

# 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](mailto: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](mailto:return2campus@kennesaw.edu).

## Return to Campus Information

Please visit the [KSU return to campus website](#) for faculty and staff resources as we transition back to campus. Check this site often as guidance is being updated regularly.

We recognize many metro Atlanta school districts are beginning virtual and guidance is forthcoming on Alternative Work Arrangements that may be available to employees.

If you have questions or input regarding a COVID-related issue that extends beyond the purview of your supervisor, please email [return2campus@kennesaw.edu](mailto:return2campus@kennesaw.edu) or call 470-578-5889.

## COVID-19 / Coronavirus 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:**

Students should contact Student Health Services at (470) 578-6644 Faculty and staff should contact their primary care physician.

**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).

**Resources:**

Coronavirus Symptoms: <https://tinyurl.com/utnov9c>

UITS Teleworking: <https://uits.kennesaw.edu/telework/>

Instructional Design: <https://dli.kennesaw.edu/>

COVID-19 Healthcare & Benefits: <https://tinyurl.com/COVID-ben>

If you have questions, please contact [hr@kennesaw.edu](mailto:hr@kennesaw.edu)

# Stop the Spread of Germs

**Help prevent the spread of respiratory diseases like COVID-19.**

- Stay at least 6 feet (about 2 arms' length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

[Cdc.gov/coronavirus](https://www.cdc.gov/coronavirus)

# Telehealth- LiveHealth On-Line extended

**No charge for employees enrolled in a USG healthcare plan**

USG will continue to cover all telehealth visits, including those unrelated to COVID-19, at 100% with no out of pocket costs for all USG healthcare plans through **September 30, 2020**.

**If you have concerns or are showing symptoms of COVID-19, we encourage you to take the following steps:**

1. Call your provider's office for guidance and next steps.
2. If you do not have a provider, please call the 24/7 nurse-line and/or member services number for help locating a provider.

3. Emergency room/urgent care options are available for emergencies.

	<b>Anthem Blue Cross Blue Shield (Anthem)</b>	<b>Kaiser Permanente</b>
<b>24/7 Nurseline</b>	1-888-724-2583	404-365-0966 1-800-611-1811
<b>Member Services</b>	1-800-424-8950	404-261-2590
<b>Website</b>	<a href="https://www.anthem.com/usg/">https://www.anthem.com/usg/</a>	<a href="https://my.kp.org/usg/">https://my.kp.org/usg/</a>

For employees not enrolled in a USG Healthcare plan, a telehealth option is available through LiveHealth On-line at \$59 per visit. For acute, non-serious medical concerns, consider a retail health clinic or a quick care center.

For more information, please visit [usg.edu/hr/benefits/coronavirus](https://usg.edu/hr/benefits/coronavirus)

## CVS Offers COVID-19 Drive-through Testing

CVS Health is conducting rapid COVID-19 drive-through testing in Georgia for eligible individuals. This testing sites will use licensed health care providers from the MinuteClinic.

To ensure that individuals who need to be tested, can get tested, COVID-19 testing is limited to individuals who meet the criteria established by the Centers for Disease Control and Prevention, in addition to state residency and age guidelines.

**To determine if you are eligible for rapid COVID-19 testing, you will need to pre-register in advance on-line at CVS.com.** After answering a few simple questions, individuals who qualify to be tested can schedule a same-day appointment for testing. **Testing is free for individuals who qualify, and results are available in as little as 30 minutes. Please note: drive up testing without an appointment is not available.**

## Allowances for Healthcare & FSA Changes

**In response to COVID-19, the USG will now allow employees to:**

- Add, drop, or cancel elections for their healthcare coverage regardless of whether or not they experience a qualifying life event.
- Increase or decrease existing FSA elections or make new elections.
- Continue to file for reimbursement for 2019 FSA funds through Dec. 31, 2020. This includes expenses incurred after Mar. 15, 2020.

### **Important Notes:**

- All changes will be processed on a prospective basis only. Changes will NOT be retroactive.

- If you drop coverage, you must provide OneUSG with written documentation attesting that you are enrolled in, or are immediately enrolling in, other health coverage not sponsored by the USG. Details for submitting the documentation will be provided when your request is processed through OneUSG Connect - Benefits.
- You cannot drop or decrease your Healthcare FSA contributions below the amount you have already been reimbursed. If you do, you will be responsible for reimbursing the University System of Georgia.

## SMART Goals:

# How to Make Your Goals Achievable

Do you ever feel like you're working hard but not getting anywhere? Maybe you see little improvement in your skills or achievements when you reflect on the last year. Or perhaps you struggle to see how you'll fulfill your ambitions during the next few years.

Many people spend their lives drifting from one job to another or rushing around trying to get more done while actually accomplishing very little. Setting SMART goals means you can clarify your ideas, focus your efforts, use your time and resources productively, and increase your chances of achieving what you want in life.

### Facilitated by your HR Business Partners

- Todd Carper
- Edith Collins
- Raquel Monterroso
- Isel Silva
- Melanie Uken
- Donna Simmons

### Ready to learn how to set your SMART Goals?

Be on the lookout for information regarding your department's training.

# Professional Development

## Administrative Professionals' Certificate

This program includes a series of readings and virtual classes that provide knowledge and tools to improve administrative professional skills.

Familiarize yourself with university policy and procedures, and enhance service to internal and external customers.

[START THE CERTIFICATE >>](#)

### **Professional Development Library in Owltrain**

A library of courses, books, and resources in a variety of professional areas, including professional certification preparation in areas like project management, and human resources. Topics include: change, communication, customer service, leadership, management, professional effectiveness, social media and more. Some timely courses are:

- [Contributing as a Virtual Team Member](#)
- [Establishing Effective Virtual Teams](#)
- [Facing Virtual Team Challenges](#)
- [Taking Stock of Your Work/Life Balance](#)

[BROWSE THE LIBRARY >>](#)

# Professional Development

## **CHANGE RESILIENCY**

Two virtual courses that will help you navigate the complexity of change.

## **IN THESE UNPRECEDENTED TIMES, YOU WANT TOOLS TO GUIDE YOU AND YOUR TEAM THROUGH CHANGE.**

The Center for University Learning is hosting two live virtual sessions that will develop your capacity for making and leading change.

### [Leading During Change](#)

Tuesday, August 4, 10:00 am – Noon

### [Overcoming Immunity to Change](#)

Friday, August 7, 10:00 am - 11:00 am

For all Fall 2020 Courses at [cul.kennesaw.edu](http://cul.kennesaw.edu)

# While you're at home...

## **GROW YOUR SKILLS!**

Kennesaw State University's Technology Outreach is here to help you grow your skills while you're working from home. Learn new technologies for professional or personal development.

## Online Training & Resources

Learn in your own time! Discover the wealth of training resources in OwlTrain. Explore all the documentation in the UITS Documentation Center.

### One-on-One Training

Select a time for a 45-minute one-on-one session with a member of the training team. Whether you want to learn something in Microsoft Excel, Adobe Photoshop, or any other university-supported software products, we can help!

### Group Training

Stay connected by learning something new together! Book a training session for your group, department, or division on any piece of university-supported software (including learning technologies).

Check it out! <https://uits.kennesaw.edu/support/training.php>

# Adventuring and Exploring

**Tune in to this session to discover the possibility and promise of seeking and exploring new horizons.**

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 July 21, 2020, at noon Eastern Time (EST)**

**Toll-free: 844-243-4440**

**Website: [www.EAPHelpLink.com](http://www.EAPHelpLink.com)**

**Company Code: USGCARES**

### Upcoming Seminars

AUG	<b>Outsource Your To-Do List</b>	<b>Outsourcing Your To-Do List</b> Available on Demand Starting Sep 15 <sup>th</sup>	Learn to outsource the more thankless chores and discover a world of potential, leading towards a happier and more fulfilling way of life.
SEP	<b>Work and Family Balance</b>	<b>The Secret to Work-Life Balance</b> Available on Demand Starting Sep 15 <sup>th</sup>	Uncover the secret to securing a healthy work and family balance.
OCT	<b>Mental Strength</b>	<b>The Mental Strength Workout</b> Available on Demand Starting Oct 20 <sup>th</sup>	Learn skills and strategies to exercise the power of your mind

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

## 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 ADD/CHANGE POSITION TRANSACTIONS

Actions that affect a POSITION are routed through MANAGE POSITIONS. These transactions affect ALL employees currently in the position.

To access the Add/Change position transaction:

- Log in to OneUSG
- Change menu (top center) to Manager Self Service
- Click on Manage Positions tile
- Click Add/Change Position Ensure "New Request" is selected
  - Indicate if new position
    - YES will create a new position (allows you to clone an existing position if desired)
    - NO will allow you to enter the number of an existing position that needs to be updated
  - Business Unit should always be 43000
  - If YES above, enter position # you wish to clone or leave blank to create from scratch
  - If NO above, enter position number that needs to be updated

Field Name	Description
Summary of Request	This is a written summary of the request. Can also be used to indicate a pay rate change IF job code is changing and pay rate change is needed to be within range.

Effective Date	Effective dates must match the beginning of a payroll period for the employee's type (biweekly or monthly). A list of payroll period begin dates are available here: <a href="https://payroll.kennesaw.edu/calendars.php">https://payroll.kennesaw.edu/calendars.php</a> (under Annual Payroll Schedules).
Reason Code	Click the magnifying glass to choose the reason code that most closely matches the request. <b>DO NOT select NFY reason code - that code is for Budget purposes only.</b>
Status	Displays the current status of the position as of the indicated effective date.
Company	Should default to "430", which refers to Kennesaw State University's company code within the OneUSG system. <b>LEAVE AS IS.</b>
Job Code	This is the classification code for the position/employee. If you are unsure of the appropriate job code, reach out to your HR Business Partner. Find your HRBP at: <a href="https://hr.kennesaw.edu/hrteams.php">https://hr.kennesaw.edu/hrteams.php</a> (under your division's heading).
Official Title	Official title should always closely match the classification title, though it can be used to spell out abbreviations or add program names to titles.
Reports To	Enter the position number responsible for supervision or click the magnifying glass to search for reports to position number by incumbent name. (Change Search By field on pop-up window to Incumbent Name and enter manager name as First Last, i.e "Joseph Smith")
Reports to Name	The name of the employee currently occupying the reporting position as of the effective date indicated for the transaction. (Will be blank if position is unoccupied.)
Employee Type	Select hourly or salaried as appropriate for the position's classification. If you are unsure, reach out to your HR Business Partner.
Pay Group	Click the magnifying glass to choose the pay group that most closely matches the position. If you are unsure, reach out to your HR Business Partner (staff/student positions) or to Academic Affairs (faculty positions). <b>DO NOT leave blank. This field is what drives the workflow for the transaction.</b>
Pay Frequency	Displays the pay frequency based on the pay group chosen. Should match the employee type (hourly = biweekly; salaried = monthly).
Regular/Temporary	Select the appropriate response based on the position's status.

Field Name	Description
Full/Part Time	Select the appropriate response based on the position's standard hours. (Anything less than 40 is part-time. Only 40 hours is full-time.)
FLSA Status	Displays the FLSA status based on the job code chosen. Should match the employee type (hourly = nonexempt; salaried = administrative).
Legacy Position #	Leave as is - do not alter this field. (If blank, leave blank.)
Department	This is the HOME department for the position.
Location Code	Should always be "430", which refers to Kennesaw State University. <b>DO NOT use other location codes as they are not fully configured.</b>
Campus Bldg	Should always be blank. Building/location is not tracked in OneUSG.
Address	Should always be blank. Building/location is not tracked in OneUSG.
Mail Drop Code	Should always be blank. Building/location is not tracked in OneUSG.



Standard Hours	The number of hours per week an employee in this position is expected to work.
Standard Work Period	For 12-month positions, this should be W. For 10-month positions, this should be W10. However, this field is not editable in the current version of MSS (as of 6/1/2020). <b>If the indicated value is incorrect, indicate this in the comments so HR processors can make the change manually during processing.</b>
FTE	Standard hours divided by 40. Gives percentage of full-time equivalent.
Max Head Count	Maximum number of occupants for position. If you are unsure, contact Budget.
Job Summary	This field is required by the system, but it is not always used by KSU. <b>If the field is blank, enter a period (".") or dash ("-") to bypass the requirement.</b>

## PERKS PROGRAM HIGHLIGHTS

### HONEYSUCKLE BISCUITS AND BAKERY

2825 S Main St #100A, Kennesaw, GA 30144

KSU faculty and staff receive 10% off all food purchase with valid KSU ID at this local bakery specializing in biscuits, cakes and treats in downtown Kennesaw.

[SEE MORE PERKS >>](#)

## It Benefits You to Know...

The deadline for completing your Activity Challenges through VirginPulse to earn up to \$100 in Well-being credit is September 30, 2020.

Employees can register through OneUSG Connect – Benefits at [oneusgconnect.usg.edu](https://oneusgconnect.usg.edu) Click on Manage My Benefits > click on the USG Well-being tile from the home page.

[Learn more >>](#)

## WELCOME NEW KSU OWLS

### EMPLOYEES HIRED IN JUNE 2020

**Garima Banerjee**

Distance Learning Innovation

**Sarah Cooper**

Distance Learning Innovation

**Juliet A Ramirez Thomas**

College of Architecture and  
Construction Management –  
Office of the Dean

**Sierra Blake**

Student Financial Aid

**Miyoshi Juergensen**

Educational Leadership

**Paweena Somjit**

Distance Learning Innovation

**Trevor D Carrier**  
Theatre & Performance Studies

**Jeffrey K Coleman**  
Diversity & Inclusion

**Ashely Renee Moore**  
Distance Learning Innovation

**Jason Ottley**  
Educational Leadership

**Ward S Sullivan**  
Office of University  
Development