Face coverings required on campus

As of Wednesday, July 15, all staff, faculty, students and visitors are required to wear face coverings inside campus facilities/buildings where six feet of social distancing may not be possible.

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.

KSU will be providing cloth face masks to all employees and students in early August. Meanwhile, we encourage employees to bring their own cloth face covering to work. We will also maintain a supply of disposable face masks. Supervisors may pick up disposable masks and cleaning supplies for their department at the following locations between 8am-Noon, Monday-Friday.

**Kennesaw Campus** – Office of Emergency Management, Chastain Pointe 312
**Marietta Campus** – Office of Emergency Management, Department of Public Safety, Norton Hall

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

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.

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.

Stay updated:
Visit [https://coronavirus.kennesaw.edu](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
Flu Shots Available!

Faculty & Staff:
Sign up for an appointment on the Kennesaw or Marietta campus.

Thursday, September 17, 2020
9:00 AM – 2:00 PM

Wednesday, September 23, 2020
8:00 AM – 1:00 PM

Thursday, September 24, 2020
9:00 AM – 2:00 PM

Thursday, October 1, 2020
9:00 AM – 2:00 PM

Thursday, October 8, 2020
9:00 AM – 2:00 PM

Register Now!

Save the Date
USG System-wide Virtual Benefits Fair
Week of October 19 – 23, 2020
Stay tuned for more details coming soon!

Things to know about your PTO!

This month’s topic: Sick Leave

All full-time benefited employees accrue paid sick leave at a rate of 8 hours per calendar month of service. Benefited part time employees accrue at an equivalent ratio to their percentage of employment (i.e. - half time employees accrue at half the rate of full-time employees). To earn your accrual for the month, employees must be in a paid status for at least half the month and it is accrued (credited to your leave balance) on the last working day of the month.

If sick leave is claimed for a continuous period in excess of five working days, a Leave of Absence must be requested and approved through HR. A physician’s statement will be required to permit further claim of sick leave with pay. A physician’s release will also be required to return to work.
Unused sick leave is forfeited upon separation. However, if you are a member of the Teachers Retirement System of Georgia, unused sick leave may possibly be converted into service credit and factored into retirement calculations.

Use of accrued sick leave may be granted at the discretion of the university and upon approval of an immediate supervisor for any of the following reasons:

- Illness or injury of the employee
- Medical or dental treatment or consultation
- Quarantine due to a contagious illness in the employee’s household
- Illness, injury, or death in the employee’s immediate family which requires the employee’s presence.

If a request for sick leave is submitted through OneUSG Employee Self Service (ESS) but your sick leave balance is exhausted, OneUSG will automatically pull from any available vacation leave time. Employees may also choose to use any balance of available compensatory time for sick leave purposes.

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

Next month’s topic:
Shared Sick Leave Program

2021 Open Enrollment

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.

Open Enrollment information will be posted at usg.edu/hr/benefits in early October 2020.

Recruitment Corner

OneUSG Careers Training

USG has added a new module in OneUSG Connect, Careers: Recruitment. Careers Recruitment will serve as our new Applicant Tracking System. HireTouch (along with the Hiring Request Form) is no longer being used to post staff opening going forward.

If you have an approved staff position and need to submit a job opening request to post it, you will need to complete Careers training with the Talent Acquisition team. This virtual training will provide a visual and live demos to better assist you in navigating through recruitment activities.

PeopleAdmin is also being phased out for faculty recruitment. Please contact facoord@kennesaw.edu for more information.
Annual Required Training Notice

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 Wednesday, September 30, 2020**

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

**Due Friday, October 30, 2020**

- Sexual Misconduct Prevention and Awareness Training

**Past Due – If delinquent, please complete these courses:**

- USG Required Ethics Training (Due January 31, 2020)
- NEW: Faculty/Staff Return To Campus Training (Due 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](http://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](mailto:service@kennesaw.edu).

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

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Work and Family Balance

*Uncover the secret to securing a healthy work and family balance.*

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 September 15, 2020, at noon Eastern Time (EST)**
<table>
<thead>
<tr>
<th>Date</th>
<th>Program Title</th>
<th>Course Details</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>OCT</td>
<td>Mental Strength</td>
<td>The Mental Strength Workout Available on Demand Starting Oct 20th</td>
<td>Learn skills and strategies to exercise the power of your mind and increase your mental fortitude.</td>
</tr>
<tr>
<td>NOV</td>
<td>Healthy Ways to Cope with Stress</td>
<td>Building Resilience Muscles Available on Demand Starting Nov 17th</td>
<td>Learn resilience by understanding yourself and identifying the mental obstacles that get in your way.</td>
</tr>
<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>

Perks Program Highlights

Taziki’s Café
777 Townpark Lane NW, Suite 120, Kennesaw, GA 30144

KSU faculty and staff receive 10% off all food purchase with valid KSU ID at this local Mediterranean cafe. Curbside and delivery available.

SEE MORE PERKS >>

It Benefits You to Know...

Many KSU employees have reported receiving emails from Pension Initiative. Please note that this vendor is an external solicitation and NOT affiliated with KSU or the USG and therefore we do not advise utilizing their services. If you would like more information about our retirement and savings options please click on the following options available to you as a KSU employee:

TRP/OPR  403(b)/457(b)  GDCP

For further questions please email benefits@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.

**HOW DO I ADD ADDITIONAL APPROVERS TO A TRANSACTION FROM THE MY TEAM TILE IN MSS?**

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

Submitters must submit the transaction to see the workflow. Once the workflow is assigned, the submitter may add additional approvers wherever there is a + sign.

- Once you click the + button, a pop-up window should appear.
  - Click the magnifying glass to look up approver by name.
- Once you click the magnifying glass, another pop-up window should appear.
  - Type last name, a comma, and then first name to search by employee name. Example: Smith, John.
  - Click the name to select it.
- Once you click the name, you should return to this window, and the User ID and name of the new approver will be displayed.
  - Click insert to insert the approver.
- A new box will appear in the workflow with the inserted approver’s name. That person will receive the transaction for approval in the indicated order.

**HOW DO I ADD ADDITIONAL APPROVERS TO A TRANSACTION FROM THE MY TEAM TILE IN MSS?**

Approvers may add additional approvers by opening the Approval Chain. It is recommended that approvers add others PRIOR to approving the transaction to make sure the placement of additional approvers can immediately follow the current approver.

- Once you click to open the approval chain, a pop-up window should appear with the workflow.
  - Click the + button to add an approver after the person named (under black box).
- Once you click the + button, a pop-up window should appear.
  - Click the magnifying glass to look up approver by name.
- Once you click the magnifying glass, a pop-up window should appear.
  - Type last name, a comma, and then first name to search by employee name. Example: Smith, John.
  - Once search results are displayed, click the name to select it.
- Once you click the name, you should return to this window, and the User ID of the new approver will be displayed.
  - Click insert to insert the approver.
- A new box will appear in the workflow with the inserted approver’s name. Close this window to return to transaction.
One on One Virtual Nutrition Consultations with Registered Dietitian

Interested in doing a one-on-one consultation with your Employee Well-being Registered Dietitian? We will continue offering free and confidential virtual nutrition consults through Microsoft Teams (or Skype for Business if preferred). Please use our online scheduler or email efc@kennesaw.edu to schedule an appointment.