CUSTOMER SERVICE IS OUR BUSINESS!

Within the Division of Facilities, one of our TOP goals is to provide excellent customer service to our K-State family! Each time your requested work order is completed, we will send you an e-mail asking you to tell us about your experience with our staff.

We want your input!

Please take a few minutes to respond and let us know how we are doing. Every evaluation we receive helps us to better serve you!

Meet Our Customer Service Team!

Have you ever wondered about that friendly voice that answers the phone when you have a building maintenance issue? Whether you need a light bulb changed, or just want that bat living under your desk to be “relocated”, these are the voices that answer your calls, day in and day out, to make sure you get the help you need!

Loleta Sump,
Director of Customer Service

(...and in the words of her team, “Best Boss Ever”)
Mandie Christensen, Administrative Specialist, Room Scheduling
(...and an AVID Batman fan!)

Joy Knutson, Accountant I
(...and addicted to SEPHORA!)

David Bainter, Accountant I
(...and a faithful Chiefs fan since BEFORE they won the Superbowl in 1970!)

Cody Smith, Administrative Specialist
(...and hairless cat owner. Will provide pictures upon request)
**WAY TO GO!**

**Taylor Pearson** was recognized for his work in Calvin Hall this month. **Debbie White** (Budget Officer, Arts & Sciences Dean Office) gave Taylor a “5” rating (“Excellent”) for his work and provided the following comments:

“Taylor was very efficient and had it fixed in no time. Prior to his leaving, I mentioned to him a problem with a second key I had received for my office door lock. He was GREAT. He took the time to see what the issue was and fixed it for me. I wish all KSU employees were as pleasant, professional, and efficient as Taylor was.”

**Seaton Custodial Crew** received the following note of appreciation from Barbara Moore in the department of Biological and Agricultural Engineering:

*February 23, 2017*

Seaton Custodial Team,
Thank you for all you do in BAE to make the department SHINE! You go above and beyond to help us all...always!

*Barb Moore*
THAT TIME OF YEAR!

By Human Capital Services - Benefits

FORM 1095-C AVAILABLE FOR TAX REPORTING PURPOSES

Form 1095-C employer-provided health insurance offer and coverage form is now available. The form has been mailed by the State Employee Health Plan to employees' homes and is available to print from the Membership Administration Portal.

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 2016 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. K-State employees are able to sign into Membership Administration Portal with their eID and password through HRIS > Employee Self Service > Benefits > Health Insurance Enrollment. When logged into Membership Administration Portal, the 1095-C form is located on the "Forms" tab on the Account Overview page under "Tax Forms."

The 1095-C forms will be mailed directly to the employee's mailing address listed in Membership Administration Portal. 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 2016 taxes or when providing data to a tax professional. Questions? Contact your benefits team at benefits@k-state.edu or view our FAQ.

HAVING TROUBLE PRINTING OFF W-2 AND/OR YOUR 1095’S?

Feel free to come by Dykstra 104 or call Cindy at 532-1717 if you need assistance or have any questions. We are here to help!
FEBRUARY BIRTHDAYS

FEBRUARY 2ND - SCOTT WILBURN
FEBRUARY 4TH - ROBERT CRIDER
FEBRUARY 5TH – GRETCHEN JOHNSON
FEBRUARY 6TH - UTE CRUZ
FEBRUARY 7TH - JUDY FIEGENER
FEBRUARY 9TH - CALVIN LAW
FEBRUARY 10TH - ED HEPTIG
FEBRUARY 12TH - TAMMY POWERS
FEBRUARY 14TH - JOSH RICKER
FEBRUARY 15TH - JEANETTE JOHNSON
FEBRUARY 16TH - ARTURO SIAS III & PAUL WALSH
FEBRUARY 21ST - DAMON LEE, KATIE HOLLADAY, & EDWARD EVANS JR.
FEBRUARY 22ND - CLIFFORD WILLIAMS & MARY GRUBBS
FEBRUARY 23RD - MATTHEW MARSH & JONATHAN BAGWELL
FEBRUARY 24TH - RUSSELL THOMPSON & SHAWN WILSON
FEBRUARY 27TH - DANIEL MARSHALL
FEBRUARY 28TH - ROBERT MAYFIELD & JACQUELINE TOBUREN
MARCH BIRTHDAYS

MARCH 2ND - EUGENE WILLIAMS, DAVID MCMULLEN, DAVID SEWARD, SU MALONEY, & JOE MYERS

MARCH 3RD - SUSAN KENT & ROGER SCHNEIDER

MARCH 4TH - TIM BRUNNER

MARCH 5TH - CLINTON GRUBBS & ANNE MURPHY

MARCH 6TH - MICHAEL PRICE

MARCH 11TH - ROMMEL CABILLAN & ROBERT MOTLEY

MARCH 12TH - KELVIN ATKINS

MARCH 14TH - SEUNG YEON SO

MARCH 18TH - DIANE WESTER

MARCH 19TH - DANIEL BOLLER, TOM BARTLETT & DARRELL NELSON

MARCH 20TH - CHARLES KRANZ

MARCH 22ND - NICOL SKINNER

MARCH 23RD - STEVEN ROWE

MARCH 24TH - HARRY SENDER, WILLIAM HYNEK & BRIAN MORGAN

MARCH 25TH - STEPHANIE BRECHEISEN

MARCH 28TH - MARLA CAIN

MARCH 30TH - DOUGLAS RAY, CHRISTOPHER FLEEKER & AARON BURGER

MARCH 31ST - JERALD HUNTER