

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Monday, Sept. 10
Tuesday, Sept. 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrs@wsu.edu



2017 Quarter Century Club inductees

Quarter Century Club Celebration on October 3

Washington State University will host the 85th annual Quarter Century Club Breakfast on Wednesday, October 3, 2018. The celebration will start at 9:00 a.m. in the M.G. Carey Senior Ballroom, Compton Union Building, Pullman campus.

The WSU community is encouraged to join the celebration. This is a special opportunity to honor the newest WSU employees to reach the impressive milestone of 25 years of service to the University.

Established in 1934, the Quarter Century Club (QCC) is the University's longest running employee recognition program. In 2018, 43 employees will reach their 25-year milestones with WSU; [click here](#) to see the list of 2018 Quarter Century Club inductees and new 50-year members.

For those who cannot attend at the Pullman location, the breakfast will be hosted concurrently at the WSU Everett, Spokane, Tri-Cities, and Vancouver campuses. Light refreshments will be provided at these host locations. To register for the QCC celebration, visit go.wsu.edu/qcc.

Please contact Human Resource Services at 509-335-4521 or hrs@wsu.edu for assistance.





Overview of Benefit Deadlines

For complete information about important enrollment deadlines, [click here](#) and scroll down the page to "Enrollment Deadlines."

- ◆ Retirement enrollment paperwork is due for all new faculty and administrative professional (AP) staff within **30 days** of the hire date. Faculty and AP employees with an August 16 start date must return retirement paperwork by **Friday, September 14.**
- ◆ New classified staff must return retirement paperwork within **90 days** of the hire date.
- ◆ All employees must return enrollment paperwork for the benefits below within **31 days** of hire date:
 - medical and dental insurance
 - life and long-term disability insurance
 - Dependent Care Assistance Program and Flexible Spending Account

Return **all** benefit election materials to HRS in French Administration 139 (Pullman), by fax to 509-335-1259, or as an attachment to hrrs@wsu.edu. If enrollment forms are not received by the dates listed above, employees will be enrolled into the default programs.

Call HRS with any questions at 509-335-4521.

Resources to Help Orient New Employees to WSU

Onboarding resources help transition new employees into their positions at WSU. Click here for these resources or review the specific documents below:

[Orientation Checklist](#) (template)

[Orientation Schedule](#) (sample)

[Safety Checklist](#) (standard form)

New Employee Orientation: Employee orientation sessions occur at least twice each month throughout the year. The sessions provide critical information regarding WSU employment, medical and dental benefits, retirement options, employment policies, and more.

Discrimination and Sexual Harassment Prevention Training: Completion of this course is required of all faculty and staff employees. New employees must complete the course within their first six months of employment.

Employee Demographic Information: The WSU Employee Demographic Information Survey is administered by the Office for Equal Opportunity. [Click here](#) to take the survey.

Visit hrs.wsu.edu/new-employees for a detailed list of additional new employee resources.

Air Quality

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



Heather Smith Receives Crimson Spirit Award for August 2018

Heather Smith, graphic designer senior in the College of Veterinary Medicine (CVM), is the August 2018 Crimson Spirit Award honoree.

Ms. Smith is the sole graphic designer for the College of Veterinary Medicine. In her two years on staff, she has created branding guidelines and tool kits to help others best present the college. She exceeds expectations by generating numerous social media elements and providing website design input, digital sign management, guidelines and handbooks, full campaign tool kits, infographics, posters, and more.

Ms. Smith never tells clients "no" and makes sure to meet deadlines. Her to-do list would be overwhelming to many, yet she remains positive, upbeat, and creative. Ms. Smith often develops new and innovative ideas to make CVM communications more effective and efficient with a unified look and message, budget-friendly designs, and comprehensive background on why specific communication pieces will best represent the college.

Ms. Smith's nominator notes that "Her ability to use her experience to better the overall experience of WSU and the WSU College of Veterinary Medicine is second to none."

SmartHealth Wellness Incentive Deadline Approaching Soon!

Most employees have through **September 30** to earn their [SmartHealth Wellness Incentive](#) for 2018. Being well pays! Depending on your health plan, you can receive a \$125 reduction in your deductible or a \$125 deposit into your Health Savings Account.

SmartHealth is Washington State's voluntary and confidential wellness program. Log into the SmartHealth portal at smarthealth.hca.wa.gov. This interactive website helps you take steps to improve your health and well-being, while having fun and connecting with others online. By participating in activities between January 1, 2018 and September 30, 2018, you earn points to establish eligibility for the 2019 Wellness Incentive.

Here is a sampling of a few of the fun activities you can do to earn points:

Get Comfortable and Get Productive: If you sit at a desk all day, you may notice aches or fatigue from being in the same position for long periods of time. Rearranging your work area may result in more comfort and improved productivity. Read the information in the SmartHealth activity and then make some adjustments to earn 150 points.

Write Your Reflections Before Bedtime: Does your mind keep you up at night, counting worries when you'd rather be counting sheep? To quiet your mind for better sleep, note your concerns in a journal at least once a week and earn 50 point per week.

Connect Your Role with Your Organization's Values: Connecting your role to a specific value at WSU helps reinforce how your job directly contributes to meeting the University's goals. To complete this activity, write down how your role or job aligns with WSU's values and earn 150 points.

Orientation to the Employee Assistance Program (EAP)

This on-demand orientation is available on YouTube.

The presentation offers general information about the EAP and how to access no-charge, confidential services. These services are available to state employees and their family members and significant others. To contact the EAP, call 877-313-4455. TDD users, please call WA Relay 711.

Featured Online Training

Digital Marketing: Getting to the Customer

Learn about the primary goals and methods of digital marketing, so you can plan the best strategy and mix for your organization. This short course surveys a variety of methods and tools for reaching customers through social media marketing. Click here to take this course. This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

Success Under Stress: Powerful Tools for Staying Calm, Confident, and Productive When the Pressure's On

by Sharon Melnick

Whether you have too many projects, your confidence is flagging, or you're clashing with a coworker, this practical book offers hundreds of situation-specific, fast, and effective tips for defusing stress and boosting productivity. 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

September 27, 9:00–10:30 a.m.

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.

Department Pay

Sept. 7, 2:00–3:30 p.m.

Electronic Forms System Training

Sept. 11, 9:30–11:00 a.m.

Customer Service at WSU

Sept. 12, 9:30–11:30 a.m.

Academic Advising for Double-Dose, First-Generation Students (NACADA webinar)

Sept. 12, 11:00 to noon

Faculty Recruitment: Outreach and Advertising

Sept. 20, 9:30–11:00 a.m.

Online Position Description and Recruitment System (OPDRS)

Sept. 26, 9:30–11:30 a.m.

Critical Advising Conversations: Saying No to Students and Parents

Sept. 27, 9:00–10:00 a.m.

Introduction to WSU Employment Policies

Sept. 28, 9:00–10:30 a.m.

WSU Strategic Plan

Sept. 28, 1:30–3:00 p.m.

Click here for many more training and development opportunities! You may need to log in with your network ID and password.