

The background of the slide is an abstract geometric pattern composed of numerous triangles of varying sizes. The color palette is split vertically: the left side features warm tones of orange and yellow, while the right side features cool tones of blue and teal. The triangles are arranged in a way that creates a sense of depth and movement.

HUMAN RESOURCES

Payroll & Benefits

Human Resources Office



Office Hours

School Year:

Monday – Friday:
8:00am – 4:30pm

Winter & Summer Break:

Monday – Friday:
8:00am – 4:00pm

How to Contact HR

- <https://www.kutztown.edu/about-ku/administrative-offices/human-resources/contact-hr.html>

Current Students Faculty & Staff Alumni Parents & Families

ACADEMICS ADMISSIONS AFFORDABILITY LIFE AT KU ABOUT KUTZTOWN

ADMINISTRATIVE OFFICES > HUMAN RESOURCES > CONTACT HR

HUMAN RESOURCES

- Contact HR
- Benefits ▼
- Employee Recognition ▼
- Employee/Labor Relations ▼
- Employment** ▼
- Forms/Employee Resources ▼
- Know Your Rights
- Lactation Room
- Payroll Faculty/Staff ▼
- Professional Development/Training
- Student Employees/Payroll
- Frequently Asked Questions

KU HUMAN RESOURCES CONTACT INFORMATION

Our goal is to help you find the information you need as quickly as possible. Questions submitted through this section of the site are given priority. What you should expect.

- [AskHR](#) is designed to provide support with efficiency.
- Read the [frequently asked questions](#) for possible solutions.
- If you were unable to find a solution from the frequently asked questions, please explore AskHR.
- You will be notified by email regarding the person in HR to whom your question has been assigned as well as when to expect a response. Typically, you can expect a response within 48 hours.

FREQUENTLY ASKED QUESTIONS **ASKHR**

Kutztown University HR Webpages

- Benefits - <https://www.kutztown.edu/about-ku/administrative-offices/human-resources/benefits.html>
- Employee Self Service (ESS) - <https://portal.passhe.edu/irj/portal/>
- Payroll - <https://www.kutztown.edu/about-ku/administrative-offices/human-resources/payroll-facultystaff.html>
- Holiday and Payroll Calendars - <https://www.kutztown.edu/about-ku/administrative-offices/human-resources/payroll-facultystaff/holiday-and-pay-calendar.html>

Payroll

- State System employees can access their current and previous pay statements by logging into the Employee Self-Service and clicking on the Fiori tab at the top of the page.
- The State System offers a wide variety of payroll related changes on the ESS website.
- Please go to the following link for more payroll information:
<https://passhe.edu/hr/payroll/index.html>
- We are on a bi-weekly pay cycle. You will be paid every other Friday.
- Direct deposit is mandatory for your payroll checks.

Faculty Pay Periods

2025-2026 Academic Year Pay Schedule

Pay Per End	Pay Date	Comments
09/05/25	09/19/25	1st pay Fall 2025 (all)
09/19/25	10/03/25	
10/03/25	10/17/25	
10/17/25	10/31/25	
10/31/25	11/14/25	
11/14/25	11/28/25	
11/28/25	12/12/25	
12/12/25	12/26/25	
12/26/25	01/09/26	
01/09/26	01/23/26	
01/23/26	02/06/26	10th pay Fall 2025 (20 pay option)
02/06/26	02/20/26	1st pay Spring 2026 (20 pay option)
02/20/26	03/06/26	13th pay Fall 2025 (26 pay option)
03/06/26	03/20/26	
03/20/26	04/03/26	
04/03/26	04/17/26	
04/17/26	05/01/26	
05/01/26	05/15/26	
05/15/26	05/29/26	
05/29/26	06/12/26	
06/12/26	06/26/26	
06/26/26	07/10/26	
07/10/26	07/24/26	10th pay Spring 2026 (20 pay option)
07/24/26	08/07/26	
08/07/26	08/21/26	
08/21/26	09/04/26	
		13th pay Spring 2026 (26 pay option)

Benefits Webpage

Student Employees/Payroll

Frequently Asked Questions

CONTACT US

Human Resources

15187 Kutztown Road
Kutztown, PA 19530

☎ : 610-683-1353

📠 : 610-683-4641

✉ : humanresources@kutztown.edu

SEAP (STATE EMPLOYEE ASSISTANCE PROGRAM) ▼

THE WORK NUMBER ▼

2024 HOLIDAY CALENDAR

📅 [AFSCME Clerical/Admin/Fiscal/Technical/ Human Services](#)

📅 [AFSCME Maintenance and Trades](#)

📅 [Managers, Administrators & SCUPA employees](#)

EXPLORE

New Employees: As a new employee you will have decisions to make regarding benefits and payroll information. This focuses on providing you with the information you need as you join the KU community.

Current Employees: As an important member of the KU family additional information regarding all of your benefits, including wellness initiatives and tuition waivers can be found under Benefits.

NEW EMPLOYEES ▼

CURRENT EMPLOYEES ▼

PROSPECTIVE RETIREES AND RETIREES ▼

FACULTY BENEFITS ORIENTATION

HEALTHY U

BENEFITS INFORMATION

OPTUM FINANCIAL (FSA ACCOUNT)

HOLIDAY & PAY CALENDAR

RETIREMENT@WORK

Important information for new hires:

- [Amorous Relationships Policy](#) 📄
- [Labor Laws - Federal and Pennsylvania Know Your Rights in the Workplace](#)
- [Protection-Supervision of Minors Policy](#) (GEN-004)
- [Mandatory Reporting of Child Abuse](#) (GEN-005)
- [Benefit Summary](#)
- [Employee Travel Expense Reimbursement](#)
- [Paydate Schedule](#)
- [Notice of Availability of the Annual Security Report and Annual Fire Safety Report](#)
- [ESS](#)
- [Tuition Waiver](#)
- [SEAP \(State Employees Assistance Program\)](#)
- [SEAP Privacy Notice](#)
- [Right-To-Know](#)
- [FERPA](#)
- [Universal Availability Notice](#)
- [TSA \(403b\) vs. Deferred Compensation \(457\) plan comparison](#)
- [Disability Services Information](#)
- [Acceptable Use Policy](#)
- [Technology Transfer and Commercialization](#)
- [President's Roundtable on Alcohol and Other Drugs](#)
- [Sexual Harassment Policy and Procedures](#)
- [Anti-Discrimination Policy and Procedures](#)
- [Anti-Harassment Policy and Procedures](#)
- [Whistleblower Law](#)
- [Campus Map](#)
- [Faculty Leave Guidelines](#)
- [PASSHE Privacy Practices](#)
- [PASSHE Notice of Creditable Coverage - Medicare Part D](#)
- [Worker's Compensation Panel](#)

Benefit Eligibility

- FT for Academic Year
- PT – 50% or more for Academic Year
 - PT premiums for health benefits
 - Split contracts (for example - 50% Fall, 100% Spring)
considered PT for both semesters with PT premiums applied
- One semester contracts not benefit eligible
 - If second qualifying contract later received, benefits eligibility will change and go back to the start of the first semester with 50% or higher.

Medical Benefits

- The medical plan offered to eligible employees is a Preferred Provider Organization or PPO plan called the Highmark Blue Shield PPO Blue plan. This includes [Prescription coverage](#).
- If you wait to elect your benefits, the premiums will go back to your start date and will come out of your paycheck.
- You must elect your coverage in the first 30 days for you and your dependents, or you will have to wait for open enrollment (Spring to start on July 1st) or have a qualifying event.

Eligible Dependents

- Eligible Dependents (with a hire date after 7/1/2013):
 - Legal spouse, children under 26 (natural or legally adopted, stepchildren, legal wards. Full list here: [State System Healthcare](#))
 - If your spouse is eligible for coverage under their employer's plan, they are required to be enrolled in their employer's plan as primary coverage (regardless of cost). This does not apply to children up to the age of 26.
 - Your spouse can be enrolled in PASSHE benefits for secondary coverage.
 - You must show birth certificates, adoption paperwork or marriage license to HR to confirm legal status or they will be removed from coverage.

Medical Cost

- Please see the Premium Handout
- Faculty members with a full-time contract for the academic year will have the option to elect 20 or 26 pays over the A/Y.
- Cost of benefits will depend upon pay option and level of coverage (Single, Two-Party or Multi-Party).

Healthy U

- Healthy U is a secure, customized wellness rewards program. Employees and their enrolled spouse who complete the survey are rewarded with lower health care premiums. Both must complete the survey in time to get the discount.
- The Healthy U program is annually from January 1 - May 31. If you miss the completion window, you will pay the higher healthcare premium for the following fiscal year starting on July 1st.
- Employees hired on/after April 1, automatically pay the lower health care contributions for the Healthy U plan year beginning July 1.
- You will participate in the survey through your online account with Highmark.
- This is an annual requirement to continue to qualify for the lower health care premium.

PA Faculty Health & Welfare Fund

- As a faculty member, dental and vision benefits are available through the [PA Faculty Health & Welfare Fund](#).
- Regular and temp full-time faculty and their dependents (children to age 26) are eligible for H&W Fund benefits on the first day of employment with PASSHE. Part-time faculty who work 50-99% FTE are eligible for member and spouse coverage; those who work 25-49% FTE are eligible for member coverage only.
- <https://www.apscuf.org/members/forms-benefits/>
- Faculty Health & Welfare – 844-865-1137

Important Dates

- Benefits for A/Y 2025-2026 begin 08/23/2025
- Health Benefits over Summer
 - FT temporary benefits-eligible faculty must have a reasonable expectation of a FT contract for the next Fall for health benefits over the summer
 - Temporary part-time benefits-eligible faculty are not entitled to health benefits over the summer
- Faculty not eligible for summer benefits – last day of coverage will be May 31, 2026
- 20-pay option faculty who are ineligible for benefits over the summer will receive a refund of a percentage of premium contributions with A/Y final pay

Flexible Spending Accounts

- Allows you to have income withheld from your pay tax-free for health care and day care expenses.
 - **Health Care FSA** – All your eligible dependents, for medical, dental, vision, prescription and eligible Over-the-Counter item costs.
 - Your entire election amount is available to you at the beginning of the year, but you cannot go over that amount.
 - You will receive a credit card from Optum to use at your Doctor and Pharmacy.
 - **Day Care FSA** – Eligible dependents age 12 and under, for daycare, summer camp. Or elder care expenses.
 - Can only be reimbursed for what you have contributed at the time.
 - You will need to pay for services and then submit the receipts for reimbursement.
- These are annual elections that must be completed every year. There is no automatic rollover to the next year.
- Optum Financial, <https://www.myoptumfinancial.com/passhe> Customer Service, 833-325-9998

Life Insurance

- **Basic Group Life Insurance**
 - This is free coverage provided by the State System to **permanent faculty**. You will be automatically enrolled in this coverage for 1x your annual salary up to \$50,000.
- **Voluntary Insurances - Temporary benefits-eligible faculty and/or permanent faculty**
 - **Voluntary Group Life Insurance (VGLIP)** is additional coverage you can elect to pay for you and your family members. You can elect anytime, however, election outside of your first 30-day window will require “statement of health” to be submitted along with the enrollment form.
 - **Voluntary Long-Term Disability** is income protection that pays up to 60% of gross annual base salary monthly. You can elect anytime, however, election outside of your first 30-day window will require “statement of health” to be submitted along with the enrollment form.
 - **Accidental Death & Dismemberment** can help protect families from financial hardship by paying a benefit upon death or serious injury due to a covered accident. You can get coverage for you and your family members. **This can only be elected with your first 30 days of employment.**

Paid Time Off

- **Permanent FT Faculty**
 - 15 days Sick Leave for each A/Y of service
 - 2 Personal Days earned 1 each half of year (no carryover)
- **Temporary FT Faculty for A/Y**
 - 15 days Sick Leave during A/Y
 - 2 Personal Days earned 1 each half of year (no carryover)
- **Temporary FT Faculty for One Semester**
 - 7.5 days Sick Leave
 - Not Eligible for Personal Days
- **Temporary PT Faculty**
 - 1 day Sick Leave per semester
 - Not Eligible for Personal Days

Retirement Eligibility

- Eligible faculty must elect to participate in one of the State System's retirement plans. Eligible faculty include:
 - All permanent, full-time and part-time employees.
 - Temporary faculty with a full academic year appointment at 50% or more
 - Faculty with an existing Commonwealth of PA, PASSHE or PA Public School Retirement plan
- *Retirees of state agencies should contact H.R. as pension benefits may be impacted by employment

Retirement Plans

- Eligible faculty **MUST** select a retirement plan within their first 30 days. Once selected, the premiums will be applied back to your start date.
- If you do not elect a plan, you will be automatically enrolled in the SERS Class 5A Hybrid Plan.
- Once you have chosen your plan, you cannot make any changes. You are locked into the plan for the entirety of your employment.
 - **Alternative Retirement Plan (ARP)** – Similar to most employer matching 401K plans, choose TIAA or Fidelity.
 - Employee contribution – 5%, Employer contribution – 9.29% - You cannot elect a higher percentage.
 - You are fully vested from the date of enrollment and has a loan option for members.
 - **State Employees Retirement Plan (SERS)** – 3 different plan choices.
 - SERS Class A5 or A6 – Pension plan + Investment plan (traditional IRA)
 - You must work 10 years for the Pension plan and 3 years for the Investment plan before you are fully vested.
 - SERS Class 40 – Employee contribution – 7.5%; Employer contribution – 3.5% (traditional IRA)
 - **Public School (PSERS)** – You may elect either the ARP or SERS plans or choose to stay in PSERS.
 - <https://passhe.edu/hr/benefits/retirement/psers.html>

Voluntary Retirement Plans

Deferred Compensation – 457(b) Plan>>

The 457(b) Plan offers a simple, flexible way for you to save for retirement. With its powerful pretax and Roth saving features, investment options and planning resources, you can work toward replacing your working income in retirement - for life. Review the 457(b) Plan highlights document to see how the 457(b) Plan can help you save, invest and prepare for retirement.

To enroll complete a [paper form](#) or [register online](#) under "I have a plan enrollment code" (Enter your Group ID 98978-01 and Plan Enrollment Code [found here](#).)

- [Empower Retirement Website](#)
- [Plan Highlights](#)

Tax Sheltered Annuity (TSA) - 403(b) Plan>>

Employees are able to choose from TIAA and/or Fidelity as their TSA vendor and choose from the [same core investment lineup](#) as the ARP retirement plan, offered at the lowest possible fee structure. Access to a brokerage window is available for employees who desire investment choices outside of the core lineup with TIAA and/or Fidelity.

To enroll, log on to the [Retirement@Work TSA website](#). Click the links below for more information and to get started.

- [Retirement@Work User Guide](#)
- [Retirement@Work Website](#)

<https://passhe.edu/hr/benefits/retirement/index.html>

[Retirement@Work](#) – Sign up to manage your account(s)

State Employee Assistance Program

- SEAP is a free confidential program to all State System employees; this includes everyone who lives in your house, as well as your parents, adult children, and siblings regardless of where they live.
- SEAP is available to you and your family 24/7 to help you deal with emotional or family concerns, elder care, alcohol or drug abuse, depression and other behavioral health matters, or financial and legal issues. Call 1-800-692-7459 (TDD 1-800-824-4306).
- Find more information about SEAP at www.liveandworkwell.com using "Pennsylvania" as your access code.
- <https://passhe.edu/hr/benefits/seap.html>

Tuition Waiver

- Eligibility
 - Full-time Faculty in an active pay status with a minimum of 1 academic year appointment
 - Total waiver of tuition at any PASSHE university
- Spousal
 - Total waiver of tuition at employing university
 - Limited to first undergraduate degree

Tuition Waiver

- Children
 - Total waiver of tuition at employing university
 - 50% waiver of tuition at any PASSHE university
 - Until age 25 or first undergraduate degree
- [Tuition Waiver Application forms](#)

NEOED

- Please make sure to complete all the tasks that have been assigned to you in NEOED. Everything must be completed for you to be fully onboarded at KU.
- There are a couple of video trainings on the list. We are currently switching to a new training platform, Vector. You will receive information about the new site in the next few weeks and you will be able to complete the required classes.
- Please send your clearance results to HR as soon as you receive them.
- We must have your clearances within 45 days of your start date.
- Please bring your I-9 documentation to HR payroll if you haven't already done so.

My First Days

SELF SERVICE PORTAL

Welcome Elisabeth Manwiler
Last Logon: Wed, 12/04/2024 13:32:29

Home Employee Self-Service Business Intelligence **Fiori Self-Service**

Overview Personal Information Benefits Leave & Time Payroll Travel Management **My First Days** Help Documents

Welcome Elisabeth Manwiler to the Self-Service Portal!

Areas of Employee Self-Service

Personal Information
Display your personal data, addresses, and bank information. Here you can also manage your ethnicity information.

Benefits
Display your benefits participation information and access the online benefits enrollment system.

Leave & Time
Within this section of Employee Self-Service you may view your leave balances and a complete record of all absences you have submitted to date. If you have been given access to the Employee Leave Request system, you may access it here as well.

Payroll
Access online copies of your printed pay statements, manage your W-4 withholding, view/change your W-2 election, and view your online W-2 form, if you have elected to receive online.

Travel Management
This area of ESS provides employees with functions to create and manage travel requests and expense reports.

My First Days
For New Employees Only -- The My First Days application of ESS will allow new employees to the Pennsylvania State System of Higher Education to perform all the initial tasks of building your HR personnel file. Here you can complete activities such as: setting up direct deposit, enrolling in your medical benefits and retirement plan(s), completing your W-4 form, etc. All new employees should run this application within 30 days of your date of hire.

Help Documents
Here you will find all supporting Employee Self-Service (ESS) help documentation about every feature and tool of the ESS system. This document repository is a good location to start if you have a question about an ESS application's use.



Benefits

Leave & Time

Personal Information

Payroll

SourcePoint/Procurement

My Benefits
Enrollment



SECA Enrollment



Total Compensation
Statement



My Benefits



Leave & Time

Display Absences



My Timesheet



My Leave Request



Personal Information

My Personal Data



My Addresses



My Contact
Information



Direct Deposit /
Bank Information



My Family Members



Education
Information



My External
Organizations



Ethnicity/Race



Payroll

W-4 Withholding



Display W-2 Form



Update W-2
Election



Direct Deposit /
Bank Information



My Paystubs



ESS/Fiori

Employee of the Month (EOM)

EMPLOYEE OF THE MONTH



To recognize current university employees who have served Kutztown University in an exceptional manner by exemplifying outstanding service through his or her work and exhibiting a positive and supportive attitude.

Nominations are collected from students, faculty and staff, and the Employee of the Month (EOM) is selected by the Human Resources Advisory Council. A winner will be selected each month and out of the 12 monthly winners one will be selected as Employee of the Year. The Employee of the Month will receive a plaque, reserved parking and a \$100 monetary gift sponsored by Dr. Hawkinson.

For more information on the award or to nominate someone, see the [EOM nomination form](#).

[Nomination Form](#)

Questions?

