Congratulations,
& Welcome to our Cougar Nation!
Before we begin, please take this time to review your handout. Once you have done so, turn to someone next to you, preferably someone you do not know yet, and ask them the following information:

Name: _____________________________________
Department: _________________________________
Are you new to the area? ________
If so, where are you coming from? _________________________

Before WSU established the colors Crimson & Gray as our school’s colors, what were they? Pick any two colors: ______________ and ________________.

Before WSU chose a Cougar to be our mascot, what do you think it was? ______________

What is a “land-grant?” How is this significant to WSU?
______________________________________________________________________________
______________________________________________________________________________

The objective of this exercise is promote connectivity within our employee community.

As we progress through New Employee Orientation, please follow along in your handout. Additional information, useful links, and resources are included in this handout for your convenience.

Parking & Transportation:
- Website: http://transportation.wsu.edu
- For work related transportation, speak to your supervisor.
- There are both pre and post-tax options for permits.
- Please pay attention to pedestrians!
- Watch out for Zone signs in your lot, i.e. game day relocation.

How will you get to work? Circle one: Public transit or personal vehicle?
When can you purchase a parking permit for the academic year? ______________
Employee Types & Handbooks:
- Handbooks:
  - Website: http://HRS.wsu.edu/employees/employee-handbooks/
- Policies (always look for the “Policies” link at the bottom of the page):
  - Website: https://policies.wsu.edu/

What is your employee type? _________________________________

WSU ID, CougarCard, & NetID:
- Your WSU ID is an automatically generated number assigned to you and will appear on your CougarCard.
  - If you were a student prior, this number remains the same. For previous students, please visit update your CougarCard to staff.
  - This number is required to obtain a CougarCard and Network ID (NetID).
- Cougar Card:
  - Official University ID
  - This gains you access to your assigned building(s), libraries, and grants you free access to the public transportation system in both Pullman and Spokane.
  - CougarCard Maxx
    - This turns your CougarCard into a debit card
    - US Bank
- NetID (or NID):
  - Grants you access to:
    - myWSU Portal – benefits information, direct deposit, earnings statements, etc...
    - Online Training System
    - WSU Outlook
    - WSU administrative systems

Do you have a CougarCard yet? __________
Where do you go to attain one? _________________________________
Where do you go to set up your NetID? _________________________________
Payroll Information:

- Website: [http://payroll.wsu.edu/](http://payroll.wsu.edu/)
- What do you notice about the pay dates on this table?

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Day</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/16 - 7/31</td>
<td>Thursday</td>
<td>8/10/2017</td>
</tr>
<tr>
<td>8/1 - 8/15</td>
<td>Friday</td>
<td>8/25/2017</td>
</tr>
<tr>
<td>8/16 - 8/31</td>
<td>Monday</td>
<td>9/11/2017</td>
</tr>
<tr>
<td>9/1 - 9/15</td>
<td>Monday</td>
<td>9/25/2017</td>
</tr>
<tr>
<td>9/16 - 9/30</td>
<td>Tuesday</td>
<td>10/10/2017</td>
</tr>
<tr>
<td>10/1 - 10/15</td>
<td>Wednesday</td>
<td>10/25/2017</td>
</tr>
<tr>
<td>10/16 - 10/31</td>
<td>Thursday</td>
<td>11/9/2017</td>
</tr>
<tr>
<td>11/1 - 11/15</td>
<td>Wednesday</td>
<td>11/22/2017</td>
</tr>
<tr>
<td>11/16 - 11/30</td>
<td>Monday</td>
<td>12/11/2017</td>
</tr>
<tr>
<td>12/1 - 12/15</td>
<td>Friday</td>
<td>12/22/2017</td>
</tr>
<tr>
<td>12/16 - 12/31</td>
<td>Wednesday</td>
<td>1/10/2018</td>
</tr>
</tbody>
</table>

- Direct Deposit
  - Website: [http://payroll.wsu.edu/fspay/directdep/directdep.htm](http://payroll.wsu.edu/fspay/directdep/directdep.htm)

Leave Information:

- Annual Leave
  - Civil Service Employees
    - 240 hours is the maximum amount of annual leave you may accrue on your anniversary date.
What is the maximum accrual rate for sick leave? __________________________

**Holiday Pay & Personal Holiday:**

- You must be in pay status the work day prior to the holiday in order to receive Holiday Pay:
  - Administrative Personnel & Faculty (12 month appointment) – any part of the day
  - Civil Service – Full work day
- Your Personal Holiday is a free day which replenishes annually!

Can you accrue multiple Personal Holidays? ____________
December Holiday Reduced Operations

- Speak with your supervisor to find out whether or not you are essential personnel. If you are nonessential, this will enable you to plan ahead accordingly.

<table>
<thead>
<tr>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 25, 2017 (Monday)</td>
<td>WSU Holiday *</td>
</tr>
<tr>
<td>December 26, 2017 (Tuesday)</td>
<td>WSU Holiday *</td>
</tr>
<tr>
<td>December 27, 2017 (Wednesday)</td>
<td>Reduced Operations</td>
</tr>
<tr>
<td>December 28, 2017 (Thursday)</td>
<td>Reduced Operations</td>
</tr>
<tr>
<td>December 29, 2017 (Friday)</td>
<td>Reduced Operations</td>
</tr>
<tr>
<td>December 30, 2017 (Saturday)</td>
<td>Non-business Day</td>
</tr>
<tr>
<td>December 31, 2017 (Sunday)</td>
<td>Non-business Day</td>
</tr>
<tr>
<td>January 1, 2018 (Monday)</td>
<td>WSU Holiday *</td>
</tr>
</tbody>
</table>

Fair Labor Standards Act (FLSA)

- Overtime Eligible Employees (EE) are covered under the FLSA.
  - Eligible for overtime compensation if they worked over 40 hours a week.
  - Fulltime EE’s are entitled to a minimum of 30min unpaid meal period, no more than 5 hours after beginning the work day.
  - Receive a 15min paid rest period for every 4 hours worked. May be used intermittently but cannot be waived or combined.
  - Time Report
    - Submitted monthly, keeps track of hours worked, leave accrued, personal holiday usage, etc...
- Overtime Exempt Employees are not covered under the FLSA.
  - Submit monthly Leave Reports instead of Time Reports
  - Not being covered under the FLSA does not mean you will not be allowed to take breaks.

Is there a group/organization/association for Administrative Personnel employees?

_____________________

If so, what is it? ________________________________
Training & Development:

- Website: http://HRS.wsu.edu/training/
- Instructor Led Training (ILT)
  - Check the session online, and WSU Announcements for details
    - Videoconferencing is often offered for non-Pullman locations, once you enroll in the ILT session, please contact AMS to request your connection site: ams.vc.meeting@wsu.edu
    - See the HRS Training website above for more information.
    - Videostreaming is also an option for those located in areas without AMS capabilities. For videostreaming, please contact HRStraining@wsu.edu
  - Archived training: http://HRS.wsu.edu/training/videostreamed-trainings/
- “Custom” online courses created by HRS Training & Development
- Online Books
- Online Modules

I need to take the Discrimination, Sexual Harassment, and Sexual Misconduct Prevention training but I keep receiving this error message when I try to log on. How do I fix this?

________________________________________________________________________

When I search for “Customer Service” in the online training system I see multiple options. How do I know which one is the one I need to take?

________________________________________________________________________

My colleague took Customer Service online but the one I found is an hour longer than theirs. Why am I not seeing the one they took?

________________________________________________________________________
Directed vs Elective Training

- Directed training consists of training assigned to you by your supervisor, department, or the University.
  - For example, Discrimination, Sexual Harassment, and Sexual Misconduct Prevention is a required training set by the University.
- Elective training is training you choose to take, it is not directed to you by your supervisor, department, or University.
  - An eligible full-time employee is allowed 96 hours per fiscal year
  - An eligible part-time employee’s hours are determined by their FTE.
- Both are subject to release time in which employees are paid to attend.

Employee Policy Manuals:

- BPPM’s - Business Policies and Procedures Manual contains information regarding the day-to-day administrative functions of WSU, example; travel, purchasing, budget, personnel.
- SPPM’s - Safety Policies and Procedures Manual contains information regarding safety and health information, directives, policies and regulations including workplace safety, hazardous material safety, etc.
- EPM’s - Executive Policy Manual contains administrative, budget and finance, computing, and personnel policies approved by our executive officers.

State Ethics Law:

- The State Ethics law addresses allowable use of state resources, special privileges, outside compensation, conflicts of interest, honoraria, etc.
- Employees are personally liable for violating this act whether they know what is says or not!
- Although the act does provide for an exception, there are some Prohibited Purposes which result in a violation regardless of the use:
  - Outside business/Private employment
- Outside Organization/Group solicitation
- Political Campaigning
- Lobbying
- Use of property away from WSU

Last week, my department did a superb job and as such were given gifts, nothing big or expensive, from our client. Can we keep these gifts?

May I stream Pandora or Spotify from my work computer? __________

**Whistleblower Act:**

- University employees may file complaints to the State Auditor's Office in Olympia, or to the Office of Internal Audit on the Pullman campus. As with State Ethics Law, training is regularly offered on this topic and can be found in the online training calendar we examined earlier.

A former coworker of mine, no longer employed by WSU or the state, wanted to report something they suspect was unlawful. Are they protected from retaliation under this act? __________________________________________

**Public Records Act:**

- Be aware that as a university employee, you are creating university records that can be requested by a member of the public. Please be aware of what you are writing, emailing, etc.

Someone requested all emails pertaining to them, with their name within the subject and or content, between the years of 2012 and 2014. Do I have to send all of the emails that meet this criteria even if they aren’t in my inbox? What if they are in my deleted folder? __________________________________________

**Safety:**

- Download a copy of the safety guide which can be found at the Campus Police website. Please note that if you are calling 911 from your office it will take 7 seconds for the call to go through.
- Website: [https://HRS.wsu.edu/resources/safe-environment/](https://HRS.wsu.edu/resources/safe-environment/)
Employee Assistance Program:

- Employees are allowed up to three free visits. If long-term counseling is required, you will be referred to an external provider.
- While supervisory approval of release time is required for the actual appointment times, the visits themselves are confidential.

My child is having a difficult time adjusting, I think they may need to see someone for anxiety. Can they use the EAP program, or is it just for me, the employee?

Questions for HRS Benefits:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
New Employee Resource Guide

Welcome & Introductions

**Human Resource Services**
French-Admin Building, Rm 139
Phone: (509) 335-4521
FAX: (509) 335-1259
Email: hrs@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

**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

**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: hrstraining@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/eeo-aa-compliance/
Discrimination & Sexual Harassment Policy:
oeo.wsu.edu/sqbd/

Ethics Law & Policies:
internalaudit.wsu.edu/ethicsinpublicservice.html

Additional Resources:
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

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