

HR Source

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Paydays

Friday, August 10

Friday, August 24

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Benefits Reminders

Addition or Loss of Coverage: Will you or your dependents be experiencing a change in jobs that results in the loss or addition of health coverage? That may create a Special Open Enrollment event, allowing you to make changes to some of your benefits within 60 days of the event. Act early to prevent breaks in coverage or to minimize paying premiums you may not owe.

Double Coverage: According to Washington State's Public Employee Benefits Board (PEBB) Program rules, enrollees cannot be double covered on a PEBB plan. If you are a new WSU employee but were covered on your spouse's or parent's PEBB plan, you have some choices to make. You may waive medical coverage to stay on your current plan, but you must enroll in your own dental plan as an employee.

New Employees:

- Departments are encouraged to enter new employee PERMS data as soon as possible! HRS relies on PERMS to identify benefit-eligible employees and inform them of their benefit elections and due dates.
- Sign up for New Employee Orientations; there are seven scheduled in August alone.

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Benefit Reminders, *continued*

New Employees, *continued*:

- New employees and faculty with August 16 start dates **MUST** return **most** of their benefits paperwork by September 15.
- HRS is here to help and answer any questions. Contact HRS at hrs@wsu.edu or 509-335-4521.

SitterCity, Bright Horizons, and Other

Family Care Services: New to the area?

Your babysitter leave town? Check out the WSU-provided Bright Horizons portal to find a qualified caregiver near you!

SmartHealth:

- Current employees, you have until September 30 to earn your Wellness Incentive for 2019.
- New employees whose medical plans start July 1 or August 1 have 120 days from their coverage start dates to earn incentives.
- If your coverage will start September 1 or later, you have until December 31.
- It's fun and easy to earn Wellness Incentives! See the SmartHealth Activities article on this page for more information.



SmartHealth Activities

Explore Washington State Parks Virtually:

In this challenge, you will "visit" 25 Washington State parks. Use the State Parks spreadsheet to convert your activities to miles and learn more about each park. It will take eight miles of activity to get from one park to the next. Earn 400 points!

Connect Your Role with WSU's Values:

When you read the WSU Strategic Plan or your department's value or mission statement, what do you connect with most? Write down how your role or job aligns with these goals to earn 150 points.

Living Your "Why:" Your "why" is what motivates you and inspires you to be your best. To earn 100 points, take 15 minutes each month to update your "why," then write down five things you can do during the month to support it.

The **Washington State Department of Enterprise Services** publishes two monthly newsletters.

- The employee Frontline newsletter offers suggestions for a healthy lifestyle at home and at work.
- The supervisor Frontline newsletter answers challenging questions supervisors and managers often face.

Tip sheets on topics from managing anxiety to creating a living will to respite care are also available. Click [here](#) to access all tip sheets or to subscribe and receive tip sheets as they are released.



Fran Meserve

Photo by Shelly Hanks, University Photo Services

Crimson Spirit Award

Fran Meserve, principal assistant in the School of Music, is the July 2018 Crimson Spirit honoree.

Her nominator says "Fran Meserve has been with the WSU School of Music since the middle of the spring 2018 semester. In just a short time, Fran has successfully revamped the music office.... Faculty, staff, and students have all remarked how incredibly pleased they are with the work Fran does on a daily basis. She is selfless and remains committed to the needs of the academic unit."

The nominator continues, "I am personally struck by how intuitive and quick with problem-solving

she is. She does not hesitate to follow up with colleagues and students to ensure tasks are fully executed. Anyone who visits the music office receives the highest quality of care and service from a truly high-quality individual. Fran is particularly adept at making sure all the 'behind-the-scenes' operations of our unit run smoothly and without hiccup. The students, the people to whom we dedicate our efforts, also benefit tremendously from Fran's skill set, keen intellect, and warm, genuine personality." Ms. Meserve is recognized for her creative problem-solving skills, superior quality service, and commitment to anticipating and meeting needs.

Visit go.wsu.edu/CrimsonSpirit today to nominate an exceptional WSU employee for this honor.

Save the Date! Quarter Century Club Celebration in October

Washington State University will host the 85th annual Quarter Century Club Breakfast on Wednesday, October 3, 2018. Established in 1934, the Quarter Century Club (QCC) is the University's longest running employee recognition program.

Each year, the Quarter Century Club hosts this recognition event to honor faculty and staff who have reached the impressive milestone of 25 years of service to WSU. In 2018, 44 employees will reach their 25-year milestones with WSU; [click here](#) to see the list of new Quarter Century Club inductees.

This year, the event will be videostreamed to WSU Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver. New and current QCC members and WSU employees are invited to participate at the location most convenient for them.

Please contact Human Resource Services at hrrs@wsu.edu for assistance or with questions.

Air Quality

[Click here](#) for updates
from the Washington State
Department of Ecology
Air Quality Monitoring Website.

Orientation to the Employee Assistance Program (EAP)

A live webinar offered August 1, 9:00–10:00 a.m.

This presentation offers general information about the EAP and how to access no-charge, confidential services. These services are available to state employees, their family members, and significant others. Click [here](#) to register. For a PDF overview of the EAP program, click [here](#).

Featured Online Training

Choosing and Using the Best Solution

The time has come to make a final decision! In this course, you'll learn how to make smart decisions based on key criteria and decision-making styles. You'll also learn to plan, manage, evaluate, and celebrate solution implementation. To take this 25-minute course, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

Mindfulness at Work: How to Avoid Stress, Achieve More, and Enjoy Life!

by Stephen McKenzie

Mindfulness at Work reveals how the practice of mindfulness—the ability to focus our attention on what is, rather than being distracted by what isn't—can be a powerful antidote to the distractions and stresses of our modern lives. 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 and click on the News link for updates on recent activities.



Pre-Retirement Seminar

August 8, 2018, 10:30 to noon

Monthly pre-retirement seminars are offered at Human Resource Services (French Administration, room 139, Pullman).

Concurrent videoconferencing is also available for other WSU locations. More information about retirement is available [here](#).

Instructor-Led Trainings (ILTs)

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

Cash Handling

Aug. 2, 9:00–11:00 a.m.

*Time Report Training

Aug. 2, 9:30–11:30 a.m.

Keeping Up and Keeping Track

Aug 2, 1:00–3:00 p.m.

Coaching the Van Driver

Aug. 2, 1:30–4:00 p.m.

myWSU: Query Foundations

Aug. 3, 9:00 to noon

Advisement Report and Graduations Processes

Open Lab (Skype available)
Aug. 7, 10:00–11:00 a.m.

Academic and Event Scheduling Open Lab

(Skype available)
Aug. 7, 10:00–11:00 a.m.

Self Care for Advisors

(Zoom only)
Aug. 9, 9:00–10:00 a.m.

Electronic Forms System Training

Aug. 14, 2:00–3:30 p.m.

*You're an Academic Leader. Now what?

Aug. 22, 3:00–5:00 p.m.

*Staff Recruitment: Outreach and Advertising
Aug. 23, 10:00–11:30 a.m.

*Research Administration Introduction and Update
Aug. 31, 9:00–11:00 a.m.

*Videoconferencing available.