

Division of Facilities



Newsletter

FEBRUARY 2016



WATER COOLER TALK

BY LARRY MCGEE, DIRECTOR OF ADMINISTRATION & FINANCE

Lately, I have heard a lot about how employees' net pay in their paychecks is less. I'd like to provide you some potential explanations. I've gone back through recent articles and am retransmitting them below. If you are like me, not everyone has time to see or digest the information when it first comes out.

Here is my quick synopsis of what changes I have found that may have effected your paycheck.

1. Payroll deduction changes based on Health Insurance enrollment options you selected back in October 2015. These went into effect January 2016.
2. Federal Income Tax withholding rates increased effective 1 January 2016.
3. You may have changed your elected W-4 (federal withholding) or K-4 (state withholding)
4. You may have elected KPERS Optional Group Life Insurance for Children

Here are a couple of other tidbits of information you may not have seen or remember.

1. You should have already received a new form that you will have to use when filing this year's taxes. A Form 1095-C is the employer-provided health insurance offer and coverage form. Your government is documenting who has insurance coverage and who does not.
2. The State of Kansas Health Care Commission has ruled that health coverage will end the last day of employment and premiums pro-rated, effective January 1, 2016. So when you retire or resign your coverage stops effective that day.

Last but not least, I have inserted the Inclement Weather policy to refresh your memory. My memory isn't as good as it used to be. Wasn't it Ford Lincoln Mercury from the movie "Postman" that said, "Things are getting better, they're- getting better every day." A positive outlook is a wonderful thing. Hey, the price of gas at the pump has gone down so we aren't spending as much money there.

Here is the retransmission of those articles gleaned over that past few weeks:

WHY IS MY PAYCHECK DIFFERENT IN 2016? By Human Capital Services

Starting this month, changes may be reflected on your paychecks.

Beginning January 2016, the following changes may be reflected on your paychecks. To view your paychecks, access HRIS/Employee Self Service and navigate to Employee Self Service > Payroll and Compensation > View Paycheck.

Payroll Deduction and Tax Changes for 2016

- Health insurance enrollment, flexible spending, health saving account, health reimbursement account changes made during October open enrollment.*
- ♣ If you see a discrepancy from your October open enrollment and your 2016 payroll deduction, please send a detailed e-mail and copy of your State Employee Health Plan (SEHP) open enrollment e-mail confirmation to benefits@ksu.edu. This will allow the benefits team to research the discrepancy and make any adjustments as needed.*
- The employee contribution to Health Saving Account (HSA) will be deducted from the 1st and 2nd paychecks of each month, beginning with the paycheck issued January 15, 2016.*
- Employer Health Savings Account (HSA) or Health Reimbursement Account (HRA) contribution will be paid January 15, 2016 and July 1, 2016. These contributions will each be one-half of the total 2016 KSU contribution. If you are enrolled in Plan C dependent coverage for health insurance, HSA or HRA employer contribution is \$2,250.00 for the year. On January 15, 2016 and again on July 1, 2016, K-State will contribute \$1,125.00 to your HSA or HRA account for a total of \$2,250.00.*
- Federal income tax withholding rate changes effective January 1, 2016. Kansas income tax withholding rates remain unchanged for calendar year 2016.*
- W-4 (federal withholding) or K-4 (state withholding) changes you made for calendar year 2016.*
- You may have premium changes based on the KPERS Optional Group Life Insurance Employee Rate Chart – these changes may be due to a different age bracket or changes to coverage level during the open enrollment period. You may have automatically changed to a different age bracket (for example, from age 44 to age 45) or changed your coverage level during the open enrollment period (for example coverage level from \$40,000 to \$50,000). Optional Group Life Insurance deduction is taken from the 2nd paycheck of the month.*
- You may have premium changes based on the KPERS Optional Group Life Insurance Spouse Rate Chart – these changes may be due to a different age bracket for your spouse or changes to your spouse's coverage level during the open enrollment period. The optional group life insurance for your spouse may have automatically changed to a different age bracket (for example, from age 44 to age 45) or you may have increased your spouse's coverage level during the open enrollment period (for example coverage level from \$25,000 to \$50,000). Optional Group Life Insurance for Spouse deduction is taken from the 2nd paycheck of the month.*
- KPERS Optional Group Life Insurance for Child – you may have elected to enroll in the KPERS optional group life insurance for child. Optional Group Life Insurance for child deduction is taken from the 2nd paycheck of the month. The child coverage option and rates are effective January, 2016: child one rate is \$1.00 / month and child two rate is \$2.00 / month*

Form 1095-C employer-provided health insurance offer and coverage form is available

WHO RECEIVES A 1095-C FORM?

Employees eligible for health insurance coverage, including those who decline to participate in the State of Kansas health insurance plan, should receive a 1095-C form for tax filing purposes.

The form identifies:

The employee and the employer

Which months in 2015 the employee was eligible for coverage

Minimum monthly premium under the plan

1095-C forms for State of Kansas employees are available to print through the State of Kansas Membership Administration Portal (MAP). K-State employees are able to sign into MAP with their eID and password through [HRIS > Employee Self Service](#) > Benefits > Health Insurance Enrollment. When logged into MAP, the 1095-C form is located on the Forms tab on the Account Overview page, under "Tax Forms."

The 1095-C forms will also be mailed directly to the employee's mailing address listed in MAP.

To view the mailing address, go to "Contact Information" on the Member and Family page tab.

Employees should keep this form with other tax-related documents. It is similar to a W-2 or 1099 form, and will be needed when preparing their 2015 taxes or when providing data to a tax professional.

Questions? Contact benefits @ benefits@k-state.edu or view [FAQ](#).

HEALTH INSURANCE UPDATES FOR 2016

The State of Kansas Health Care Commission has ruled that health coverage will end the last day of employment and premiums pro-rated, effective January 1, 2016. Employees separating or retiring from K-State will have health insurance coverage through the end of the last day they are employed. COBRA coverage and the Retiree coverage will still be available after separation. If you should have specific questions, they may be addressed to benefits@ksu.edu

INCLEMENT WEATHER POLICY

To prepare for possible extreme weather, please become familiar with the [Inclement Weather Policy and Procedures](#).

Special Notes:

If inclement weather declaration becomes active, the following earnings codes will be used for benefit eligible non-essential employees who were scheduled to work, but did not. IWN (Inclement Weather - Nonexempt) and IWE (Inclement Weather - Exempt)

Employees not scheduled to work during the period covered by the Declaration of Inclement Weather, will not be affected by this policy. University Support Staff in temporary positions do not receive Inclement Weather pay.

Employees who work during the period of Declared Inclement Weather shall record hours worked as they normally would, had there not been a Declaration of Inclement Weather.

Employees who received prior approval for authorized leave during the period covered by the Declaration of Inclement Weather shall record the leave they originally requested instead of IWN or IWE.

This policy does not cover hourly student employees. Do not report hours for hourly student employees who did not work during the period of Declared Inclement Weather.

Reporting IWE for exempt employees is optional.

Questions may be directed to Kristi Fronce at fronce@ksu.edu, 785.532.1889 or Frieda Beat at frieda@ksu.edu, 785.532.1884.

CONGRATULATIONS!

Congratulations to Maria Lomibao on her retirement! Maria worked as a Custodial Specialist for over 25 years and most recently served on the Throckmorton crew. Several people stopped by to congratulate Maria and wish her the best. **Sandy Hoffman**, Director of Facilities Safety



and Training, had the opportunity to attend Maria's reception and observed how Maria's impact was campus-wide;

"I had the privilege to attend the retirement reception for Maria. Notice in the photos how many Non-Facilities employees

attended to pay tribute to her many years of dedicated service to Kansas State University. It was a true testimony of how each individual employee makes a difference not only as a Facilities employee but to the campus as a whole. Certain responsibilities have been assigned to each employee to ensure the future of KSU. Witnessing the love and gratitude that was shared that day, I realized the true impact Facilities employees have on campus. Congratulations, Maria!"



(top right: Maria holds plaque with her son, Lowell, and her daughter, Maureen.)

(bottom left and right: Many people from across campus attended Maria's reception)



WELCOME TO OUR TEAM!

Derek Stock was hired as an Equipment Operator. He is working for Mark Fronce on the Grounds Maintenance crew.



Blake Miles was hired as an Equipment Operator. He is working for David Stuhlsatz on the Grounds Maintenance Crew West.

Paul Walsh was hired as a Utility Worker. He is working for David Stuhlsatz on the Grounds Maintenance Crew West.



Jay Reynard was hired as a Refrigeration A/C Services Technician Senior. He is working for Travis Homeier on the Zone 1 Crew.

Ronald Parks was hired as a Utility Worker. He is working for Joe Myers on the Grounds Maintenance Crew.



Angelo Burt was hired as an Equipment Operator Senior. He is working for Bill Spiegel on the Recycling and Refuse Crew.

Darrin VanDorn was hired as a Plumber Senior. He is working for Travis Homeier on the Zone 1 Crew.



Seung Yeon So was hired as a Custodial Specialist. He is working for Patrick Lancaster on the Custodial Day crew.

IN THE SPOTLIGHT....

Jeremy Sharp works as a Project Manager within K-State's "Campus Planning and Project Management" department. His responsibilities include managing small and capital projects as well as providing code consultation for other project managers. Jeremy's favorite part of his job is getting a front row seat to K-



State's positive transformation;

***"I enjoy seeing the improvements on campus
as projects are completed."***

Jeremy was born in Wichita, KS and grew up in Derby. He enjoys watching T.V., doing projects around the house, and being lazy (when possible). His favorite food is Mexican or pizza and his co-workers may be surprised to know that his favorite band is "Split Lip Rayfield". His favorite movie is "Superstore";

***"It's hilarious. It's like making a trip to the local Walmart and
understanding everyone's backstory"***

In 2008, Jeremy traveled to Japan and lists it as his favorite vacation due to all the cultural diversity. However, at the end of the day, anyone who knows Jeremy knows he only bleeds purple. What's his favorite part of K-State?

***"I like the family atmosphere, but my favorite thing about K-State
is attending the football and basketball games."***

Anne Murphy works in Central Mail Services as an Administrative Officer. Her responsibilities include overseeing and managing the Central Mail department. She has worked for K-State since August of 2012. Her favorite part about working at K-State is the people;

"...I have met some really nice people here"

Anne was born in Canonsburgh, Pennsylvania and grew up right outside Pittsburgh in a small town called McMurray. She enjoys quilting, reading, and spending time with her six grandchildren. Her husband is a chef and she 'loves to eat', so choosing a favorite dish is tough, but if she had to choose, it would be Chicken Parmesan. Her co-workers may be surprised to learn that, when she was younger, she loved to drag race;

"...talk about an adrenaline boost!"

Her favorite place to vacation is Branson, Missouri because of the friendly people and her love for the mountains. Although Anne is not really a 'tv person', her favorite show is "Last Holiday";



***"The character starts out shy and quiet but as she realizes life is short,
she begins to take chances and learns how to be her true self"***



February 1 st	KYLE MCCONKEY		
February 2 nd	SCOTT WILBURN		
February 3 rd			
February 4 th	ROBERT CRIDER		
February 5 th			
February 6 th	UTE CRUZ		LARRY HALLER
February 7 th	JUDY FIEGENER		
February 8 th			
February 9 th	CALVIN LAW		
February 10 th	ED HEPTIG		
February 11 th			
February 12 th	TAMMY POWERS		
February 13 th	PATRICK BUTLER		
February 14 th	JOSH RICKER		
February 15 th	JEANETTE JOHNSON		
February 16 th	PAUL WALSH		ARTURO SIAS III
February 17 th			
February 18 th			
February 19 th	JEWELL CUTRIGHT		
February 20 th			
February 21 st	NELDA GAITO		DAMON LEE
February 22 nd	CLIFFORD WILLIAMS		
February 23 rd	JONATHAN BAGWELL		
February 24 th	RUSSELL THOMPSON		SHAWN WILSON
February 25 th			
February 26 th			
February 27 th			
February 28 th	ROBERT MAYFIELD		JACQUELINE TOBUREN
February 29 th			