ATTENTION MANAGERS!
ePerformance annual reviews for Staff are coming soon!

Please login to OneUSG Connect now to verify that your direct reports appear correctly. If any corrections are needed, an MSS action must be submitted prior to November 29th. You will receive a system-generated email prompt around December 11th, letting you know that your 2020 Performance Evaluations have been created and should be in your queue in OneUSG.

THANK YOU
TO KSU VETERANS OF ALL BRANCHES: Thank you for your sacrifice, your bravery, and the example you set for us all. In short, thank you for your service!

Reminder: Wear your Masks
Remember, all staff, faculty, students and visitors are required to wear face coverings inside campus facilities/buildings unless you are in a private office or dorm room.

Please be advised that face covering use will be in addition to and is not a substitute for social distancing.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Guidance on how to properly wear and launder a face covering can be found here. Specific questions regarding this can be directed to 470-578-5889 or return2campus@kennesaw.edu.

Need additional masks? Supervisors should email oem@kennesaw.edu in advance with the number of masks requested and time when they will pick them up.

Pickup locations are as follows:
Kennesaw Campus – Chastain Pointe 312
Marietta Campus – Office of Emergency Management, Department of Public Safety, Norton Hall.

Keep Safe & United
COVID-19 Information & Resources

Please know that Kennesaw State University is closely monitoring the COVID-19 / Coronavirus situation and will continue following the guidance provided by the University System of Georgia (USG), the Georgia Department of Public Health (DPH) and the Centers for Disease Control and Prevention (CDC).
If you have any illness – common cold, flu, cough – please stay home and take care of yourself until you are better.

If you are experiencing symptoms of the coronavirus please contact the COVID-19 Health Helpline at (470) 578-6644 and choose Option 1. Free Testing for KSU employees is also available by calling the helpline.

To report that you have tested positive for COVID-19, please complete the COVID-19 self-reporting form.

Stay updated:
Visit https://coronavirus.kennesaw.edu to stay informed of the latest COVID-19 updates, travel guidelines, student, faculty and staff resources, and Frequently Asked Questions (FAQs).

Take the COVID-19 self-assessment
On-Campus Student COVID-19 Testing Calendar
On-Campus Faculty/Staff COVID-19 Testing Calendar

If you have questions, please contact hr@kennesaw.edu

Safely Celebrating the Holidays Together

Thanksgiving is traditionally a time for family and friends to gather and celebrate together. Many of us travel near and far and often congregate in close proximity to others. However, in these unprecedented times, celebrating may look very different from that which we have become accustomed. This holiday season, consider how your plans can be modified to reduce the spread of COVID-19 to keep your friends, families, and communities healthy and safe. The Centers for Disease Control and Prevention (CDC) has issued guidelines for celebrating the holiday during the COVID-19 pandemic. Please enjoy this holiday season responsibly.

Happy Thanksgiving

Need a COVID-19 test?
Faculty and staff testing is available at the Wellstar clinics through December 17th, 2020 at the following locations:

Kennesaw Campus
Monday – Friday | 8:00 AM – Noon 3217 Campus Loop Road

Marietta Campus
Monday – Friday | 1:30 – 3:30 PM Outside the Student Recreation Center

DPH drive-thru testing is also available. Appointments are recommended but not required. For weekly schedules, please refer to the KSU COVID website.
FSA

Use it or Lose it!

FSA Reminder for Year End
As we are rapidly approaching the end of the year, please remember that the deadline for incurring health and dependent care Flexible Spending Account expenses for the 2020 plan year is December 31, 2020. All claims for FSA expenses must be submitted to Optum by no later than March 31, 2021 to be eligible for reimbursement.

The USG has approved a grace period that extends the period to incur expenses to March 15, 2021. However, claims for expenses incurred in 2021 that you would like applied to the remaining balance in your account for 2020 must be either be faxed to Optum or submitted via their website. If you use your Optum card, those expenses will be applied to your 2021 account and will not be automatically reimbursed from your remaining 2020 balance.

Changing Plans for 2021?
IMPORTANT NOTE for those changing from either HMO plan or the Comprehensive Care plan to the Consumer Choice High Deductible Health Plan for 2021:

If you contributed to a Healthcare Flexible Spending Account (FSA) in 2020 and want to contribute to a Health Savings Account (HSA) in 2021, the balance in your Healthcare Flexible Spending Account MUST BE ZERO ($0.00) as of December 31, 2020 for you to be eligible to contribute to an HSA as of January 1, 2021. If you have a balance remaining in your Healthcare Flexible Spending Account as of 12/31/2020 you Will NOT be Eligible to Contribute to an HSA until April 2021, and Only Expenses Dated 04/01/2021 and After will be eligible for reimbursement from your HSA Account.

HSA VS. FSA

Switching from a Health FSA to an HAS
If you currently have a general purpose Health FSA, but you want to choose an HSA-eligible plan this year, make sure you don’t get tripped up by a Health FSA grace period or carryover.

The easiest path? Spend your entire Health FSA funds before the end of the Health FSA plan year.

Grace Periods and Carryovers
FSAs operate under a "use it or lose it" rule, meaning if you don’t use the money in your FSA by the end of the plan year, the money will be forfeited. However, the IRS allows employers to choose one of two options (or neither):

1. Provide a 2.5 month grace period (to spend down funds), or
2. Rollover up to $550 of unused funds.
While, in general, grace periods and carryovers are a good thing, you need to be mindful of them when you move to an HSA.

**If Your Health FSA has a Grace Period**

- You must spend your entire Health FSA funds so you have a zero balance before the end of the twelve-month plan year (before the grace period starts).
- As long as you do this, you become HAS-eligible immediately at the end of the twelve-month Health FSA year (assuming that you are otherwise HSA-eligible).

**But...**

- **If you carry any balance into the grace period (even a single penny), you cannot become HSA-eligible until the 1st day of the month after the grace period ends.**
- This means you won’t be able to contribute to or reimburse yourself from your HSA until three full months into your new plan year.
  - The grace period is 2.5 months (beyond the twelve-month Health FSA plan year), and
  - HAS eligibility is determined on the 1st of every month, so
  - It’s three full months after the Health FSA plan year ends before you become HSA-eligible.

**Things to know about your PTO!**

**This month’s topic: Educational Support Leave**

Full time, regular faculty and staff are granted 8 hours of paid Educational Support Leave (ESL) each calendar year for the purpose of promoting education, student achievement, academic support, volunteerism, and to supplement work-life balance for employees. Employees may not receive pay for the volunteer services being rendered while using ESL. It does not rollover into subsequent calendar years, has no cash value, will not be paid out if unused, and cannot be used in place of sick leave or as vacation time.

Some examples of use of ESL:

- Participate in classroom activities, such as reading to a class or presenting on career day
- Tutor students (without receiving compensation)
- Proctor exams
- Attend award events, recognition ceremonies, or graduation exercises Volunteer for field day or chaperone field trips
- Attend open house functions and parent/teacher conferences

Next month's topic: Vacation Leave Time

For more information on leave time, please visit [our website](#).
2020 Vacation Hours Balance

This is a reminder that the Board of Regents allows faculty and staff to carry over a maximum of 360 accrued vacation hours to the next calendar year. After the end of the calendar year, each employee’s leave record is adjusted to reflect no more than 360 hours of accrued vacation hours.

As we approach the end of 2020, we encourage you to review your vacation balance by accessing OneUSG Connect. If you have any questions or concerns, please email payroll@kennesaw.edu.

Coming Soon!

Resource Website for Student Employees

This new website will feature resources for managers and student assistants. This site is expected to go live in December but will still be under construction. Once the site launches, please take a look to familiarize yourself with upcoming changes and let us know what else you would like to see on the site.

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 November are the Exposure Investigators.

Exposure Investigators
COVID-19 has caused a significant change in the form and focus of many employees at Kennesaw State University. For one group, it actually led to a complete change in job function. As the threat posed by COVID-19 loomed over the onrushing start of the fall semester, KSU took the initiative to form a COVID Dedicated Operations Center (C-DOC) staffed by personnel from many areas of the University.

These individuals were reassigned from their normal job duties and tasked with performing exposure investigation for confirmed cases of COVID directly related to Kennesaw State. This group has performed a vital task in keeping the faculty, staff, and students of KSU safe. James Westbrook, Manager of the C-DOC stated "this group has performed admirably in an ever-changing environment. They’ve kept up with changes from the CDC and Department of Public Health, addressed unexpected questions and issues that have arose, and maintained their sharpness and poise with every person they have interacted with."

The size of the Exposure Investigator group has waxed and waned to meet the demands of their duties. Overall, 15 people have worked cases as exposure investigators during the fall semester. Each one received specific training on how to perform contact tracing, what current CDC and Public Health guidelines were, and how to use the COVID-19 contact tracing software platform. Every Exposure Investigator who has worked in the COVID Dedicated Operations Center has worked hard to keep all KSU students, faculty, and staff safe.

Many thanks to the following Exposure Investigators

<table>
<thead>
<tr>
<th>Julia Allison</th>
<th>Tamara Hinton</th>
<th>Ann Schroeder</th>
</tr>
</thead>
<tbody>
<tr>
<td>Christopher Brayton</td>
<td>Jeannette Huntington</td>
<td>Havan Temesghen</td>
</tr>
<tr>
<td>Cynthia Burton</td>
<td>Cecilia McDaniel</td>
<td>Julie Tims</td>
</tr>
<tr>
<td>Jamie Case</td>
<td>Vickie Moody</td>
<td>Brittany Trambauer</td>
</tr>
<tr>
<td>May Harrell</td>
<td>Jenna Rehm</td>
<td>Julie Wilson</td>
</tr>
</tbody>
</table>

OneUSG Connect will be unavailable 6 p.m. Dec. 4 – 7 a.m. Dec. 8, 2020

OneUSG Connect will be unavailable to all University System of Georgia employees from 6 p.m. Friday, December 4, until 7 a.m. Tuesday, December 8, while a new release is put into production. During this time, Employee Self Service, Manager Self Service and Careers will not be available. Additionally, the interface will be upgraded with a new user-friendly look and feel.

Please note:

- 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.
- W-2s and pay statements will be unavailable for viewing and printing during this time so please plan accordingly.
Building Resilient Muscles
Learn resilience by understanding yourself and identifying the mental obstacles that get in your 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 November 17, 2020, at noon Eastern Time (EST)

Toll-free: 844-243-4440
Website: www.EAPHelpLink.com
Company Code: USGCARES

Upcoming Seminars...

<table>
<thead>
<tr>
<th>DEC</th>
<th>Being Grateful</th>
<th>Know Your Strengths</th>
<th>Explore how confidence and a strengths-mindset can enable you to respond more creatively to challenges.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Available on Demand</td>
<td>Starting Dec 15th</td>
</tr>
</tbody>
</table>

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

**UI TS 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.*
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

2020 WORKSHOPS

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</th>
</tr>
</thead>
<tbody>
<tr>
<td>11/12/2020</td>
<td>2:00pm-3:00pm</td>
<td>D2L Rubrics*</td>
</tr>
<tr>
<td>11/16/2020</td>
<td>2:00pm-3:00pm</td>
<td>How to Use Classroom Technology*</td>
</tr>
<tr>
<td>11/17/2020</td>
<td>10:00am-11:00am</td>
<td>Using Respondus LockDown Browser*</td>
</tr>
<tr>
<td>11/18/2020</td>
<td>10:00am-10:30am</td>
<td>Breakout Sessions in Collaborate Ultra*</td>
</tr>
<tr>
<td>11/18/2020</td>
<td>11:00am-11:30am</td>
<td>Breakout Sessions in Zoom*</td>
</tr>
<tr>
<td>11/20/2020</td>
<td>2:00pm-3:00pm</td>
<td>OmniUpdate~</td>
</tr>
<tr>
<td>11/30/2020</td>
<td>10:00am-11:00am</td>
<td>How to Use Classroom Technology*</td>
</tr>
<tr>
<td>12/1/2020</td>
<td>10:00am-11:00am</td>
<td>Getting Started with Zoom*~</td>
</tr>
<tr>
<td>12/3/2020</td>
<td>10:00am-11:00am</td>
<td>D2L: Gradebook*</td>
</tr>
<tr>
<td>12/7/2020</td>
<td>10:00am-11:00am</td>
<td>How to Use Classroom Technology*</td>
</tr>
<tr>
<td>12/8/2020</td>
<td>2:00pm-3:00pm</td>
<td>D2L: Groups*</td>
</tr>
<tr>
<td>12/11/2020</td>
<td>2:00pm-3:30pm</td>
<td>OmniUpdate~</td>
</tr>
<tr>
<td>12/14/2020</td>
<td>2:00pm-3:00pm</td>
<td>Getting Started with Collaborate Ultra in D2L*~</td>
</tr>
<tr>
<td>12/15/2020</td>
<td>2:00pm-3:00pm</td>
<td>Using Zoom in D2L*</td>
</tr>
<tr>
<td>12/17/2020</td>
<td>10:00am-10:30am</td>
<td>Breakout Sessions in Zoom*</td>
</tr>
</tbody>
</table>

2021 WORKSHOPS (open for registration in December 2020)

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
<th>Topic</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>Date</td>
<td>Time</td>
<td>Workshop</td>
</tr>
<tr>
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<td>-----------------------------------------------</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>
<tr>
<td>2/19/2021</td>
<td>2:00pm-4:00pm</td>
<td>Excel #5: Advanced Functions and Tools~</td>
</tr>
<tr>
<td>2/19/2021</td>
<td>2:00pm-3:30pm</td>
<td>OmniUpdate~</td>
</tr>
</tbody>
</table>

Register in [OwlTrain](https://owltrain.kennesaw.edu) for any UITS Workshops.

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

**Annual Required Training**

Reminder: All employees of Kennesaw State University are required to complete annual training as a condition of employment. Details and instructions for completing these courses may be found [here](https://trainingdashboard.kennesaw.edu).

*Please note that the dashboard will reflect a completion date of Sept 30, however the new deadline is Dec. 24, 2020.*

**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)*

You can check the completion and due dates for these courses for you and your direct reports at the training dashboard in Owl Express by following the below steps.

1. Log-in to Owl Express at [owlexpress.kennesaw.edu](https://owlexpress.kennesaw.edu)
2. Click the Employee Services tab
3. Click Training Dashboard

A detailed guide for using this tool is available here.

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

For questions about content and requirements, please see the contact information listed for each course at cul.kennesaw.edu/required.php.

Perks Program Highlights

Hudson Grille
2500 Cobb Pl Ln NW, Kennesaw, GA 30144

KSU faculty and staff receive 15% off all food purchases with a valid KSU ID. This discount cannot be combined with any other offer, discount or promotion.

SEE MORE PERKS >>

IT BENEFITS YOU TO KNOW...

Don't forget to elect to receive your 2020 W-2 statements electronically by Dec. 31, 2020 by following the below steps:

1) Log into OneUSG Connect.
2) Click the Taxes tile from Employee Self Service.
3) Click W-2/W-2c Consent.
   a) If you have already consented in OneUSG Connect to receive W-2 or W-2c forms, your status will indicate “Consent received,” no further action is required.
   b) If your current status is “No consent received,” proceed to step four.
4) Click the box for “Check here to indicate your consent to receive electronic W-2 and W-2c forms.”
5) Click Submit.

Once your consent is given in OneUSG it carries forward each year and does not need to be repeated.

Recruitment Corner

Are you an internal candidate wanting to apply for a position? Read this to ensure you go about it the correct way!

As an internal candidate, it is crucial that you apply to KSU job postings through the OneUSG Connect portal to ensure your application is submitted accurately.

Please refer to this job aid that provides step-by-step instructions on navigating to the Careers Portal from OneUSG and applying for KSU job openings.
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 October 2020

Angela Christine Bain
Research Compliance

William Franks
Statistics and Analytical Research

Lori Leann Beard
Office of Strategic Communications and Marketing

Benjamin Reynolds
Intercollegiate Athletics – Football Strength & Conditioning

Tyler Lee Collette
Office of Research

Audrey Van Auken
Intercollegiate Athletics – Training Room

Taylor Pfarr
Southern Polytechnic College of Engineering and Engineering Technology – Office of the Dean

John Bickel
Intercollegiate Athletics – Football

Nodoka Yamanaka
Office of Research

Donald Gammill Jr.
Department of English

Daniela Perez
Intercollegiate Athletics – Training Room