



BENEFITS OPEN ENROLLMENT ENDS TODAY

Today, June 3, is your last chance to take advantage of our benefits program or make any adjustments to your current plans. Log in to your [UltiPro](#) account to learn more and make any necessary changes you need before the enrollment period ends.

If you missed one of the educational sessions, you still have access to our digital postcard. [Open the Kansas Athletics Open Enrollment 2024 Digital Postcard.](#)

We are excited to offer you a NEW employer paid benefit of Short-Term Disability, while enhancing our established Long-Term Disability plan. In addition, you now have access to [Perk Spot](#), offering exclusive discount deals that are tailored to your interests.

If you have any issues accessing your benefits or have any questions about your benefits coverage, please reach out to a member of your Human Resources team.



FY '24 PERFORMANCE REVIEWS DUE JUNE 30

2023-2024 Review Period and Timing

The 2023-2024 review period is based upon an employee's performance in his/her job for the period from July 2023 through June 2024. The timing for administering the annual performance review is as follows:

Action	Deadline
HR Delivers Performance Review Materials to People Leaders & Staff	June 30, 2023
Complete Goal Setting (July)	August 30, 2023
Complete Mid-Year Review (December)	January 31, 2024
Complete Year-End Review & Turn into HR (June)	June 30, 2024

City of Lawrence Electronics Recycling Event June 8

The City of Lawrence will hold an e-Waste recycling event in partnership with Teknix. It will be held from 9 a.m. to 1 p.m. on Saturday, June 8th.

Location and drop-off information: <https://lawrencekstimes.com/2024/05/16/electronics-recycling-2024pre/>
List of items: <https://lawrenceks.org/mso/electronics-recycling/>

(note: **CRT TVs, CRT monitors, and projection TVs will be accepted for a fee: \$40/each for all sizes of CRT TVs, CRT Monitors, and Projection TVs. Teknix will accept CASH only!)

JUNETEENTH

This year, **June 19th (Juneteenth)** has been designated by the Governor as a **paid holiday** for eligible employees. KU classes will not be in session. Employees are not expected to work unless required by their supervisor and work time will follow the holiday compensatory time policy.

Kansas Athletics follows the University of Kansas holiday schedule. You can view the [Holidays webpage for a full holiday schedule](#).



Learn more here: <https://lawrenceksjuneteenth.org/>

BUSINESS OFFICE

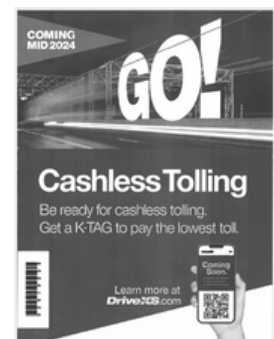
The year end is one month away so here are some tips to remember:

- If you purchase an item that will be delivered or used in the current fiscal year, it will generally be charged to the current fiscal year.
- If you have to pay for an item in the current year that will not be delivered or used until the next fiscal year, it will be accrued as a "Prepaid Expense" in the current year and charged against your budget in the next fiscal year. The most common purchase that creates a prepaid expense is airfare.
- It is extremely important to keep up with your expense reports this time of year so the Business Office can apply charges to the correct fiscal year. The last billing cycle of the fiscal year for travel cards begins June 21st and last cycle for p-cards begins June 11th.
- Please submit invoices to the Business Office as soon as possible so we can input them into our accounting system by June 30th. Also, let us know if you are holding an invoice due to a dispute with a vendor so we can decide how to handle it.
- If you need to send an invoice to someone or a business for the current fiscal year, let the Business Office know as soon as possible.
- Thoroughly review your budget reports and let the Business Office know if there are expenses that need to be moved. Budget reports were recalculated on May 30th.

Contact someone in the Business Office if you have any questions or concerns about year end.

Cashless Tolling is coming to Interstate 70 Summer 2024
K-TAGS are available at: <https://www.myktag.com/>

You will want to add your personal credit card for payment.



KAI BIRTHDAYS

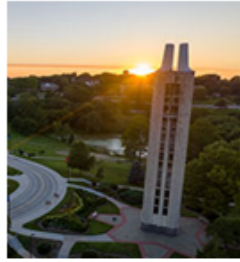
Ray Bechard	June 2
Jamie Bermel.....	June 3
Brian Hanni.....	June 3
Steffany Dickerson.....	June 4
Lucas Marbach.....	June 4
Scott Aligo.....	June 5
Ashley Goodman.....	June 5
Kristie Baumchen.....	June 8
Nadia Jackson.....	June 8
Jennifer Betz.....	June 9
Glenn Quick.....	June 10
Tori Miller.....	June 12
Doc Sadler.....	June 12
Emily Ellison.....	June 13
Shaun Soderling.....	June 13
Darrell Stuckey.....	June 16
Jason Ramirez.....	June 16
Duraunte Cutts.....	June 17
Michael Whittlesey.....	June 17
Tom Hays.....	June 18
Eric Terrazas.....	June 18
Ryan King.....	June 21
Dawn McClure.....	June 21
Daniel Simon.....	June 21
Alexis Coca.....	June 23
Paul Vander Tuig.....	June 24
Craig Busboom.....	June 26
Juan Moore.....	June 28
Bianca Shea.....	June 28

KAI ANNIVERSARIES

Todd "Leaper" Williams.....	54 years
Stanley Redwine.....	24 years
Kurtis Townsend	20 years
Craig Busboom.....	19 years
Demetrius Daniels.....	17 years
Greg Gurley.....	13 years
Todd Chapman.....	11 years
Lisa Baker.....	8 years
Ryan King.....	6 years
Scott Aligo.....	3 years
Lindsay Kuhle.....	3 years
Greg Svarczkopf.....	3 years
Alexis Coca.....	2 years
Jon Coyne.....	2 years
Dan Fitzgerald.....	2 years
Darren Hain.....	2 years
Brandon Scott.....	2 years
Tony Blake.....	1 year
Ryan Evans.....	1 year
Allison Kelly.....	1 year

Departed Employee:
Andrea Geubelle Norris

LEARNING & DEVELOPMENT - ZOOM



Introduction to Compassionate Communication

1-4 p.m. June 11

This in-person training is a prerequisite to other Human Resources empathy and conflict management programs, including Boosting Morale Through Daily Celebrations and Handling Conflict Using Compassionate Communication.

[Read More \(KU Login Required\) »](#)

WOMEN'S GOLF SUMMER CAMPS EMPLOYEE DISCOUNT

Employees receive a discount of 50% off!

Available camps with space:

- Parent Child Golf Clinic – June 15 (Discounted price: \$125)
- Jayhawk Kids Golf Camp – July 20-21 (Discounted price: \$125)

Email Coach Bidne to register: Bidne@ku.edu



JAYHAWK GOLF SUMMER CAMPS

PARENT CHILD GOLF CLINIC
June 15th, 2024 | 9:00 AM - 2:00 PM

Open to any and all Boys & Girls ages 5-18
KU Golf Practice Facility at The Jayhawk Club
\$249 Registration fee

ELITE GIRLS GOLF CAMP
June 29th - July 1st, 2024 | 9:00 AM - 4:00 PM

Open to any and all Girls ages 10-18
KU Golf Practice Facility at The Jayhawk Club
\$745 Registration fee

JAYHAWK KIDS GOLF CAMP
July 20-21, 2024 | 9:00 AM - 1:00 PM

Open to any and all Boys & Girls ages 6-12
KU Golf Practice Facility at The Jayhawk Club
\$249 Registration fee

INCLUDES: INSTRUCTION, LUNCH, KU SWAG AND MORE!
TO REGISTER: EMAIL COACH BIDNE AT bidne@ku.edu



THIS CAMP IS OPEN TO ANY AND ALL ENTRANTS LIMITED ONLY BY NUMBER, AGE, GRADE LEVEL AND OR GENDER*
CAMP IS A PRIVATELY OWNED ENTERPRISE AND IS NOT OPERATED OR SPONSORED BY THE UNIVERSITY OF KANSAS OR KANSAS ATHLETICS, INC.



Rally House is excited to partner with KU Athletics as the official in-venue retail provider! As long-standing stewards of the Kansas brand, we're committed to providing the Jayhawk community with the highest quality product assortment in the market. We are fans, just like you, and know the importance of repping the Jayhawks. We hope the following staff discounts showcase that pride.

KU Athletics Staff Employee Discount

All full-time KU Athletics employees will receive 25% off purchases at the following locations:

- Rally House AFH - 1651 Naismith Drive, Room 2085, Lawrence, KS 66045
- Rally House locations - David Booth Kansas Memorial Stadium (Game Day specific)
 - NOTE: Discount not available Fall of '24 at Children's Mercy or Arrowhead
- Rally House - Horejsi Family Volleyball Arena (Game Day specific)
- Rally House - Hogleund Ballpark (Game Day specific)
- Rally House - Rock Chalk Park (Game Day specific)
- Rally House Lawrence 23rd St- 2000 W 23rd Street, Lawrence, KS 66046

Please note that our Mass Street location is not eligible for this discount.

Staff must provide their KU email addresses and present either a business card or government issued ID (e.g., driver's license or passport). If government issued ID is presented, the KU staff member must show their individual page on the [KU Athletics Staff Directory website to confirm their employment](#). Spouses are eligible to use the discount and should confirm the relationship in addition to the spouse's employment using the KU Athletics Staff Directory. The discount does not extend to other family members, friends, or part-time employees. .

Official KU Athletics Business Merchandise

Bulk merchandise to be used for official KU Athletics' business can be purchased in advance at the locations listed above at a discounted rate of 40% off. Advance notice of 2-4 weeks is requested to avoid inventory depletion of retail store stock. Staff must provide their KU email addresses and present either a business card and/or KU Card at the point of sale.

Though we're unable to offer these discounts online, we hope that you will come join us in-person at one of our many official KU Athletics stores. Many of our store staff are Jayhawk fans as well and love seeing the products you pick out!