

HR

S.M.A.R.T

*Source for
Monthly Answers,
Reminders, and Tips*

Calendar of Employee Reminders

January:

- Download W-2 from [State of Kansas Portal](#)
- Download 1099SA from [MetLife Portal](#) for HSA accounts
- Employees begin earning [HealthQuest credits](#)
- Establish new employee goals in Workday for upcoming calendar year
- Employee performance evaluations for previous calendar year due January 31st
- Terminate any student employee not enrolled in 6+ credit hours, Student Employment Office will provide a list to managers

February:

- United Way Campaign begins
- Total Rewards statements are produced in Workday
- Download 1095-C from [MAP Portal](#)

March:

- View supervisory organization chart in Workday and terminate any employees who are no longer active
- Health insurance premiums double-deducted for faculty who do not spread their pay over summer
- No health insurance premiums deducted on March 31st (third paycheck of the month)

April:

- Review Emergency Notification System in Workday
 - (Photo/Icon > View Profile > Job > Additional Data)
- Health insurance premiums double-deducted for faculty who do not spread their pay over summer

May:

- Summer Tuition Assistance application deadline is Friday, May 5th
- Health insurance premiums double-deducted for faculty who do not spread their pay over summer

June:

- HR processes any potential merit increases for faculty and staff
- Employees receive annual appointment forms and complete conflict of interest forms

July:

- Faculty and 10-month Staff complete the Annualized Salary Agreement
- Send ALL Workstudy student names to the Student Employment Office email: stemp@fhsu.edu

August:

- Fall Tuition Assistance application deadline is Friday, August 4th
- New Faculty Orientation expected to be August 10th
- Terminate any student employee not enrolled in 6+ credit hours, Student Employment Office will provide a list to managers

September:

- Tiger Fitness Center family membership renews (September through August)
- No health insurance premiums deducted on September 29th (third paycheck of the month)
- View supervisory organization chart in Workday and terminate any employees who are no longer active

October:

- Health Insurance open enrollment
- Life Insurance open enrollment

November:

- Deadline for HealthQuest rewards toward HRA/HSA funds is November 17th
- Review home contact information

December

- Intersession/Spring Tuition Assistance application deadline is Friday, December 1st
- Tax treaty renewal for international students who qualify
- Last day to use 2023 Discretionary Day is Saturday, December 23rd
- Deadline for HealthQuest credits towards premium discount is December 31st
- Consider future nominations for Distinguished Service Award & Les and Elizabeth Griffin Family Outstanding Service Award
- View supervisory organization chart in Workday and terminate any employees who are no longer active
- Employees consider increasing voluntary retirement plans: KPERS 457 and 403(b) options available