

# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

## School is Back in Session, Do You Need Childcare?

### THIS ISSUE

Featured Book P.2  
SitterCity P.1  
SmartHealth P.2  
Training P.2

### UPCOMING TRAININGS

**Hostile Intruder Training**  
9/12/2016 3:30-5:00pm  
9/13/2016 3:00-4:30pm

**Finding and Getting  
Library Resources**  
9/13/2016 9:00-10:30am

**WSU Strategic Plan**  
9/13/2016 1:30-3:00pm

### SEPTEMBER PAYDAYS

Friday, September 9  
Monday, September 26

Human Resource Services  
PO Box 641014  
Pullman, WA 99164-1014  
(509) 335-4521  
hrs@wsu.edu



Are you looking for a part-time babysitter? Want a night out with friends or family? Do you need after school care? Or even a Nanny? Bright Horizons is a program which offers these services and more through **Sittercity**.

**What is Sittercity?** An online portal that helps you find:

- Babysitters for after-school, last minute needs, during school holidays, or if you have extended or non-traditional work hours;
- Nannies, both full and part time;
- Pet caregivers, dog walkers and pet sitters; and
- Caregivers who can assist with special needs, companion care, and homework help, and even housekeeping.

Finding a caregiver can be difficult. If you are new to the area how do you find someone to help care for your children? Maybe you need someone to stay with your children afterschool a couple days a week and provide help with homework. Sittercity can help! Through its online portal service you can search for experienced caregivers meeting your unique needs and budget. And, **WSU pays for your membership**, allowing for free access to find the provider of your choice.

Additionally the Bright Horizons programs provide you a degree of assurance since you can run basic background checks on caregivers at no

Bright Horizons   
Care Advantage™  
*A Bright Horizons Solution at Work*



additional charge and you are able to view feedback and reviews of customers who have used a specific provider. Once you choose a caregiver, you are responsible for making the arrangements and the cost of the actual care. Please note: WSU does not endorse or recommend individual caregivers.

Please visit Bright Horizons website at: <https://www.sittercity.com/wsu> to create your login or [www.careadvantage.com/wsu](http://www.careadvantage.com/wsu) for information on everything WSU provides through Bright Horizons.

Questions? Please contact Human Resource Services at (509) 335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu).

# Learning Programs Resuming in September

Human Resource Services (HRS) coordinate live, Instructor Led Trainings (ILT) to WSU employees; many of these training are conveniently grouped within learning programs that help develop specific needs and interests of employees. Each [Learning Program](#) features multiple training sessions presented by WSU experts and colleagues, as well as online resources through the [WSU Online Training System](#).

The following learning programs will recommence in September:

## Training for Supervisors and Managers

Designed to meet the training requirements for all entry level supervisors set forth by [WAC 357-34](#), this series is available to all managers, supervisors and leads. In this series, a combination of online courses, live seminars, interactive practicums and roundtable discussions thoroughly explore supervision and management, and allow participants to practice the skills in hypothetical case studies drawn from the workplace. Topics include recruitment processes, performance management, communication, leave policies and

corrective action. Learn more and register at <http://www.hrs.wsu.edu/supervisor>.

## Department Chairs and Directors Training Workshops

HRS collaborates with the Office of the Provost to deliver this series of nine workshops to answer questions and provide resources for academic chairs and directors. Topics include working effectively with faculty, staff and student issues, budgetary practices, communication and leadership. Learn more and register at <http://www.hrs.wsu.edu/chairs>.

## Research Administration Series

Created by a collaborative effort between HRS, Sponsored Program Services, the Office of Research Support and Operations and the Office of Internal Audit, this series is intended for employees involved with the administration of sponsored programs, processes and requirements. These thirteen interactive presentations address such topics as award administration, contracts and subcontracts, effort certification and cost sharing, proposal submission and research compliance. Learn more and register at <http://www.hrs.wsu.edu/ra>.

[www.hrs.wsu.edu/ras](http://www.hrs.wsu.edu/ras).

## Essential Skills for the Developing Leader

For those aspiring to leadership positions at WSU, this series introduces critical skills and concepts through online and ILT trainings that cover such topics as transitioning into management, communication, team building, coaching, delegation and performance management. Learn more and register at <http://www.hrs.wsu.edu/leader>.

## September Featured Book

### Singletasking: Get More Done – One Thing at a Time

Too many of us have become addicted to the popular, enticing, dangerously misleading drug of multitasking. This groundbreaking guide explains exactly how to clear and calm your mind, arrange your schedule and environment, and gently yet firmly manage the expectations of people around you so that you can accomplish a succession of tasks, one by one—and be infinitely more productive.

To access the book click [HERE!](#)

## SmartHealth— Last Chance to Earn the Incentive!

Don't forget about SmartHealth! If you are enrolled in a PEBB Medical Plan you are able to earn a \$125 incentive for 2017 and you only have until September 30, 2016 to earn it. And, if earning the \$125 isn't enough, you can be entered in a drawing to win Seahawks tickets!

To be automatically entered into the drawing, [eligible](#) PEBB Program subscribers must complete the following steps by September 30, 2016:

1. Visit [www.smarthealth.hca.wa.gov](http://www.smarthealth.hca.wa.gov) and select *Get started*.
2. Complete the SmartHealth Well-being Assessment.  
If you don't have Internet access, you can complete the Well-being Assessment by phone (1-855-750-8866), Monday through Friday, 7 a.m. to 7 p.m. Pacific Time.
3. Join and complete activities to earn 2,000 total points.



**WIN TICKETS TO  
A SEAHAWKS GAME!**  
SEATTLE SEAHAWKS V. CAROLINA PANTHERS  
DECEMBER 4, 2016



[www.smarthealth.hca.wa.gov](http://www.smarthealth.hca.wa.gov)