

## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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### Paydays

Thursday,  
November 9

Wednesday,  
November 22

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## Modernization Initiative Updates



Please plan to attend the ERP vendor demonstrations during the weeks of November 6 and November 13.

Additional information, including locations and demonstration schedules, will be shared on the Modernization Initiative website at [modernization.wsu.edu](http://modernization.wsu.edu). Be sure to click on the Communications link and logon using your WSU network ID and password for full details.

## Inclement Weather

As winter weather approaches, faculty and staff are encouraged to be aware of personnel processes for periods of inclement weather and about the possibility of suspended operations.

The Human Resource Services website provides links to policies and procedures, as well as information about WSU snow removal and tips for safe driving. Visit <http://hrs.wsu.edu/resources/inclement-weather/>.

Other useful websites include WSU's [Inclement Weather FAQs](#) and [Suspended Operations FAQs](#). WSU Facilities Services policies on winter snow removal and a list of areas with no snow removal are at <http://facilitieservices.wsu.edu/SnowRemoval.aspx>

Finally, **campus Alert information, including links for each campus**, is available at <http://alert.wsu.edu/>.

Please contact Human Resource Services at 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu) for additional information or if you have questions.





# Employee Recognition

## Denise Keeton receives Crimson Spirit Award

**Denise Keeton**, assistant director of business operations for the WSU Office of Commercialization, is the most recent winner of the Crimson Spirit Award. Her nominator praised her for her Cougar Spirit, for anticipating needs and exceeding expectations, and providing superior customer service.

Ms. Keeton's knowledge of University policies is extensive and she shares her expertise generously. Her nominator notes that Denise is "a great mentor for many people in our office [and] she is always teaching employees in our department about the policies and procedures of WSU. She is a great resource to many fellow employees." Denise was also recognized for her superior efforts in support of WSU's strategic goals.



*Denise Keeton*

## Nominate someone for the Crimson Spirit award today!

Did you know that anyone can nominate a WSU employee for the Crimson Spirit Award? Whether you are an employee yourself, a student, or a member of the community, you can honor a WSU employee's noteworthy extra effort in providing service by visiting [hrs.wsu.edu/crimson-spirit-award/](https://hrs.wsu.edu/crimson-spirit-award/) and nominating them for this prestigious award.

## Mark your calendar for the Employee Recognition Reception

The 2017 Employee Recognition Reception will take place Tuesday, December 5, from 3:30 to 5:00 p.m., with a short program beginning at 4:00 p.m. This gala celebration will be held in the M.G. Carey Senior Ballroom, Compton Union Building, Pullman. Refreshments will be served and all employees are invited to attend.

The annual Employee Recognition Reception honors employees who received a Length of Service Award during the calendar year. Those who achieved milestone years in 2017 will be recognized in the printed program, and those with 45 and 40 years of service will be individually honored.

Recipients of the Crimson Spirit Award in 2017 will also be honored. These exceptional employees will be recognized in the printed program and during the celebration.

**Register now at [go.wsu.edu/ERreception](https://go.wsu.edu/ERreception).** There is no charge for this event. Supervisors and unit leaders are encouraged to provide release time, as appropriate, so employees can attend the event.



*2016 Employee Recognition Reception*

# COUNTDOWN TO OPEN ENROLLMENT

**November 1 – November 30, 2017**

Open Enrollment is the one time of year when you can make changes to, and enroll in, certain benefits for the upcoming plan year.

Additional details on the topics contained in this article can be found on the HRS [Open Enrollment website](#) or in the Public Employees Benefit Board [For Your Benefit](#) October newsletter.

## **During Open Enrollment, employees can:**

- Change medical and/or dental plans.
- Reinstate previously waived coverage without proof of loss of coverage.
- Waive eligible family members from their coverage.
- Waive PEBB medical coverage, if you have other comprehensive group medical coverage.
- Enroll eligible family members without proof of loss of coverage.
- Enroll or re-enroll in a Flexible Spending Account (FSA) and/or Dependent Care Assistance Program (DCAP).
- Designate 2018 Health Savings Account (HSA) annual election.
- Change medical premium deduction to pre- or post-tax (IRS Section 125).
- Change tax status of a domestic partner or dependent (IRS Section 152) by completing the Declaration of Tax Status form.

Also, if your spouse/partner is currently enrolled in your medical coverage you may be **required** to re-attest to the spousal premium surcharge question.

**Most of the changes can be made online, and all can be made via hardcopy; forms will be available November 1 at <http://hrs.wsu.edu/open-enrollment/>.**

### **Pullman Campus Benefits Fair**

**Wednesday, November 8, 2017**

CUB, Junior Ballroom

9:00 a.m. – 1:30 p.m.

#### **Presentations:**

WSU Benefits Presentation: 10:30 a.m. to 11:15 a.m.  
CDHP & HSA Presentation: 11:15 a.m. to 12:00 p.m.  
FSA & DCAP Presentation: 12:00 p.m. to 12:30 p.m.  
SmartHealth Presentation: 12:30 p.m. to 1:30 p.m.

[Other Benefit Fairs Scheduled Around the State](#)

#### **Vendors Including:**

DRS	Navia Benefit Solutions (FSA)
GET	SmartHealth
HCA	The Standard
Health Equity	TIAA-CREF
Kaiser Permanente of WA	Uniform Dental & Deltacare
Liberty Mutual	Uniform Medical & Rx
MetLife	Willamette Dental

### **Preretirement Seminar**

November 13, 2017

9:30 to 11:00 a.m.

French Administration Building, room 139





## Flexible Learning with HRS' Skillsoft

Online training modules and ebooks that fit your schedule.

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### Featured Online Training

#### Plan a Bulletproof Project

This 30-minute online course is for anyone who wants the skills to manage small to medium projects successfully. The course will help you determine the scope, cost, and schedule baselines you'll need for success.

Specifically, you will:

- use a task sequence diagram to help develop a project schedule
- describe resources needed for a project
- assess and plan responses to identified project risks
- determine whether a cost baseline has been correctly established
- develop project plans for resources, schedule, risks, and costs

To take this online course, click [HERE](#).

### Featured eBook

#### *Think Smarter: Critical Thinking to Improve Problem-Solving and Decision-Making Skills*, by Michael Kallet

Learn to make better decisions, solve problems, and be more innovative. This book provides practical tools to help you apply critical thinking to everyday business issues. Real world examples and practice exercises bring the learning to a practical level.

We often rely on automatic thinking to process information. Shifting over to critical thinking means thinking purposefully. *Think Smarter* provides clear, actionable steps to improve your problem-solving, decisionmaking, and innovating skills. Features include:

- a comprehensive critical thinking framework
- more than 25 "tools" to help you think more critically
- critical thinking implementation for functions and activities
- examples of the real-world use of each tool

Learn what questions to ask, how to uncover the real problem to solve, and which mistakes to most avoid.

To read the book, click [HERE](#), login into WSU's training website with your WSU network ID and password, and search for "63782."

### Instructor-Led Trainings

Click the links below for more information.

You may need to first login with your WSU network ID and your password.

#### [Communicating for Results](#)

11/2, 9:00 to 11:30 a.m.

#### [Staff Recruiting Basics\\*](#)

11/7, 1:30 to 3:00 p.m.

#### [Ally Training](#)

11/14, 9:00 to 11:00 a.m.

#### [Introduction to WSU Accounting Systems\\*](#)

11/21, 9:30 to 11:30 a.m.

#### [Customer Service at WSU\\*](#)

11/15, 9:30 to 11:30 a.m.

Teaching in Today's Classrooms:

#### [Part 1](#) & [Part 2](#)

Part 1: 11/15, 11 to noon

Part 2: 11/15, 1 to 2 p.m.

#### [Understanding the University Budget](#)

11/16, 9:00 to 11:00 a.m.

#### [Five Keys to Success in Leadership, Work, and Life](#)

11/28, 9:30 to 11:15 a.m.

\*This course is filling fast.