Connect from anywhere and learn more about your University System of Georgia (USG) benefits!

Like an in-person fair, you can check out booths in the Exhibit Hall for benefits information from our vendors, and visit the Auditorium to hear from the experts. During the week of October 19th, you can connect "live" each day to learn about your 2021 benefits. Visit usg.vfairs.com to take note of the agenda and special live presentations you won't want to miss - and chat 1:1 with representatives for any benefits questions that you have.

Register Now!

2021 Open Enrollment. Centered on You.

Open enrollment for active employees will be October 21-November 6, 2020.

Enrollment in benefits for the 2021 plan year will take place in the OneUSG Connect – Benefits system. Active employees will begin receiving Open Enrollment information in mid-October. Please ensure that your address is updated in the "personal details" tile in OneUSG.

For more information on Open Enrollment Education Sessions, please visit the HR Benefits website. Open Enrollment information is also available at usg.edu/hr/benefits.

Don't Miss A Beat!
Text USG to 23613 to sign up for benefit updates and reminders delivered via text message.

October is Mental Illness Awareness Month

Now more than ever, we need to find ways to stay connected with our community. No one should feel alone or without the information, support, and help they need. You are not alone. Below, please find two webinars offered by our EAP, KEPRO, to aid in your mental well-being.

Mental Health- Making a Difference Together
Register Now!

Emotional Wellness- Building Better Mental Health
Register Now!
You are NOT ALONE

Millions of people are affected by mental illness each year. Across the country, many people just like you work, perform, create, compete, laugh, love and inspire every day.

- 1 in 5 U.S. adults experience mental illness
- 1 in 25 U.S. adults experience serious mental illness
- 17% of youth (6-17 years) experience a mental health disorder

12 MONTH PREVALENCE OF COMMON MENTAL ILLNESSES (ALL U.S. ADULTS)

- 19% Anxiety Disorders
- 1% Schizophrenia
- 4% Dual Diagnosis
- 1% Borderline Personality Disorder
- 3% Bipolar Disorder
- 7% Depression
- 1% Obsessive Compulsive Disorder
- 4% Post-traumatic Stress Disorder

12 MONTH PREVALENCE OF ANY MENTAL ILLNESS (ALL U.S. ADULTS)

- 19% of all adults
- 15% of Asian adults
- 16% of black adults
- 17% of Hispanic or Latinx adults
- 20% of white adults
- 22% of American Indian or Alaska Native adults
- 27% of adults who report mixed/multiracial
- 37% of lesbian, gay and bisexual adults

Ways to Reach Out And Get Help

- Talk with a health care professional
- Call the NAMI HelpLine at 800-950-NAMI (6264)
- Connect with friends and family
- Join a support group

The Mental Strength Workout

Learn skills and strategies to exercise the power of your mind and increase your mental fortitude.

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 October 20, 2020, at noon Eastern Time (EST)**

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

**Upcoming Seminars...**

<table>
<thead>
<tr>
<th>Nov</th>
<th>Healthy Ways to Cope with Stress</th>
<th>Building Resilience Muscles Available on Demand Starting Nov 17&lt;sup&gt;th&lt;/sup&gt;</th>
<th>Learn resilience by understanding yourself and identifying the mental obstacles that get in your way.</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEC</td>
<td>Being Grateful</td>
<td>Know Your Strengths Available on Demand Starting Dec 15th</td>
<td>Explore how confidence and a strengths-mindset can enable you to respond more creatively to challenges.</td>
</tr>
</tbody>
</table>

**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

Event Postponed
Out of an abundance of caution, the Chili N Cheer and Years of Service Celebration has been postponed until Spring 2021.

Watch this space for updates in early March.

Things to know about your PTO!
This month’s topic: Shared Sick Leave Program
USG policy does not allow for employees to give or take paid leave directly from each other. However, the Shared Sick Leave Program provides a means for employees to donate sick leave to a shared leave pool. Members of the pool who then meet the eligibility provisions can request a leave donation from the pool for a qualifying illness or injury.

To be eligible to give to or receive from the pool, employees must apply to enroll in the program during the annual benefits open enrollment period (October 21 – November 6). To be a member, an employee
must have a minimum of 40 sick leave hours remaining after their required initial donation. A minimum donation of 8 hours is required at the time of enrollment but employees may choose to donate up to 80 hours (in increments of 8). Donation requirements and minimum amounts are prorated for part-time employees. While the opportunity to enroll only occurs annually, an employee’s membership continues for the duration of their benefited employment unless they choose to unenroll.

In the event of a qualifying illness or injury, employees are required to exhaust all available annual and sick leave before shared leave is utilized. The shared leave program cannot be combined with other short term or long-term income protection benefits.

In order to receive Shared Leave, the employee must:

- be a member of the leave program
- have completed the initial provisional period of employment
- provide certification of a serious health condition from a licensed physician
- have exhausted all sick and annual leave OR
- provide credible medical evidence that he or she will exhaust all sick and annual leave before the medical condition is resolved.

For more information on leave time, please visit our website.

Next month’s topic:
Educational Support Leave

Receive Your 2020 W-2 Electronically

KSU is pleased to announce you may now elect to receive your W-2 statements online through OneUSG Connect.

Federal regulations require that employees give their consent to receive the W-2 in an electronic format. Employees must consent to electronic delivery by Dec. 31, 2020.

It’s easy! Follow these steps to consent to/confirm your current status:

1. Log into OneUSG Connect.
2. Click the Taxes tile from Employee Self Service.
3. Click W-2/W-2c Consent.
   If you have already consented in OneUSG Connect to receive W-2 or W-2c forms, your status will indicate “Consent received,’’ and no further action is required.
   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 Connect, it carries forward each year and does not need to be repeated.
Why should I consent to electronic W-2?

- Online delivery provides access to your W-2 statement earlier than the traditional paper process.
- Online delivery minimizes the chance that your W-2 statement will get lost, misdirected or delayed during delivery or misplaced after received.
- Employee-sensitive information is safer. Electronic delivery helps ensure that your W-2 is delivered directly to you and not opened/seen by the wrong person.
- You can retrieve your W-2 statements at any time of day and on weekends.
- You can retrieve your W-2 statements at any time of day and on weekends.
- You can print multiple copies at your convenience.
- Go Green! Contribute to institutional cost savings (e.g., forms, printing and postage expense).
- W-2 statements will remain online for multiple years.
- If you do not consent, a paper W-2 will be mailed to your current address on record.

If you have questions please contact oneusgsupport@usg.edu.

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.

Due Thursday, December 24, 2020

- KSU Conflict of Interest Training
- Clery Act Refresher Training
- USG Cybersecurity Awareness Training
- (Recommended) Human Trafficking Awareness Training

Due Thursday, December 24, 2020

- 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
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.

**Recruitment Corner**

**Need to fill a position?**

**Be sure to read this important Careers Tip first!**

Prior to submitting a job opening request in Careers, please ensure your position reflects the accurate information in Manager Self Service (MSS). This includes, correct job title, job code, job description, PT/FT status, etc. If information has not been updated in MSS, this may cause a delay or denial in Careers. Reach out to your HR Business Partner for any questions regarding Managing Positions within MSS.

Reach out to your HR Business Partner for any questions regarding managing staff positions and to your Faculty Affairs Coordinator for questions regarding faculty positions.

**Employee Assistance Program (EAP)**

Your EAP and work-life solutions offer a wide variety of resources designed to improve wellness, enhance organization performance and improve financial outcomes. Our services help employees and family members resolve a wide range of issues to restore both personal and professional effectiveness. Kepro’s services are confidential.

**EAP Products & Resources**

**Available 24 Hours, 7 Days A Week**

Dedicated Phone: 844-243-4440

EAP website: www.eaphelplink.com

Company Code: USGCares

**Counseling & Support**

Whether you are dealing with stress, worry, relationship issues, substance abuse issues or work issues, call for immediate support. We can also provide referrals for an in-person, phone or video session with a highly qualified counselor. You are eligible for up to four free confidential counseling sessions per issue.
Articles & Resources
Kepro’s EAP HelpLink website is your one-stop resource, available when you need it. EAP HelpLink provides you and your family with tools and information to address life’s pressing concerns. You will find webinars, topics of interest and videos on many life issues. Additionally, you can access calculators and resources for childcare, eldercare, health issues and financial information.

Management & Organizational Services
Kepro’s Management Service Team (MST) provides unlimited telephonic consultations to leadership that help develop solutions to complex individual and team issues. MST offers guidance on how to address ways that reduce conflict, increase productivity, decrease attendance issues and address personal issues that may impact one’s work performance. Additionally, on an organizational level, MST can support and provide guidance for a workplace trauma or other critical incidents. Available to you 24/7.

Legal Services
Legal concerns can be stressful, costly and often result in lost work time. Reach out to Kepro for a referral for a free 30-minute consultation with a lawyer for any issue, except work related issues. After the 30-minutes, you will receive a 25% discount for additional time and services. General legal information and forms, including a simple will form, can be found at www.eaphelplink.com under the Living tab.

Financial Services
Sometimes we don’t know where to start when we are having financial issues or just have questions. Reach out to Kepro for a free 30-minute phone consultation with a financial expert. Additional information on budgeting, debt management and getting ready for retirement can be found at www.eaphelplink.com under the Living tab.

Eldercare Support & Resources
If you are worried about an older family member or friend, our eldercare specialists are available 24/7 to provide support and resources, regardless of geographic location. We can help provide guidance on Medicare, Medicaid, home health services, community resource and much more.

Childcare Support & Resources
Are you looking to adopt, have a baby or need childcare resources for a special needs child? We can help. Reach out to Kepro and ask to talk to our childcare specialists. Available to you 24/7.

Perks Program Highlights

Chuy’s Tex Mex
585 Ernest Barrett Pkwy, Kennesaw, GA 30144

KSU faculty and staff receive 15% off all food purchases with a valid KSU ID. The discount is available on dine-in, take-out and catering. Cannot be combined with any other offer, discount or promotion.

SEE MORE PERKS>>
It Benefits You To Know...

If you are planning to enroll in the Tuition Assistance Program (TAP) for the Spring 2021 semester, the application portal opens on October 12th. All applications and supervisor approvals must be received by midnight on November 15th.

For more information on the TAP program, please check the following resources:

KSU TAP Site  USG TAP Policy

If you have additional questions, please email us at tap@kennesaw.edu.

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.

An In-Depth Look At My Team Transactions

Actions that affect an EMPLOYEE are routed through the supervisor’s MY TEAM. These transactions affect ONLY the selected employee.

To access transactions available to the supervisor via My Team:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on My Team tile
- Find the employee’s name
- Click the green arrow next to the person’s name
- Click on an action area to see transactions available within that area:
  - Time Management – Change Time and Absence Approver
  - Job and Personal Info – Reporting Change, Transfer, Promote, Retire, Terminate, Demote
  - Compensation – Salary Change, Supplemental Pay
- Click the desired transaction type
- The system will begin routing you through the selected transaction for the selected employee. See notes on next page for each transaction type.
- Once all changes have been indicated, click the NEXT button at the top of the screen to review the transaction.
- Review the changes and ensure the indicated information is correct.
- Click the SUBMIT button to submit the transaction through the required workflow for approval.

EFFECTIVE DATE:

Make sure to carefully review the effective date. Choosing an incorrect date could cause the transaction
To be **DENIED**. Transactions that have been denied may not be corrected and resubmitted. A new transaction will have to be created and submitted.

- Effective date may be blank or may auto-populate to the current date. This field is always editable.
- A correct effective date will be the first day of a payroll period for the employee’s type – either biweekly or monthly.
- A list of payroll period begin dates for both biweekly and monthly employees are available here:
  - [https://payroll.kennesaw.edu/calendars.php](https://payroll.kennesaw.edu/calendars.php) (under Annual Payroll Schedules)

<table>
<thead>
<tr>
<th>Change Time and Absence Approver</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Time &amp; Absence Approver</td>
<td>Click the magnifying glass to search for the time approver by name. Click the person’s name to populate this field. The Employee ID should appear to the right of the field.</td>
</tr>
<tr>
<td>Other Fields</td>
<td>You will also see informational only fields for time reporter type, workgroup, and taskgroup. It is not necessary to edit or review these fields.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reporting Change</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reports To</td>
<td>Click the magnifying glass to search for the reports to position by title and department. Click the correct reports to position to populate this field. The position number should appear to the right of the field and the current incumbent’s name should appear in &quot;Manager Name&quot; below the field.</td>
</tr>
<tr>
<td>Other Fields</td>
<td>You will see informational only fields for the employee’s position and job code title. It is not necessary to edit or review these fields.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Transfer, Promote, and Demote</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Are you changing salary information?</td>
<td>The first screen is one field with a slider bar for yes or no to indicate whether pay rate is changing as part of the transfer or not. The bar will default to yes. Click it to change to no if needed. Click Next to move on.</td>
</tr>
<tr>
<td>Reason</td>
<td>Choose an appropriate reason for the Transfer. <em>Most will be Intra-Institutional Transfer.</em></td>
</tr>
<tr>
<td>Position Title</td>
<td>Click the magnifying glass to search for the employee’s new position by a variety of search features. Click the correct position to populate this field. The position number should appear to</td>
</tr>
</tbody>
</table>
the right of the field and the other fields under Position Title should populate the new position’s details. You will see a yellow circle next to any area that will change as a result of the transfer.

| Other Fields | You will see information only fields for the new position’s details. Please review these fields to ensure the correct position was chosen and that no unintended changes occur. |

| Compensation Page | If you chose the “NO” slider at the beginning of the transaction, you will not see this page.

If you chose the “YES” slider at the beginning of the transaction, you may enter the pay rate change in one of three ways: Change Percent, Change Amount, or New Amount. Once you enter one change, the system will populate the other areas and you will see a yellow circle next to the new information at the bottom of the screen. |

| **Retire and Terminate** | |
| Field Name | Description |
| Reason | Choose an appropriate reason for the Retirement or Termination. |

| Other Fields | You will see informational only fields for the employee’s position, title, reporting position, and manager name. It is not necessary to edit or review these fields. |

| **Salary Change** | |
| Field Name | Description |
| Reason | Choose an appropriate reason for the change. Most will be In Range Adjustment. |

| Compensation Page | You may enter the pay rate change in one of three ways: Change Percent, Change Amount, or New Amount. Once you enter one change, the system will populate the other areas and you will see a yellow circle next to the new information at the bottom of the screen. |

<p>| <strong>Supplemental Pay</strong> | |
| Field Name | Description |
| Effective Date | This transaction may use effective dates outside of the payroll period dates ONLY if the transaction will be for a one-time payment for the employee. |</p>
<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>End Date</td>
<td>End dates must be the last day of a payroll period for defined-term payments OR can be the actual last day worked for one-time payments.</td>
</tr>
<tr>
<td>Supplemental Pay Type</td>
<td>Choose the appropriate type of payment:</td>
</tr>
<tr>
<td></td>
<td>• One-time payments are payments that are paid all at once after the work has been completed.</td>
</tr>
<tr>
<td></td>
<td>• Defined-term payments are payments that are paid over several payroll periods as the employee completes the work.</td>
</tr>
<tr>
<td>Supplemental Pay Code</td>
<td>Choose the appropriate reason for the payment. If you are unsure, reach out to your HR Business Partner for clarification.</td>
</tr>
<tr>
<td>Amount</td>
<td>For one-time payments, enter the total amount of the one-time payment. For defined-term payments, enter the monthly amount of supplemental pay for monthly employees or the hourly amount of supplemental pay for hourly/biweekly employees.</td>
</tr>
<tr>
<td>Combination Code</td>
<td>Enter the 12-digit combination code to use for the payment IF different than standard funding for the employee's position. Click the magnifying glass to look up the combination code by a variety of features if you don't know the number. Reach out to your business manager or to Budget if you have questions about combination codes.</td>
</tr>
</tbody>
</table>