Cougar Card Center
Compton Union Building, Rm 60
Phone: (509) 335-2273
Web: cougarcard.wsu.edu

Employee Assistance Program (EAP)
Phone: 1-877-313-4455
Web: www.eap.wa.gov

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

Employee Handbooks:
hrs.wsu.edu/resources/employee-handbooks

Employee Training & Development:
Email: hrstraining@wsu.edu
Web: hrs.wsu.edu/training
Training account: hrs.wsu.edu/skillsoft

Discrimination & Sexual Harassment Online Training:
http://hrs.wsu.edu/dhsp/

Network ID Help
Phone: (509) 335-4357
Email: helpdesk@wsu.edu
Network ID: wsu.edu/nid

Office of Equal Opportunity (OEO)
French-Admin Building, Rm 225,
Phone: (509)-335-8288
Web: oeo.wsu.edu

Office of Internal Audit
IT Building, Rm 2127
Phone: (509) 335-5336
Web: internalaudit.wsu.edu
Email: ia.central@wsu.edu

Office of the President
French-Admin Building, Rm 422
Phone: (509) 335-4200
Email: PresidentsOffice@wsu.edu
Web: president.wsu.edu

Strategic Plan: strategicplan.wsu.edu
Drive-to-25: wsu.edu/drive-to-25

Policy Manuals
Manuals HomePage
http://public.wsu.edu/~forms/manuals.html

Revised May 2018
New Employee Resource Guide

Safety Resources
Environmental Health & Safety
Corner of Grimes Way & Airport Road
Phone: (509) 335-3041
Web: ehs.wsu.edu
Email: ehs@wsu.edu

Safe Environment
hrs.wsu.edu/Safe-Environment

WSU Alerts
https://alert.wsu.edu/

Parking & Transportation Services
1040 NE Colorado St
Phone: (509) 335-7275
E-mail: transportation@wsu.edu
Web: transportation.wsu.edu
Coug Commute Advisor: transportation.wsu.edu/CougCommuteAdvisor.html

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

Purchasing Services
French Administration Building, Room 220
Phone: (509) 335-3541
Email: purchasing@wsu.edu
Web: purchasing.wsu.edu

Other Resources
MyWSU
my.wsu.edu

Public Records & Records Requests
public.record.wsu.edu

State Ethics Law
https://facsen.wsu.edu/items_of_interest/state_ethics_law/
Congratulations! . . . on your new appointment!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit

History

WSU Employment

Training & Development

Policies & Resources
Medical Benefits

Retirement Plan Information

- 1:30-2:30 Faculty & Administrative Professionals
- 3:00-4:00 Civil Service Employees

Humble Beginnings

1862: The Morrill Act
1890: Washington State Agricultural College and School of Science (WAC)
1892: Doors open to 59!
1905: Washington State College (WSC)

Class of ‘97
**Colors, Mascots, and Names, Oh My!**

<table>
<thead>
<tr>
<th>Year</th>
<th>Mascot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1916</td>
<td>Crimson &amp; Gray</td>
</tr>
<tr>
<td>1919</td>
<td>Cougars</td>
</tr>
<tr>
<td>1927</td>
<td>Our first real cougar!</td>
</tr>
<tr>
<td>1927</td>
<td>Butch</td>
</tr>
<tr>
<td>1959</td>
<td>Washington State University</td>
</tr>
</tbody>
</table>

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**Current Profile**

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

- Over 30,000 students
- Over 2,600 faculty
- Over 4,200 employees

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**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
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
wsu.edu/drive-to-25

About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

Parking and Transportation

• Parking permits may be required, depending on your campus
• Annual and daily permits available

Parking Services in Pullman
corner of Cooper Way and D Street
transportation.wsu.edu
Employee Handbooks

- Administrative Professional
  - AP Manual
- Civil Service
  - Washington Administrative Code (WAC) 357
- Bargaining Unit
  - Appropriate Collective Bargaining Agreement
- Faculty
  - Faculty Manual

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

Cougar Card

- Official University ID
- Building access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH: 10% discount
- Payroll Deductible
- CougarCard Maxx

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

WSU ID

ø12345678

Human Resource Services
Network ID (NID)

Network Authentication

You must log in to continue

Network ID or Pword ID:
Butch.Cougar @wsu.edu

Password:

Continue

Information Technology Services
wsu.edu/nid

Payroll Information

Semi-Monthly
Lagged Payroll Leave Period

Work done on 1st – 15th
Paid on 29th of the current month

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

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

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

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

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu
Annual Leave
Full time Faculty* and Admin Prof

*Faculty appointments must be 12 month appointments
16.67 hours per month
Maximum accrual: 352 hours

Annual Leave
Full time Civil Service and BU

9.33 hours per month (progressively increasing)
Maximum accrual: 240 hours (on anniversary date)

Sick Leave
Full time employees

8.00 hours per month
No maximum accrual
10 University Holidays

**PAY STATUS vs. LWOP**

<table>
<thead>
<tr>
<th>Civil Service</th>
<th>Faculty and AP</th>
<th>Bargaining Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full work shift prior to holiday</td>
<td>Any part of work shift prior to holiday</td>
<td>Check Collective Bargaining Agreement</td>
</tr>
</tbody>
</table>

Human Resource Services · Room 139, French Admin Bldg
hrl.wsu.edu

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**Personal Holiday**

<table>
<thead>
<tr>
<th>Civil Service</th>
<th>Faculty and AP</th>
<th>Bargaining Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately available for use Jan 1 – Dec 31</td>
<td>Immediately available for use Jul 1 – Jun 30</td>
<td>Check CBA Jan 1 – Dec 31</td>
</tr>
</tbody>
</table>

Human Resource Services · Room 139, French Admin Bldg
hrl.wsu.edu

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**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.

Human Resource Services · Room 139, French Admin Bldg
hrl.wsu.edu
Overtime Provisions

Are you eligible for overtime?

• 1½ times compensation over 40 hrs
• 30 min. meal period within 5 hrs
• 15 min. rest period for every 4 hrs

Monthly Time Report

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About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

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Training & Development

✓ Online Training
✓ Instructor Led Training
✓ Academic Classes
   (Tuition Fee Waiver Policy)
Directed Training

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

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

Customer Service at WSU

Cougar Nation

Greet
Receive
Offer
Walk that extra mile

Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!

Let’s GROW together!

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

Training & Development

Elective Training

Release Time for Training Policy

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

May I be excused to take some training, please?
About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

University Policies

Business Policies and Procedures
Safety Policies and Procedures
Educational Policies and Procedures
Executive Policies

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

State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis – Infrequent, occasional use
- Ignorance is Not a Defense

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

WASHINGTON STATE UNIVERSITY

Revised: 5/24/2018
Whistleblower Act

- Provides a safe 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

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.

Safety Resources

- 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

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

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

Human Resource Services - Room 135, French Admin Bldg
hr@wsu.edu
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.wsu.edu/eap

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.wsu.edu/eap

Retirement Orientation

1:30-2:30  Faculty and Administrative Professionals

3:00-4:00  Civil Service and Bargaining Unit Employees