

## 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](mailto:hrs@wsu.edu)

**HRS Links:**

HRS Website: [hrs.wsu.edu](http://hrs.wsu.edu)  
New Hire Information: [hrs.wsu.edu/new-employee-resources](http://hrs.wsu.edu/new-employee-resources)  
Employee Handbooks: [hrs.wsu.edu/resources/employee-handbooks](http://hrs.wsu.edu/resources/employee-handbooks)

### About WSU

**Office of President**

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

**Office of President Links:**

President's Website: [president.wsu.edu](http://president.wsu.edu)  
Letters to Campus: [president.wsu.edu/blog](http://president.wsu.edu/blog)  
Strategic Plan: [strategicplan.wsu.edu](http://strategicplan.wsu.edu)

### WSU Employment

**Payroll Services**

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

**Payroll Links:**

Payroll Website: [payroll.wsu.edu](http://payroll.wsu.edu)  
Payroll New Employee Orientation: [wsu.edu/payroll/newemp.htm](http://wsu.edu/payroll/newemp.htm)  
myWSU: [portal.wsu.edu](http://portal.wsu.edu)

**Information Technology Services**

IT Building, Rm 2088  
Phone: (509) 335-4357  
Email: [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu)

**IT Links:**

ITS Website: [infotech.wsu.edu](http://infotech.wsu.edu)  
Network ID: [wsu.edu/nid](http://wsu.edu/nid)

**Cougar Card Center**

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

**Cougar Card Links:**

Cougar Card Website : [cougarcard.wsu.edu](http://cougarcard.wsu.edu)

**Parking & Transportation Services**

Corner of Colorado and "D" Street  
Phone: (509) 335-7275  
E-mail: [parking@wsu.edu](mailto:parking@wsu.edu)  
[transportation@wsu.edu](mailto:transportation@wsu.edu)

**Parking & Transportation Links:**

Parking Website: [parking.wsu.edu](http://parking.wsu.edu)  
or [transportation.wsu.edu](http://transportation.wsu.edu)

### Employee Training & Development

**Human Resource Services**

French Administrative Building, Rm 139  
Phone: (509) 335-4521  
Email: [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)  
Web: [hrs.wsu.edu/training](http://hrs.wsu.edu/training)

Online Training Portal: [hrs.wsu.edu/skillsoft](http://hrs.wsu.edu/skillsoft)

Employee Resources & Services

**Employee Assistance Program (EAP)**

Washington Building, Rm G60  
Phone: (509) 335-5759  
Toll Free: 1-877-313-4455  
Web: [eap.wsu.edu](http://eap.wsu.edu)  
Email: [eap@wsu.edu](mailto:eap@wsu.edu)

**Employees at non-Pullman locations**

Washington Department of Personnel  
Employee Assistance Program  
1-877-313-4455 (toll free)  
[dop.wa.gov/EAP](http://dop.wa.gov/EAP)

**Environmental Health & Safety**

Corner of Grimes Way & Airport Road  
Phone: (509) 335-3041  
Web: [ehs.wsu.edu](http://ehs.wsu.edu)  
Email: [ehs@wsu.edu](mailto:ehs@wsu.edu)

**Purchasing Services**

French Administration Building, Room 220  
Phone: (509) 335-3541  
Web: [purchasing.wsu.edu](http://purchasing.wsu.edu)  
Email: [purchasing@wsu.edu](mailto:purchasing@wsu.edu)

**Contracts Office**

Phone: (509) 335-7223  
Web: [contracts.wsu.edu](http://contracts.wsu.edu)  
Email: [heather.davison@wsu.edu](mailto:heather.davison@wsu.edu)

**Office of Internal Audit**

IT Building, Rm 2127  
Phone: (509) 335-5336  
Web: [internalaudit.wsu.edu](http://internalaudit.wsu.edu)  
Email: [ia.central@wsu.edu](mailto:ia.central@wsu.edu)

**Ethics Law & Policies:**

[internalaudit.wsu.edu/ethicsinpublicservice.html](http://internalaudit.wsu.edu/ethicsinpublicservice.html)

**Office for Equal Opportunity**

French- Admin Building, Rm 225,  
Phone: 509.335.8288  
Web: [oeo.wsu.edu](http://oeo.wsu.edu)  
EEO/AA Policy:  
[oeo.wsu.edu/eeo-aa-compliance/](http://oeo.wsu.edu/eeo-aa-compliance/)  
Discrimination & Sexual Harassment Policy:  
[oeo.wsu.edu/sghd/](http://oeo.wsu.edu/sghd/)

**Additional Resources:**

**Business Policies and Procedures Manual**  
[wsu.edu/~forms/manuals.html](http://wsu.edu/~forms/manuals.html)  
**Executive Policy Manual (EPM)**  
[wsu.edu/~forms/manuals.html](http://wsu.edu/~forms/manuals.html)  
**Safety Policies & Procedures Manual (SPPM)**  
[wsu.edu/~forms/manuals.html](http://wsu.edu/~forms/manuals.html)  
**Bullying Prevention and Reporting**  
[old-www.wsu.edu/forms2/ALTPDF/BPPM/50-31.pdf](http://old-www.wsu.edu/forms2/ALTPDF/BPPM/50-31.pdf)  
**Workplace Violence Policy**  
[wsu.edu/forms2/ALTPDF/BPPM/50-30.pdf](http://wsu.edu/forms2/ALTPDF/BPPM/50-30.pdf)  
**Safe Environment**  
[hrs.wsu.edu/Safe-Environment](http://hrs.wsu.edu/Safe-Environment)  
**Alcohol & Drug Policy**  
[wsu.edu/~forms/manuals.html](http://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](http://apps.leg.wa.gov/wac/default.aspx?cite=504-38)

**Campus Human Resource Offices:**

**WSU Pullman**  
(509) 335-4521 | [hrs@wsu.edu](mailto:hrs@wsu.edu)  
**WSU Spokane**  
(509) 358-7566 | [Spokane.hr.info@wsu.edu](mailto:Spokane.hr.info@wsu.edu)  
**WSU Tri-Cities**  
(509) 372-7302 | [debra.mccormick@wsu.edu](mailto:debra.mccormick@wsu.edu)  
**WSU Vancouver**  
(360) 546-9094 | [hres@vancouver.wsu.edu](mailto:hres@vancouver.wsu.edu)