Protect the Nest

Campus Town Hall on Vaccines

Kennesaw State University will host a virtual Campus Conversation for faculty and staff on Wednesday, March 24 at 12 p.m. A panel of experts will present information about the COVID-19 vaccine and KSU's vaccine distribution plan. The panel will also answer questions submitted by faculty and staff in advance of the event.

Ask the Experts: What You Need to Know about the COVID-19 Vaccine Wednesday, March 24 | Noon – 1 PM

The session will be broadcast LIVE here. Faculty and staff can use their Kennesaw State email address and password to access the conversation.

Panel Members
Danny Branstetter, MD, Director of Infectious Disease at Wellstar Health System
Jeffrey Hines, MD, Wellstar Health System
Lisa Crossman, Deputy Director of Cobb and Douglas Public Health

Faculty and staff are encouraged to review the information and FAQ's available on the COVID-19 vaccine webpage and submit any additional questions here by Sunday, March 21.

We hope you will be able to join us for this important discussion and thank you for all your efforts to Protect the Nest.

KSU COVID-19 Vaccine Team

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.
Fall 2021 Info Sessions

Please join VP of Administration - Tricia Chastain, AVP of Human Resources - Karen McDonnell, and Provost - Kathy Schwaig as they conduct a series of campus-wide virtual meetings via Microsoft Teams to communicate important information and to allow the campus community to share ideas for a successful transition to Fall 2021.

Please note the following:

- These are open meetings. Please click on the dates on the right to link to each respective session.
- Please mute your mic and have your camera turned off (unless you are speaking).
- Use the Chat Box to type any questions or wait and use the “Raise Your Hand” feature to speak.

Upcoming Sessions

- **Friday, March 19** 2:00 – 3:00 p.m.
- **Monday, March 22** 2:00 – 3:00 p.m.
- **Thursday, March 25** 11:00 – 12:00 p.m.
- **Monday, March 29** 9:00 – 10:00 a.m.
- **Wednesday, March 31** 12:00 – 1:00 p.m.
- **Monday, April 12** 9:00 – 10:00 a.m.
- **Wednesday, April 14** 3:00 – 4:00 p.m.
- **Monday, April 19** 10:00 – 11:00 a.m.
- **Thursday, April 22** 10:00 – 11:00 a.m.
- **Tuesday, April 27** 12:00 – 1:00 p.m.

New Manager Orientation (NMO)

Are you a new manager or an experienced manager who might like a refresher? Human Resources offers a New Manager Orientation (NMO) for new and experienced employees with managerial responsibilities.

Topics include the following:

- Setting the Bar: Defining Expectations & Establishing Communication
- Introduction to Human Resources
- Navigating Manager Self Service (MSS)
- Employee Relations: Progressive Performance Management
- Understanding KSU's Compensation Guidelines
- Talent Acquisition & Onboarding

If you are interested in attending NMO, or if you are a manager who would like your direct reports in a managerial role to attend, please contact your [HR Business Partner](http://hrbusinesspartner.com).
OneUSG Connect will be unavailable April 9-11, 2021

OneUSG Connect will be unavailable to all University System of Georgia employees from 11:15 p.m., Friday, April 9, 2021, until 7 a.m., Sunday, April 11, 2021, while release 6.2 is put into production. During this time, Employee Self Service and Manager Self Service will not be available.

- Where applicable, KABA time clocks will remain available for use.
- OneUSG Connect - Benefits will remain available to employees and can be accessed from the USG Faculty and Staff Portal.
- Note that W-2s and pay statements will be unavailable for viewing and printing during this time so please plan accordingly.

Upcoming OneUSG Connect Time and Absence Changes

The process to submit time, approve time, and request absences will be changing soon as USG transitions to the new “Fluid” interface in OneUSG Connect with version 6.22 release on April 10, 2021. The user experience will be modified to have a more modern look and the flexibility to use Time & Absence on phones, tablets, and desktop devices.

The Time and Absence user experience changes include:

- Updated Time and Absence Dashboard
- Updated Timesheet Page Layout
- Updated Absence Request Page Layout
- New Absence Attachment Functionality
- Updated Approvals Menu

As it becomes available, more information and job aids can be found on the Payroll website at payroll.kennesaw.edu

Tuition Assistance Program (TAP) Portal Now Open

WHAT IS TAP?
The Tuition Assistance Program (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.

ELIGIBILITY
Be continuously employed in a full-time benefited position (1.0 FTE) for at least six months prior to the applicable TAP deadline for that semester.

APPLICATION PROCESS
For KSU employees, TAP applications are submitted through the TAP portal at http://www.kennesaw.edu/hrtap. This online application process includes electronic routing to the employee's supervisor on record with Human Resources. Employees must submit and supervisors must approve TAP applications through the TAP portal prior to the application deadline for applications to be considered for the TAP waiver. Please note that a new application must be submitted each semester.

Please Note: Part-time faculty seeking to attend classes in Nursing must also complete the USG Nursing TAP application form which must be submitted to the University System Office. The paper application must be signed by both the employee and supervisor and returned to TAP@kennesaw.edu by the TAP application deadline for the applicable semester.

DEADLINES
Summer Semester – April 15th (includes Maymester)
Fall Semester – July 15th (includes Decembermester)
Spring Semester – November 15th

Learn more>>

TAP Information Session
Have you been thinking about taking classes at KSU or another USG institution? Are you aware the USG has a Tuition Assistance Program available to help reduce the cost of classes for eligible employees? Would you like to know more about the program, referred to as TAP?

If you would like to learn more about the TAP program, or if you have questions about the program, please review the below recording of our TAP information session.

Video

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 March is the UITS Customer Support Services (CSS) team.

UITS Customer Support Services (CSS) Team Connects, Supports, & Serves
The Customer Support Services (CSS) team has been working tirelessly to support the KSU campus since
last Spring. Days before lockdown, over 100 laptops were prepared for deployment and distributed so that any employee who needed a device on which to telework, had one. Wi-Fi hotspots were also loaned to any employee without home internet, and later expanded to students as well.

Many members of the Technical Support Specialist (TSS) team had to shift from their usual role of classroom and office support to join up with the KSU Service Desk to provide campus support remotely. The team managed more than 95,000 calls and emails relating to a range of IT questions including VPN, D2L, OneDrive, Teams, Collaborate, Kaltura MediaSpace, setting up a workspace at home, and every sort of question about learning and working remotely.

The AV Circulation team stepped in to distribute additional technical equipment students and employees needed to be successful remotely.

Once back on campus, AV Circulation found ways to create socially distanced distribution methods to get people the equipment and devices they needed to work effectively.

There were a team of 8-12 people who remained on campus regularly (in rotation) to ensure any technical issues that required hands-on efforts, or in-person assistance could be handled. This team managed move requests and made sure that any campus technology issue was resolved as quickly as possible.

UITs partnered with the library to assist with the checkout and cleaning of keyboards and mice as well as providing tech support to students using the library. The CSS team has been hard at work ensuring that learning, working, and connecting the KSU campus won’t stop and users don’t ever have to miss a beat.

Coming Soon: ServiceNow is coming to HR!

HR is pleased to announce the impending implementation of the ServiceNow ticketing system. Using a service-centered model that offers a team approach, ServiceNow will triage incoming inquires allowing for improved communication and faster response times.

ServiceNow will also allow HR 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.

So, how will this work?
ServiceNow is extremely easy to use. In fact, the process is much like how you currently submit service tickets to UITS.

ServiceNow will be a fast and user-friendly way to get your HR questions answered and issues resolved!

Watch this space for continued information and updates.
Planning for Success

Explore the secrets behind being more organized and more efficient to help combat and reduce stress

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 March 16, 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

THE TWISTED KITCHEN
125 E. Barrett Pkwy - Suite 111 - Marietta, GA 30066

Twisted Kitchen aims to satisfy ALL pasta lovers out there, with their one-of-a-kind, homemade sauces. Their concept is simple, YOU are the Chef! Come through the door and tell us what you want and we’ll make just that out of fresh ingredients, sauces, seasonings, and spices. Enjoy a fresh, hot meal within 5 minutes! Enjoy 10% off with your valid KSU ID.

SEE MORE PERKS>>

IT BENEFITS YOU TO KNOW...

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.

FEMA & WELLSTAR COLLEGE

Emergency Preparedness & Career Paths

INFORMATION SESSIONS

Would you like to learn more about the Federal Emergency Management Agency or FEMA?
Please join one of our FEMA overview sessions to learn:

- What is FEMA?
- Career paths to explore within FEMA and the federal family.
- Actions students can take to prepare for a disaster.

**SAVE THE DATE**
March 16
March 24
April 1

TIME 6:30 PM to 7:30 PM
LOCATION Zoom

For more information contact:
Dr. Monica Nandan
mnandan@kennesaw.edu

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### Recruitment Corner

Interested in applying for campus jobs?
Did you know that you can set up email alerts for jobs in which you may be interested? Follow these simple steps below to set up your notifications.

1. Log in to OneUSG Employee Self Service
2. Click on the "Recruiting Self Service" tile
3. Click on the "Apply for Jobs" tile
4. Select "View all Jobs" from the menu
5. Under “Search Jobs” enter keywords such as job title, department, or specific skills and press the “Save Search” in the lower right corner.
6. Once the “Save Search” box appears, enter a name for your search, select the check box, and enter your email address.
7. The system will automatically send you alerts on this keyword for the next 3 months.

Note: You can review all of your saved searches and their expiration dates under “My Saved Searches” on the “Apply for Jobs” tab.
Welcome New KSU Owls
Employees Hired in February 2021

ANDREW BRUNSTING
Public Safety

DAVID COWART
Facilities - (HVAC)

MICHAEL FRIEDEL
University Information Technology Services

JANELLE LONDON
Human Resources

MAKAYLA PERNELL
Construction Management

JONATHAN RIVERA-PEREZ
Southern Polytechnic College of Engineering and Engineering Technology

JEAN BRAMLETT
Department of Instructional Technology

MIKE JUDGE
Intercollegiate Athletics – Men’s Cross Country

KATHLEEN MARCHMAN
Architecture

JANE LONDON
Human Resources

MAKAYLA PERNELL
Construction Management

JEAN BRAMLETT
Department of Instructional Technology

KATHLEEN MARCHMAN
Architecture

KATHLEEN MARCHMAN
Architecture

MICHAEL FRIEDEL
University Information Technology Services

LAURA HOWELL
Computing and Software Engineering

LAUREN HUFF
Human Resources

FRANK STROUPE
Public Safety

CHRISTINE HARKREADER
Writing Center

LAURA HOWELL
Computing and Software Engineering

STEPHAN WALTON
Intercollegiate Athletics - Women's Basketball

TAMICA JONES
Athletics Administration

TAMICA JONES
Athletics Administration