUSG Careers – RSS

What if I have already completed the training? If you have completed the Careers training, you may use the following resources to assist with requisition creation (Note: log in with NetID and password is required to access resources.)

Creating a job opening checklist
Creating a job opening (job aid with visuals)
Preparing a job offer job aid

Still have questions?
Please contact your Talent Acquisition Recruiter for additional assistance.
Perks Program Highlights
Kennesaw State Football

2021 Season Tickets
Faculty/Staff Discount

Starting at only $89 per seat + fees

Faculty/Staff season tickets include:

• Reserved seating
• KSU @Georgia Tech tickets on Sept. 11
• Payroll deduction options

For more information:
www.ksuowls.com/fstickets
470-578-OWLS or tickets@kennesaw.edu

SEE MORE PERKS>>

IT BENEFITS YOU TO KNOW...

LegalEASE can help ease the two biggest stresses - finding and paying for an attorney.

LegalEASE offers an insurance plan that provides support and protection from unexpected personal legal issues.

For more information, review page 42 of the 2021 USG Comparison Guide or visit legaleaseplan.com/usg.

Blackboard Collaborate Ultra to be Decommissioned

UI TS will be decommissioning Blackboard Collaborate Ultra.

New sessions may be recorded in Blackboard Collaborate Ultra until JULY 30, 2021, but users are strongly encouraged to shift to Microsoft Teams Meetings as soon as possible.

Existing videos and chat logs from sessions can be downloaded (until September 30, 2021) and migrated to Kaltura MediaSpace.

On October 1, 2021, all content (sessions and chat logs) in Collaborate Ultra will be automatically deleted and the service will be completely decommissioned from the KSU campus.
University Information Technology Services

Book a One-on-One or Group Training
Did you know that you can book a time to meet one-on-one with a technology trainer or book a group technology training session for your department or class?

Subscribe to the CIO Insight
The CIO Insight is a monthly newsletter that keeps readers up-to-date on what’s happening with campus technology. You can explore old issues here. Click here to subscribe.

Subscribe to the KSU Status Page
Get updates on the software you use most. Subscribe to text or email alerts and find out when there are scheduled maintenances, updates, and outages on the campus tools you use. Subscribe to the KSU Status Page today!

UIT JLY WORKSHOP SCHEDULE
Learn some new skills this summer in these quick and informative workshops! These are live, online sessions in Microsoft Teams. Simply click on the meeting date/time to join the session.

- Getting Started with Teams Meetings 7/13/21 10am-11am
- Excel #3: Modifying Spreadsheets and Group Collaboration 7/14/21 2pm-3:30pm
- Microsoft Teams for Teaching 7/15/21 10am-11am
- Qualtrics 7/19/21 10am-11am
- Excel #4: Pivot Tables, Pivot Charts, and Data Analysis Tools 7/21/21 2pm-3:30pm
- OmniUpdate Training 7/23/21 10am-11:30am
- Excel #5: Advanced Functions and Tools 7/28/21 2pm-4pm

WELCOME NEW KSU OWLS
EMPLOYEES HIRED IN JUNE 2021

Aaron Scott
University Information Technology Services (UITS)

Anna Craton
Grants

Brianna Jackson
KSU Dining Services

Abraham Johnson
Register & Records

Annalise Decherd
Student Recreation and Activities Center

Candace McCain
Marketing and Professional Sales

Adam McWhirter
Graduate and Professional Education – Academic Programs

Ansley Lloyd
Division of Global Affairs

Carly McGee
School of Art and Design
Alynn Gordon  
Psychological Science  

Anthony Guy  
Dance Theater Services  

Cody Seymour  
Strategic Communication and Marketing  

Anecia Jordan  
Graduate and Professional Education  

Ashley Ayala  
Molecular and Cellular Biology  

Cordeia Underwood  
KSU Dining Services  

Anita Perkins  
Graduate and Professional Education – Healthcare  

Audrey Allen  
Physics  

Dalia Acuna  
University Housing  

Daniel Ehme  
Engineering and Engineering Technology  

Brett Martin  
Enrollment Services  

Kellen Bewsey  
Athletics Administration  

Dann Doukore  
Facilities – Building Services  

Gaurav Kumar  
Science and Mathematics  

Kelsey Mrkvicka-Olovson  
History & Philosophy  

David Collins  
Grants and Research  

Grant Rivera  
Educational Leadership  

Kenneth Bridges  
Fiscal Services  

Denia Carabajal  
Elementary and Early Childhood Education  

Hadzira Frljic  
KSU Dining Services  

Kerry McCarthy  
Fraternity & Sorority Life  

Deondre Pelote  
Sports & Recreation  

Harley Bauer  
Dance Theater Services  

Kisha Henderson  
KSU Dining Services  

Dominiquetric Simpson  
Grants  

Isaac Burrier  
Dance Theater Services  

Kymberly Hope  
Athletics – Women’s Basketball  

Edward Dascanio  
Grants  

Jacob Medlin  
Grants  

Leon Humphrey  
Enrollment Services  

Edwin Zheng  
University Information Technology Services (UITS)  

Janie Mitchell  
Athletics – Women’s Basketball  

Levis Owino  
University Information Technology Services (UITS)  

Elijah Gonzalez  
Admissions  

Janieria Dupree  
Enrollment Services  

Maddison Kemp  
Molecular and Cellular Biology  

Ella Weaver  
School of Art and Design  

Jenevieve Goss  
School of Art and Design  

Margaret Lokey  
Student Recreation and Activities Center  

Erin Thorne  
Athletics – Women’s Golf  

Jessica Carter  
Chemistry and Biochemistry  

Mariah Slaughter  
Residence Life  

Evelyn Aguilar Ferrera  
Admissions  

Joesph Speed  
Athletics – Football  

Marilyn Bell  
School of Art and Design
Martha Troncoza
Marketing and Professional Sales

John McDowell
University Information Technology Services (UITS)

Sravanthi Munagala
Computing and Software Engineering

Mary Chon
Ecology, Evolution, and Organismal Biology

Kaylon Cotton
Grants

Steven Tilley
Public Safety

Matthew Cosby
Strategic Communications and Marketing

Norman Reid
Esports Program

Susan Beidler
Nursing

Matthew Walter
Athletics – Women’s Basketball

Ortensia Cerda
Architecture and Construction Management

Thatcher Phillips
Sports and Recreation

Megan Volpert
Interdisciplinary Studies

Philip Wirsig
Strategic Communications and Marketing

Tiffany Layden
Human Resources

Miracle Elonu
Card Services Office

Prachi Gala
Marketing and Professional Sales

Walter Giles
Facilities – HVAC

Monique Mavour
University Information Technology Services (UITS)

Quincy Smith
Graduate and Professional Education – Academic Programs

Wesley Herring
University Information Technology Services (UITS)

Nicole Mason
Marketing and Professional Sales

Robert Smith
University Information Technology Services (UITS)

Whitney Green
Environmental Health & Safety

Nina Eisenheim
Theatre and Performance Studies

Sacury Derowitsch
KSU Dining Services

William Edmonds
Exercise Science and Sport Management

Noelle Cobb
Athletics – Women’s Basketball

Sarah Chastain
School of Art and Design

Zane Atkinson
University Information Technology Services (UITS)

Shanika Moore
KSU Dining Services