Join us for...Employee Appreciation Week
June 14- 18, 2021

June 14
Welcome Back Breakfast: Chick-fil-a biscuits Marietta & Kennesaw Campuses

June 15 – 110:00 AM-1:00 PM Marietta Campus Cookout; Kennesaw Campus Scavenger Hunt

June 16th – 11:00 AM – 1:00 PM Ice Cream Social Marietta & Kennesaw Campuses

June 17th – 11:00 AM – 1:00 PM Kennesaw Campus Cookout; Marietta Campus Scavenger Hunt

June 18th – 11:00 AM – 1:00 PM Staff Awards Luncheon (Invitation only); Family Movie Night: The Lion King Live Action – 5th 3rd Bank Stadium

More details coming soon via email and KSU Today!

Protect the Nest

Updated COVID-19 Guidance

Based on updated guidance from the Centers for Disease Control and Prevention (CDC) please note the following recommendations for all KSU faculty and staff.

- **Unvaccinated individuals** are **strongly encouraged** to continue to take preventive measures such as wearing a face-covering while inside campus facilities and socially distancing themselves from others when possible.
- **Fully vaccinated individuals** may resume campus classes and other activities without wearing a face-covering.
- As a reminder, we highly encourage all employees to frequently, and thoroughly, wash their hands to maintain good health.

As of **May 17, 2021**, employees may return to normal use of breakrooms, reception, and other common areas. Departments should return to pre-pandemic staffing no later than **June 30, 2021**, in order to provide full campus operations for fall semester.

**COVID Vaccine and Testing Updates**

COVID-19 vaccinations and testing are available for faculty and staff at the Wellstar Student Health Services clinic at 3215 Campus Loop Road. Please call (470) 578-6644 to schedule your vaccination or testing appointment.
Tax Development

The Consolidated Appropriations Act 2021

Continuation of Grace Period for FSA Changes

As part of the Consolidated Appropriations Act of 2021, many of the provisions of the CARES Act have been extended including changes related to Flexible Spending Accounts (FSA) - medical, dependent care, and limited purpose.

- **Extended Grace Period for 2020 Contributions**
  - Employees have until Dec. 15, 2021, to incur claims for their 2020 FSA balance
  - Employees have until Dec. 31, 2021, to file for reimbursement from their 2020 balance

- **Allow Mid-Year changes to Flexible Spending Account Contributions**
  - All changes are prospective and do not require a Qualifying Life Event (QLE)
  - Employees can start or stop contributing to an FSA
  - Employees can increase or decrease the annual contribution to their FSA
  - No refund of FSA contributions allowed (IRS rules)

Employees cannot drop or decrease contributions to their Healthcare FSA or Limited Purpose FSA below the amount for which they have already been reimbursed.

- **Extended Coverage for Dependents who Age Out (Dependent Care FSA only)**
  
  Employees with dependent(s) who turned 13 in 2020 can continue to use 2020 contributions and file for reimbursement, up to the day before their dependent turns 14 (in 2021).

  *E.g.* A dependent who turned 13 as of March 27, 2020, can use your 2020 dependent care FSA funds through March 26, 2021. File for reimbursement through December 31, 2021.

For questions contact the OneUSG Connect-Benefits Call Center at 844-587-4236.

Credits

The more you do, the more you earn.

It’s easy to earn rewards by making healthy decisions. The more you make, the more you’ll earn.

Want to earn $100? Register for 2021 USG Well-being Incentive Program

- Employees and spouses must complete the health assessment to be eligible to earn well-being credits and complete activities by **Sept. 30, 2021**
- Full-time employees and their spouses must be enrolled in a USG healthcare plan during the pay period in which the credit is paid, generally the last paycheck in November.
- Members will have access to resources surrounding diabetes education, prevention, and management as well as weight loss programming for those who qualify.
The Well-being program is entirely voluntary and confidential. USG has partnered with Virgin Pulse to maintain the confidentiality of your information which will not be shared with USG.

**Ready to get started?**

- Employees: Register through [OneUSG Connect – Benefits](#)
- Spouses: Register through [ourwellbeing.usg.edu](#)

For more information visit the [USG Wellbeing site](#)

*$100 per covered person

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**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 May is the Sports Medicine Unit in Athletics.

**Sports Medicine Unit Keeps Student Athletes Competition Ready**

The sports medicine unit within the department of athletics is responsible for our 450+ student athletes’ ability to safely compete and represent the University at the highest level.

They have worked with our NCAA conferences (ASUN and Big South), NCAA Sports Science Institute, USG, athletics medical providers, CDC, Cobb-Douglas Public Health, campus emergency management, and countless other partners to navigate the athletics department through safely competing during the COVID-19 pandemic.

The team has spent countless hours transferring their acquired knowledge and developing policies and procedures to support KSU’s athletes, coaches, and staff.

If it were not for their dedication, hundreds of student athletes would have been unable to compete in intercollegiate sports.

The sports medicine unit has been required to compile information, protocols, and best practices in response to COVID from many different sources. They had to quickly become experts in all things COVID in order to navigate the department through this time.

The team has worked with two laboratories to execute over 10,000 (and counting) COVID-19 surveillance tests to ensure the athletes were able to safely compete within the NCAA/USG/ Conference guidelines. Additionally, this unit has administered over 100 high-risk contact traces and successfully returned athletes to competition, post-quarantine and isolation, based on CDC and NCAA return-to-play requirements.

Prior to the pandemic, regular job duties included team rehabilitation, injury prevention, personal medical care, team safety training, and competing practices. All of their efforts have been focused on ensuring our student athletes have an impactful and successful experience at KSU.
ServiceNow has launched in HR!

We’re excited to release ServiceNow, a new ticketing system, that will allow you to easily submit HR requests & check the status online. Have a question about hiring, tuition assistance, or leave of absence? Follow these easy steps and submit your first ticket today!

1. Simply go to [http://service.kennesaw.edu/](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 an even better-quality service through automation tools that streamline and consolidate our processes and ultimately increase user satisfaction.

Watch this space for continued information and updates.

Congratulations!

The following employees have been nominated for a 2021 KSU Staff Award

Andrew Altizer
Julia Becker
Leah Bishop
Kim Bramham
Jennifer Clarkson
Mark D’Agostino
Kyle Curtis Darden
Semline Delva
Darian Hailes
Ben Huck
Brittney Jones
Carolyn Kuzontkoski
Bonna Lenyszyn

Melissa Lewis
Katerina Lynch
Jonathan Maxfield
Michelle McGinty
Mandy McGrew
Qing Qing Norris
Marsha Powell
Stacy Reeves
Jenna Rehm
Linda Rowlette
Celia Scragg
Melissa (Barrett) Sleet
Alyssa Smith-Allen

Paige Stafford
Marcy Stidum
Traci Stromie
Fola Teru
Andrew Tatnall
Sade Tramble
Shameka Wells
Erin Wylie

Team nominations:
Center for Young Adult Addiction and Recovery Team

Winners will be honored during employee appreciation week and announced in the June newsletter.

May 2021
Addressing Anxiety in an Uncertain World
Learn how to recognize and manage anxiety to actively combat the physical and mental effects in a practical way.

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 May 18, 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

You are not alone. May is Mental Health Awareness Month.
KSU supports mental health awareness.

Kepro, your Employee Assistance Program (EAP) is offering a series of live workshops centered around mental health and well-being. Use company code: USGcares

Recruitment Corner:
Managing Positions within MSS
Prior to submitting a request for a job opening or Critical Hire, please ensure your position reflects the accurate attributes in Manager Self Service (MSS).

This includes but is not limited to:

- Correct job title
- Job code
- Job description
- PT/FT status, etc.
- Reports to/manager

Reminder: these job attributes may need to be reviewed and updated due to the recent Classification and Compensation revamp.
If the information has not been updated in MSS, this may cause a delay or denial of the job posting in Careers.

Reach out to your HRBP for any questions regarding Managing Positions within MSS.

SAS has a resource called Position Inquiry for managers to review position attributes. Watch this video to learn how to locate a position number using SAS.

Position inquiry is available via a SAS report at the following link:

**HR-Position Inquiry for Managers Report**

After prompts are selected, click the "View Report" button (top or bottom right of screen) to see HR-Position Inquiry for Managers Report.

Technology is always changing...

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**PERKS PROGRAM HIGHLIGHTS**

**Jersey Mike’s Subs**
840 Ernest West Barrett Parkway NW Suite 122

Enjoy 10% off of your meal every day and upgrade your meal to a combo for free on Tuesdays & Thursdays (free chips and drink with purchase of regular or giant sub). Simply show your valid KSU ID to receive your discount!

[SEE MORE PERKS]>

**IT BENEFITS YOU TO KNOW...**

All compensatory time balances on record as of the pay period ending May 29, 2021, will be paid on the June 18, 2021, bi-weekly paycheck.
Compensatory time earned after May 29th will carry forward into the upcoming fiscal year.

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

WELCOME NEW KSU OWLS
EMPLOYEES HIRED IN APRIL 2021

Isabella Blanchard
Research Compliance

Antara Mukherjee
Human Resources

Michael Carroll
Campus Services

Sylvia Okonkwo
Enrollment Services – Marietta

Kevin Driscoll
Public Safety

Janessa Perez
College of Graduate and Professional Education – Admissions

Gina Gavin
Academic Affairs

Shuntee Sharpe
Fiscal Services

John Hreha
Student Financial Aid

Shanoe Smith
College of Computing and Software Engineering – Computer Science

Victoria Noyes
Student Affairs – Associate VP Initiatives

Francine Taylor
Fiscal Services

Taylor Mason
Graduate Admissions

Yolanda Montague
College of Graduate and Professional Education – Healthcare

Alexis Scott
Fiscal Services

Kristie Teasley
Student Financial Aid

Lillian Helmly
Dance Theater Services