

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

Pre-Retirement Seminar

Are you thinking about retiring? Human Resource Services (HRS) will be conducting pre-retirement seminars to assist you with retirement planning. Topics include:

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- ◆ Retiree Medical, Dental, and Life Insurance Enrollment Processes;
- ◆ Medicare and Social Security;
- ◆ Voluntary Employee's Benefit Association Medical Expense Plan (VEBA MEP);
- ◆ Annual Leave Payment;
- ◆ Voluntary Investment Programs;
- ◆ Retirement Income, and;
- ◆ Retirement Supplementation for WSURP participants.



These seminars are open to all Department of Retirement System (PERS/TRS/LEOFF) and WSU Retirement Plan (WSURP) participants. You do not need to register to attend, but seating is limited and will be on a first-come, first-seated basis.

The next session will be held on **Wednesday, April 5, from 10:30 a.m. to 12:00 p.m., in Spokane SAC 501**. This session will be available to non-Spokane sites via AMS Videoconferencing Services. To view which locations are currently registered, visit the [AMS Events Calendar](#). Additional site connections may be requested through AMS.Videoconference.Meeting@wsu.edu.

For employees attending via video-conference, we will be referencing the following handouts:

- [WSURP Participant Checklist](#)
- [PERS/TRS Participant Checklist](#)
- [Premium Rates for Retiree Medical/Dental Insurance](#)

Pre-retirement seminars are offered monthly, normally from Pullman and video conferenced state-wide. For future dates, please visit the [HRS Retirement Information](#) website to view the 2017 schedule.

We hope that you are able to join us.

Summer Background Checks

Will your department be hiring additional staff for the summer or offering a summer youth camp?

As a reminder, for positions that will have unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults, background checks **must** be conducted on individuals, including both paid employees and volunteers, **prior** to hire or camp participation per [RCW 43.43.830](#). At minimum, a WATCH background check is required for these positions; however, since WATCH is only for the state of Washington, HRS recommends running a Premium or Basic background check in addition to the WATCH for more thorough information. Additionally, HRS recommends running a Premium background check in addition to the WATCH if the employee or volunteer will be responsible for overnight supervision of children. For positions that require driving, a Motor Vehicle Record (MVR) check is also recommended.

It is imperative to plan ahead and start this process as early as possible since **individuals who have not successfully completed a background check may not begin employment or camp participation if they have unsupervised access to children as noted above.**

To request a background check, email HRS at background.check@wsu.edu and include the following information:

- Hiring department (and camp name, if applicable)
- Prospective employee/volunteer first and last name
- Email address of prospective employee/volunteer
- Position title/Position number
- Background check package type(s)



- Department contact name and phone number for receiving results
- Billing contact name and phone number
- If requesting an MVR, please provide the driver's license state of the prospective employee/volunteer

Please be sure all names and email addresses are legible and distinguishable (i.e., the letter O vs the number zero). Failure to provide legible information will result in a delay of processing the background check. If you are requesting background checks for a large group of individuals, you may send the above required information to HRS in a spreadsheet for ease of processing.

Information regarding the background check process is available at: <http://hrs.wsu.edu/background-checks/>

Background check packages and pricing are listed [here](#).

Please contact your area Human Resource Consultant or Assistant to discuss your summer background check needs or if you have any questions. You may find the contact information for your Human Resource contacts here: <http://hrs.wsu.edu/hrs-contacts/>

UPCOMING TRAININGS

Payroll User Group Meeting

4/5/2017
2:30 –3:30 p.m.

Cultural Competency Training

4/6/2017
9:00 a.m. -
12:00 p.m.

Customer Service

4/11/2017
1:30 –3:30 p.m.

Applying for Positions Within WSU

4/12/2017
9:00 –10:30 a.m.

Supervisor as Safety Manager

4/12/2017
1:30 –3:00 p.m.

Hostile intruder Training

4/17/2017
10:30 –12:00 p.m.

Supervisor as Motivator

4/20/2017
9:30 –11:00 a.m.

Modernization Initiative Updates

Visit the Modernization Initiative website at modernization.wsu.edu for updates on recent activities. Be sure to click on the Communications link and logon using your WSU Network ID and Password for full details.