

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Tuesday,
October 10

Wednesday,
October 25

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2017 Quarter Century Club Celebration



The 2017 Quarter Century Club (QCC) breakfast will be held Tuesday, October 10, from 8:00 to 10:00 a.m., in the CUB Senior Ballroom, Pullman. This event honors faculty and staff who have reached the impressive milestone of 25 years of service to WSU.

The employees honored each year at the QCC celebration are, or have been, the backbone of our University community. **All WSU employees are invited to attend the event and honor their colleagues with their presence.** University areas and departments are encouraged to provide release time for employees who wish to attend.

Visit qcc.wsu.edu to learn more about the 2017 QCC celebration, view the list of those being honored, and register online for the breakfast. Questions? Contact HRS at hrs@wsu.edu or 509-335-1982.



Laura Wintersteen-Arleth

Crimson Spirit Award

Laura Wintersteen-Arleth, senior instructor in the WSU College of Nursing, is the recipient of a Crimson Spirit Award. Nominated by a student and presented with the award at an all-staff College of Nursing meeting, Ms. Wintersteen-Arleth was praised for the quantity of her responsibilities and the caliber of her work. Those responsibilities include being an advisor, teaching, serving as a clinical instructor, mentoring student clubs, and acting as liaison to the Kaplan program.

The student noted in the nomination that "Laura is one of the major reasons I am still in school. She approached me when I was having a very difficult time and told me just the right thing, when I needed it most." Laura's professionalism, superior quality service, and outstanding contributions to the WSU community embody the core values of the Crimson Spirit award.

Nominate a WSU employee for the next Crimson Spirit Award. To submit a nomination or for more information, visit hrs.wsu.edu/CrimsonSpiritAward.

*WSU's College of Nursing is
1 of only 15 Nursing Centers
of Excellence in the nation.*



Benefits

Open Enrollment

The annual benefits open enrollment period is almost here! Be on the lookout, in October, for information from the Health Care Authority (HCA), including the *For Your Benefit* newsletter. The newsletter will have all you need to know about the upcoming changes to the benefits plans.



Now Available Online: Employee Assistance Program Orientations

The Washington State Employee Assistance Program (WA-EAP) is pleased to announce the availability of monthly, online WA-EAP orientations. Each month, a presenter will discuss the benefits of the EAP, review how to access confidential services, and answer your questions.

First webinar: Tuesday, October 3, 2017, 11:00 to 11:30 a.m.

The webinars are delivered with Cisco WebEx; a plug-in may be necessary prior to participation, so please consult with your IT staff. The webinar is limited to 200 participants. Register soon, and learn more about “your” Employee Assistance Program! Click [HERE](#) to register.

For webinar assistance, go to <https://wadismetings.webex.com/wadismetings/mc> and click “Support” in the left navigation.

Questions about EAP services? Call 877-313-4455 or visit www.eap.wa.gov.

Wellness Tips

You don’t have to be a gym enthusiast or marathoner to include physical activity in your day. Aiming for at least 150 minutes of physical activity each week can result in lifelong health. And don’t let that big number intimidate you—the important thing is to get moving!

- Make your meeting a “moving meeting,” instead of huddling in a conference room.
- Walk or wheel to run your errands.
- Get busy and tackle some chores.
- Pair TV with activity: use hand weights or a resistance band, walk on a treadmill, or do some squats and push-ups.
- Try the scientifically proven, full-body, [7-minute workout](#).

Did you know? High-intensity circuit training—like the 7-minute workout—helps decrease body fat while improving insulin sensitivity and overall fitness. (American College of Sports Medicine).

Preretirement Seminar

October 17, 9:30 to 11:00 a.m.
French Administration 139



2017 Department Reminders and Resources

- Are you ready for inclement weather? Are you planning ahead for December holiday reduced operations?
- Do you need resources for employee outreach advertising, and hiring? What about background check requirements?
- Do you want information about new employee benefits, annual reviews, training and development, or benefits and retirement?

> [Click HERE for resources.](#)

WFSE Represented Employees

Requests for a personal leave day/personal holiday should be submitted in writing to your supervisor no less than fourteen (14) days prior to the date for which the leave is requested.

Such scheduling requests must be made no later than November 1 of each calendar year.

Questions? Please contact HRS at hrs@wsu.edu or 335-4521.

Flexible Learning with HRS' Skillsoft

Online training modules and ebooks that fit your schedule.

Featured Online Training

Optimizing Your Work/Life Balance: Taking Control of Your Stress

Are you constantly adding to your to-do list, without ever seeing it shrink? Do you feel overwhelmed at work and at home? Are you afraid stress is starting to fray your health and relationships? **Stress is produced by your own feelings and reactions to certain external events, rather than by the events themselves.** While you may not always be able to control the external events that are causing stress, you can control your reactions and how you handle those events.

This course will explain how the signs and symptoms of stress can be physiological, behavioral, and psychological in nature and where these stresses may originate. This course reviews strategies for coping with stress and avoiding burnout. The course also covers how you can positively change your responses to stress once you're able to recognize your responses to stressful situations.

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

Featured eBook

Work Less, Do More: The 7-Day Productivity Makeover

In *Work Less, Do More*, sociologist and productivity expert Dr. Jan Yager offers a 7-day plan to get more done in less time. This revised, updated edition covers everything from assessing how productive you are right now, goal setting, and prioritizing to overcoming procrastination, perfectionism, poor planning, and other time wasters.

Dr. Yager offers assistance with organizing, teaching time management to your children and teens, decluttering, work-life balance, and more. Filled with anecdotes, examples, self-quizzes, and worksheets, the book also shares the results of her surveys of more than 250 people about their time challenges, strengths, and preferred productivity tools.

To read the book, click [HERE](#), login into WSU's training website with your WSU network ID and password, and search for "120986."

Instructor-Led Trainings

Click the links below for more information.

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

[Revised Annual Review Process for Faculty](#)

10/4, 1:30 to 3:00 p.m.

[Payroll User Group Meeting](#)

10/11, 10:00 to 11:00 a.m.

[Emotional Intelligence*](#)

10/11, 1:30 to 3:00 p.m.

[Customer Service at WSU](#)

10/12, 1:30 to 3:30 p.m.

[Ally Training](#)

10/17, 1:00 to 3:00 p.m.

[Applying for Positions within WSU](#)

10/17, 1:30 to 3:00 p.m.

[State Ethics Law](#)

10/18, 2:45 to 4:15 p.m.

[AIS: DEPPS*](#)

10/24, 9:00 to 10:30 a.m.

*This class is filling up, so register soon.

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 login using your WSU network ID and password for full details.