

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Friday, March 9
Monday, March 26

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WSU needs your input!

Be part of the drive to increase participation in the 2018 Employee Engagement Survey

On Tuesday, April 3, 2018, Human Resources Services will invite all employees system-wide on active faculty, administrative, and classified staff appointments to participate in the biennial *Employee Engagement Survey*. The goal of the survey is to gather feedback on employee engagement and satisfaction within the workplace. Employees will receive a link to the survey at their WSU email address or, for those without a WSU email address, at their mailing address on record.

The biennial institution-wide Employee Engagement Survey data is incorporated into the metrics for WSU's Strategic Plan "Theme 4—Institutional Effectiveness: Diversity, Integrity, and Openness," Strategic Plan 2014–2019, Progress Report through 2016. Results from the survey are compared to previous and future surveys to measure progress and determine how effective improvement efforts are in the long term.

For the 2018 survey, employees can access the survey through the link sent and will no longer be asked to provide employee credentials prior to participating. Your candid feedback and input are important and crucial to identifying strengths and weaknesses in the workplace as we strive to reach a participation rate of 40 percent.

For questions about the WSU Employee Engagement Survey, please visit <http://hrs.wsu.edu/employees/employee-engagement-survey/>, or contact Human Resource Services at 509-335-4521 or hrs@wsu.edu.

Flexible Spending Account Reminder: March 15 is Last Day to Incur Costs

If you were a 2017 Flexible Spending Account (FSA) participant and still have funds remaining in your 2017 account, you have until **March 15** to incur expenses to claim for last year's account.

Story continued on page 2.



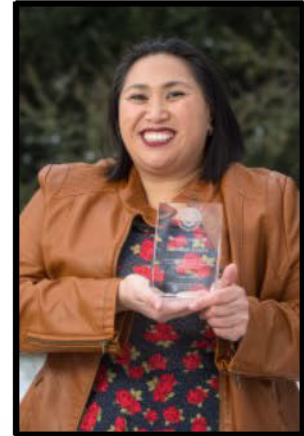
Roseanne August receives Crimson Spirit Award

Roseanne August, Academic Coordinator 1 in the School of Mechanical and Materials Engineering, is the February 2018 Crimson Spirit Award recipient.

Roseanne received ringing praise from four nominators! When she started at WSU during a time of transition, she was the only advisor for more than 1,000 undergraduates. "With no one to give her historical contexts," Roseanne "single handedly took over the advising load," oriented the two advisors hired after her, and "rebuilt trust and confidence in the advising experience."

As one nominator comments, "the students are having such a great experience with her as an advisor, they are telling their friends, which is contributing to the steady growth of our programs."

Roseanne August is honored for exceeding expectations, providing superior quality service, and expressing genuine interest in each student she advises.



Roseanne August

Flexible Spending Account Deadline, *continued*

Who's eligible? If you are enrolled in a Classic, Value, or Accountable medical plan for 2018, or waived your WSU medical coverage for the 2018 plan year, you are eligible to make claims during this grace period. If you elected to enroll in a consumer-driven health plan (CDHP)/health savings account (HSA) for 2018, you are NOT eligible for the annual grace period and you had until December 31, 2017, to use your 2017 FSA funds.

To use the annual grace period, you must submit all eligible expenses accrued between January 1, 2017, and March 15, 2018, for 2017 FSA reimbursement no later than **March 31, 2018**. After that date, any funds left in your 2017 account will be forfeited to the plan administrator.

To submit your claim(s), you may 1) use the [2017 Navia Benefit Solutions claim form](#), or 2) logon to your account and submit your claim online at <https://pebbportal.naviabenefits.com/part/logon.aspx>, or 3) utilize your Navia Benefits credit card. If using the Benefits Card, Navia Benefit Solutions will first apply charges to any funds left in your 2017 account before using the 2018 account, provided you enrolled in an FSA again this year.

If you have questions, please contact Navia Benefit Solutions at 1-800-669-3539 and speak to a Public Employees Benefits Board (PEBB) customer service representative or visit the above mentioned website.

Washington State Employee Assistance Program

The Washington State Employee Assistance Program (EAP) has added enhanced resources. These include access to counseling for personal finances or legal concerns and a comprehensive work-life website with resources, articles, webinars, and e-learning.

All of these services can be accessed by visiting the HRS [Employee Assistance Program](#) website and clicking on the EAP Work-Life Resources Web Portal link using the WSU organizational code, which is "WSU." Or, contact HRS at 509-335-4521 or hrrs@wsu.edu.

Retirement Plan Overviews

On March 22–23, 2018, the Department of Retirement Systems (DRS) will provide presentations on the various DRS retirement plans, including the Public Employees' Retirement System (PERS), Teachers' Retirement System (TRS), Law Enforcement Officers' and Fire Fighters' Retirement System (LEOFF), and the Deferred Compensation Program (DCP). If you would like an overview of your plan, and to ensure you know the various features it provides, you are encouraged to attend. Registration is not required, and seating will be provided on a first come, first seated basis.

March 22, 2018

- | | |
|----------------|--|
| 1:45–2:45 p.m. | Detailed overview of PERS Plan 2. Ideal for PERS Plan 2 members – Lighty 405 |
| 3:00–3:30 p.m. | Detailed overview of DCP. The DCP is a voluntary retirement plan all employee can participate in, over and above their regularly matched retirement plan – French Administration 139 |
| 3:45–4:15 p.m. | PERS Plan 2 and Plan 3 choice seminar. Ideal for new employees inside the PERS 90-day plan selection window – French Administration 139 |

March 23, 2018

- | | |
|------------------|---|
| 8:45–10:00 a.m. | PERS and TRS Plan 3 overview. Ideal for members already enrolled in one of these plans – French Administration 139 |
| 10:15–10:45 a.m. | Deferred Compensation Program – French Administration 139 |
| 11:00–11:30 a.m. | PERS Plan 2 and Plan 3 choice seminar. Ideal for new employees inside the PERS 90-day plan selection window – French Administration 139 |

Videoconferencing is available for all presentations. For specific locations, visit the [AMS Calendar](#). Additional site connections may be requested through AMS.Videoconference.Meeting@wsu.edu.

WSURP Participants: Pre-Retirement & Benefit Overview Seminars Offered

Human Resource Services (HRS) will be offering the following sessions to assist you with benefit and retirement planning. Each session will begin with a benefits discussion presented by HRS Benefits staff and will be followed by a financial education portion presented by representatives from TIAA.

On Monday, March 19, presentations will be held in Lighty 405 and French Administration 139, and are targeted towards the following groups:

Pre-Retirement: Designed for WSU Retirement Plan (WSURP) participants planning to retire in 5 to 10 years. The presentation will be offered twice, at 12:30–2:30 p.m. or 2:45–4:45 p.m., in Lighty Room 405.

Benefit Overview: Designed for employees who would like to review or learn about the various benefits and retirement savings options offered through WSU. This seminar is scheduled from 9:00–11:00 a.m. in French Administration, Room 139.



Seating is available on a first-come, first-seated basis. For off-Pullman locations, please go to the link under [Current Benefit Events](#) to register for video-conferencing.



Happy 128th Birthday, WSU!

On March 28, Student Alumni Ambassadors will be serving free Cougar birthday cake from 11:00 a.m. to 1:00 p.m. on the Glenn Terrell Mall.

Featured Online Training

The Voice of Leadership: Self-Assessment and Motivation

This course covers techniques leaders can use to carry out a self-assessment, such as reflective journaling, using surveys and checklists, and conducting 360-degree feedback. It also provides ways to increase motivation and manage learning using a leadership development plan. To take the course, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

Essential Leadership: Develop Your Leadership Qualities Through Theory and Practice

Essential Leadership is a practical, accessible book that tackles theory and practice in an integrated and stimulating way. Rather than offering one best way forward or becoming overly theoretical, this book is a pragmatic resource for new and experienced leaders looking to navigate the leadership literature and fully realize their own leadership potential. To read this online book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Modernization Initiative Updates

Visit modernization.wsu.edu for updates on recent activities.

Pre-Retirement Seminar

March 13, 2018, from 9:00 to 10:30 a.m.
French Administration Building, Room 139

Pre-retirement seminars are offered monthly. For additional information, please click [here](#).



Instructor-Led Trainings (ILTs)

Click the links below for more information. This may require you to first log in with your WSU network ID and password.

Business Objects Webi Training

Multiple trainings in March

Cultural Competency Training

March 7, 9:00 to noon

Purchasing Card: Reconcilers and PaymentNet4 Users

March 8, 1:30–3:30 p.m.

Introduction to Performance Management

March 13, 1:30–3:30 p.m.

De-Escalating Conversations

Multiple trainings in March

Whistleblower Act*

March 15, 9:00–10:00 a.m.

State Ethics Law*

March 15, 10:15–11:45 a.m.

Supervisor as Leader

March 16, 9:00–11:00 a.m.

PERMS Training

March 21, 9:00–10:30 a.m.

Our Responsibility as Career Developer Facilitators*

March 21, 10:30 to noon

*Class is filling fast.