




WASHINGTON STATE UNIVERSITY




Welcome to
Washington State University

Presented by
Human Resource Services

Revised April 2017



Congratulations



on your new appointment!



Part 1:
About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

Presentation Slides | Resource List






**Part 2:
Medical Benefits**

**Part 3: (afternoon)
Retirement Plan
Information**

1:30-2:30
Faculty and Administrative
Professional employees


3:00-4:00
Civil Service employees







About WSU: History

- 1862: *The Morrill Act*
- 1890: *Washington State Agricultural College and School of Science (WAC)*




- 1892: *Doors open to 59*
- 1897: *1st graduating class!*
- 1905: *WAC becomes WSC*






About WSU: History



- 1916: *The Crimson and Gray*
- 1919: *We become Cougars!*
- 1927: *Butch arrives*
- 1959: *WSC becomes WSU*



About WSU: Current Profile

- Over 60 state locations
- Campuses in Tri-Cities, Vancouver, Spokane, Everett
- Over 27,000 students statewide
Over 2,100 instructional faculty
Over 6,300 total employees
- 12 colleges, the Graduate School & Global Campus



About WSU: Leadership



Kirk Schulz
11th President

Drive-to-25
"Washington State University will be recognized as one of the nation's top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030."

Office of the President - French Admin, Room 422
president.wsu.edu





About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources



**WSU Employment:
Parking and Transportation**

- Parking permits may be required, depending on your campus
- Annual and daily permits available
- Payroll deduction available
- Observe zone and game day signs




*Parking Services in Pullman
corner of Cougar Way and D Street
transportation.wsu.edu*



**WSU Employment:
Employee Types and Handbooks**


- **Administrative Professional (AP)**
 - AP Manual
- **Civil Service (CS)**
 - WAC 357
- **Bargaining Unit (BU)**
 - Appropriate CBA
- **Faculty (FAC)**
 - Faculty Manual

*Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu*



WSU Employment: WSU ID

- Provided to all employees, student, and WSU affiliates
- Automatically generated
- Required to obtain a Cougar Card and a Network ID



WSU Employment: Cougar Card

- General University Identification
- Access to campus facilities
- Free Pullman /Spokane Transit
- Access to University Libraries
- Cougar CASH: up to 10% discount
- Discount at the Bookie
- CougarCard *Maxx*

*CougarCard Center - Compton Union Building,
cougarcard.wsu.edu*




WSU Employment: Network ID

Access to WSU network and computing services, including:

- Email
- Online earnings statements (my.wsu)
- Online training system

*Information Technology Services- Info Tech Bldg., Room 2088
wsu.edu/nid*






WSU Employment: Payroll

**Semi-Monthly
Lagged Payroll Leave Period**

Work done on 1st – 15th
Paid on 25th of the current month

Work done on 16th – 31st
Paid on 10th of the following month

*Payroll Services Office - French Admin, Room 236
payroll.wsu.edu*




WSU Employment: Payroll

- Pay Schedule
 - Direct Deposit
 - Self-Guided Orientation
 - W-4 Employee Withholding
 - Earnings Statements



*Payroll Services Office - French Admin, Room 236
payroll.wsu.edu*




WSU Employment: Payroll

Paycheck questions or concerns:

- Contact your immediate supervisor or Payroll Services

*Payroll Services Office - French Admin, Room 236
payroll.wsu.edu*





WSU Employment: Leave Information

Leave Types

- Annual Leave
- Sick Leave
- Holiday
- Personal Holiday
- December Holiday Reduced Operations
- Others




WSU Employment: Leave Information

Annual Leave

- Civil Service and Bargaining Unit
(Must complete 6 months continuous service to use)
- Administrative Professional
14.67 hours per month
- Faculty on annual (12 month) appointment
14.67 hours per month

*Prorated to your FTE



WSU Employment: Leave Information

Sick Leave

- Full Time employees earn 8 hours per month
- Part Time employees (50% or greater) earn prorated amount
- No maximum



WSU Employment: Leave Information

Holiday Pay

10 holidays per year

Pay Status (anything other than LWOP)

Civil Service: full work shift prior to holiday

AP/FAC: any part of prior work day

BU: check Collective Bargaining Agreement (CBA)

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu



WSU Employment: Leave Information

Personal Holiday

- FAC (on 12 month appointment):
immediately available (Jul 1 – Jun 30)
- AP: immediately available (Jul 1 – Jun 30)
- CS: immediately available (Jan 1 – Dec 31)
- BU: some after 4 months (Jan 1 – Dec 31)



WSU Employment: Leave Information

**December Holiday
Reduced Operations**

WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.


Plan ahead and work with your supervisor.

hrs.wsu.edu



WSU Employment: Overtime Provisions

- Fair Labor Standards Act (FLSA)
 - HRS reviews job duties to determine FLSA status
- Overtime Eligible Employees:
 - Eligible for overtime compensation if work an excess of 40 hours in a work week
 - Meals: 30 min unpaid after no more than 5 hrs
 - Rest Breaks: 15 min paid for every 4 hrs
 - Time Report
- Overtime Exempt Employees:
 - Exempt from overtime
 - Leave Report





About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources




Employee Training and Development

Instructor Led Training
(hundreds of sessions each year)

Online Training
(over 3,000 courses and 25,000 books)

Tuition Fee Waiver
Fall/Spring: up to 6 credit hours
Summer: up to 4 credit hours

Human Resource Services - French Admin, Room 139
hrs.wsu.edu



Employee Training and Development



Directed Training

- **Discrimination, Sexual Harassment and Sexual Misconduct Prevention**
- **Safety**
- **Customer Service**
- **Procurement and Contract Training**
- **State Ethics**


Human Resource Services - French Admin, Room 139
hrs.wsu.edu




Employee Training and Development

Elective Training

- Release Time
- **WSU Announcements**



Human Resource Services - French Admin, Room 139
hrs.wsu.edu





WSU

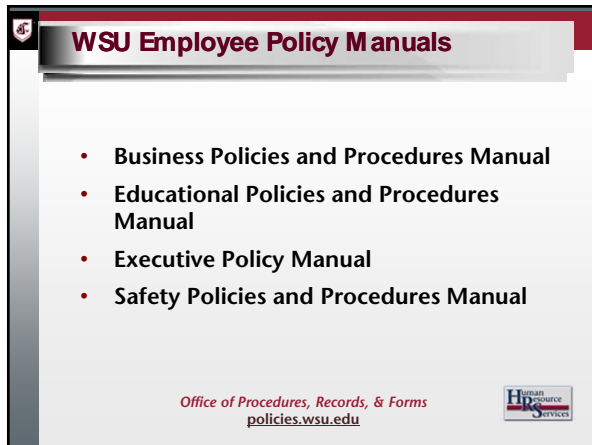
About WSU

WSU Employment

Employee Training & Development

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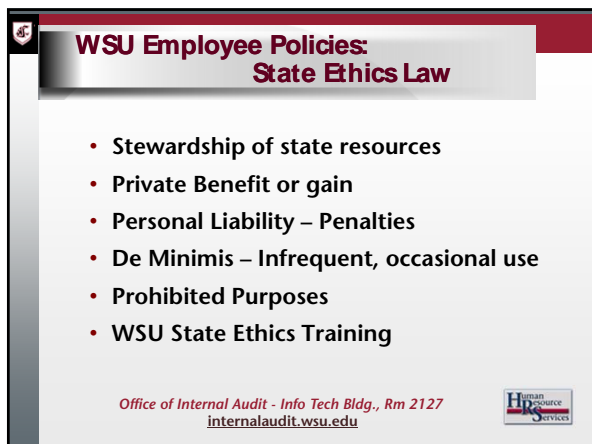


WSU Employee Policy Manuals

- Business Policies and Procedures Manual
- Educational Policies and Procedures Manual
- Executive Policy Manual
- Safety Policies and Procedures Manual

Office of Procedures, Records, & Forms
policies.wsu.edu






WSU Employee Policies: State Ethics Law

- Stewardship of state resources
- Private Benefit or gain
- Personal Liability – Penalties
- De Minimis – Infrequent, occasional use
- Prohibited Purposes
- WSU State Ethics Training


Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu



WSU Employee Policies: Whistleblower Act

- Provides an avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at sao.wa.gov


*Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu*



WSU Employee Policies: Public Records Act


- We are each creating University Records in the daily course of doing our jobs
 - Documents
 - Email
 - Notes
 - Physical
 - Electronic
 - Etc.
- These records may be requested by a member of the public.

*Office of Public Records - Info Tech Bldg., 3033
public-records.wsu.edu*



WSU Employee Resources: Safety

- Department specific information
- Safe Environment Resources
- WSU Police
- my.wsu.edu
 - WSU Alert
 - Update emergency contacts
- Environmental Health and Safety
- Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver




**WSU Employee Resources:
Employee Assistance Program**

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues:

- Anger management
- Anxiety
- Conflicts at work
- Depression
- Domestic violence
- Emotional and/or psychological issues
- Financial
- Grief and loss
- Job performance
- Parenting issues
- Relationship and family concerns
- Stress
- Substance abuse

Employee Assistance Program
dop.wa.gov/eap




**WSU Employee Resources:
Employee Assistance Program**

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues:

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program
dop.wa.gov/eap





Welcome & Introductions

Human Resource Services

French-Admin Building, Rm 139
Phone: (509) 335-4521
FAX: (509) 335-1259
Email: hrrs@wsu.edu

HRS Links:

HRS Website: hrs.wsu.edu
New Hire Information: hrs.wsu.edu/new-employee-resources
Employee Handbooks: hrs.wsu.edu/resources/employee-handbooks

About WSU

Office of President

French-Admin Building, Rm 422
Phone: (509) 335-4200
Email: PresidentsOffice@wsu.edu

Office of President Links:

President's Website: president.wsu.edu
Letters to Campus: president.wsu.edu/blog
Strategic Plan: strategicplan.wsu.edu
Drive-to-25: wsu.edu/drive-to-25

WSU Employment

Payroll Services

French-Admin Building, Rm 236
Phone: (509) 335-9575
Fax: (509) 335-1472
Email: payroll@wsu.edu

Payroll Links:

Payroll Website: payroll.wsu.edu
Payroll New Employee Orientation: wsu.edu/payroll/newemp.htm
myWSU: portal.wsu.edu

Information Technology Services

(Network ID Help)
IT Building, Rm 2088
Phone: (509) 335-4357
Email: helpdesk@wsu.edu

IT Links:

ITS Website: infotech.wsu.edu
Network ID: wsu.edu/nid

Cougar Card Center

Compton Union Building, Rm 60
Phone: (509) 335-2273

Cougar Card Links:

Cougar Card Website : cougarcard.wsu.edu

Parking & Transportation Services

Corner of Cougar Way and "D" Street
Phone: (509) 335-7275
E-mail: parking@wsu.edu
transportation@wsu.edu

Parking & Transportation Links:

Parking Website: parking.wsu.edu
or transportation.wsu.edu

Employee Training & Development

Human Resource Services

French Administrative Building, Rm 139
Phone: (509) 335-4521
Email: hrrstraining@wsu.edu
Web: hrs.wsu.edu/training

Online Training Portal: hrs.wsu.edu/skillsoft

Employee Resources & Services

Employee Assistance Program (EAP)

Toll Free: 1-877-313-4455

Web: www.eap.wa.gov

Environmental Health & Safety

Corner of Grimes Way & Airport Road

Phone: (509) 335-3041

Web: ehs.wsu.edu

Email: ehs@wsu.edu

Purchasing Services

French Administration Building, Room 220

Phone: (509) 335-3541

Web: purchasing.wsu.edu

Email: purchasing@wsu.edu

Contracts Office

Phone: (509) 335-7223

Web: contracts.wsu.edu

Email: heather.davison@wsu.edu

Office of Internal Audit

IT Building, Rm 2127

Phone: (509) 335-5336

Web: internalaudit.wsu.edu

Email: ia.central@wsu.edu

Office for Equal Opportunity

French- Admin Building, Rm 225,

Phone: 509.335.8288

Web: oeo.wsu.edu

EEO/AA Policy:

oeo.wsu.edu/eo-aa-compliance/

Discrimination & Sexual Harassment Policy:

oeo.wsu.edu/sgbd/

Ethics Law & Policies:

internalaudit.wsu.edu/ethicsinpublicservice.html

Campus Human Resource Offices:

WSU Pullman

(509) 335-4521 | hrs@wsu.edu

WSU Spokane

(509) 358-7566 | Spokane.hr.info@wsu.edu

WSU Tri-Cities

(509) 372-7302 | debra.mccormick@wsu.edu

WSU Vancouver

(360) 546-9094 | hres@vancouver.wsu.edu

Additional Resources:

Business Policies and Procedures Manual

wsu.edu/~forms/manuals.html

Executive Policy Manual (EPM)

wsu.edu/~forms/manuals.html

Safety Policies & Procedures Manual (SPPM)

wsu.edu/~forms/manuals.html

Bullying Prevention and Reporting

old-www.wsu.edu/forms2/ALTPDF/BPPM/50-31.pdf

Workplace Violence Policy

wsu.edu/forms2/ALTPDF/BPPM/50-30.pdf

Safe Environment

hrs.wsu.edu/Safe-Environment

Alcohol & Drug Policy

wsu.edu/~forms/manuals.html

Executive Policy Manual; Policy #20

Tobacco Free Campus in Pullman, Spokane,

Tri-Cities & Vancouver

apps.leg.wa.gov/wac/default.aspx?cite=504-38

Public Records Act

public.record.wsu.edu