

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:

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

WSU Pullman

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

WSU Spokane

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

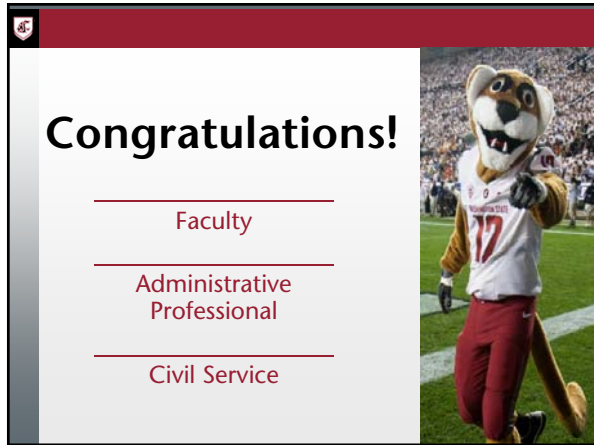
WSU Tri-Cities

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

WSU Vancouver

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










Medical Benefits

Retirement Plan Information


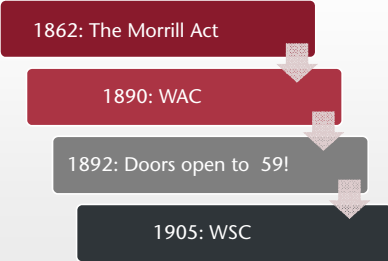
Faculty & Administrative Professionals

Civil Service






A Brief Overview of History






Mascots and Colors, oh my!



- 1916 • Crimson & Gray
- 1919 • Cougars
- 1927 • Our first real cougar!
• Butch
- 1959 • Washington State University



About WSU: Current Profile

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!



About WSU: Leadership



Kirk Schulz
11th President

WSU Strategic Plan
Core Values and broad mission of Washington State University

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



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
strategicplan.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




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

**WSU Employment:
Employee Types and Handbooks**

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

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



WSU Employment: Cougar Card



Cougar CASH: up to 10% discount

Discount at the Bookie

Payroll Deductible

CougarCard Maxx

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



WSU Employment: Network ID


Network Authentication

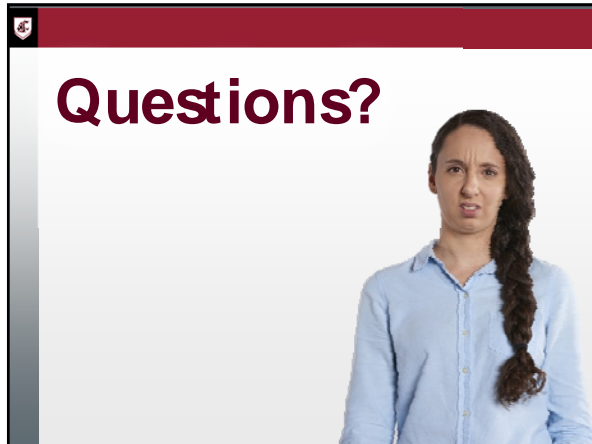
You must log in to continue

Network ID or Friend ID:

Password:

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






WSU Employment: Payroll

Semi-Monthly Lagged Payroll Leave Period


Work done on 1 st – 15 th
<i>Paid on 25th of the current month</i>
Work done on 16 th – end of month
<i>Paid on 10th of the following month</i>

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.

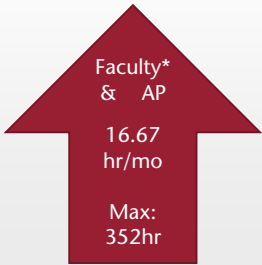

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu






WSU Employment: Leave Information

Annual Leave

 <p>Faculty* & AP 16.67 hr/mo Max: 352hr</p>	 <p>Civil Service 9.33 hr/mo Max: 240hr</p>
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WSU Employment: Leave Information

Sick Leave

- Full Time employees earn 8 hours per month
- Part Time employees (50% or greater) earn prorated amount



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)

Are you eligible for overtime?





About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources





Instructor Led Training

Online Training

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



Directed Training

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

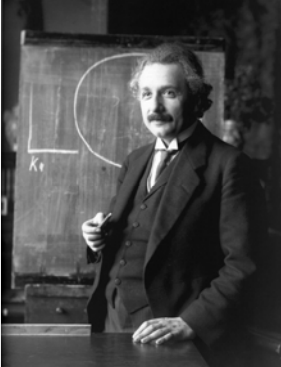
hrs.wsu.edu



Employee Training and Development

Elective Training

- **96 hours per fiscal year**
- **Paid release time during working hours**



WSU

About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

Human Resource Services

WSU

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

Human Resource Services

WSU

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

Human Resource Services

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

- Safe Environment Resources
- WSU Police
- my.wsu.edu
 - WSU Alert
 - Update emergency contacts
- Environmental Health and Safety
- Department specific information
- 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



**New Employee
Retirement Orientation**

1:30 – 2:30pm { • Faculty & Administrative Professionals employees

3-4pm { • Civil Service employees

