New Employee Resource Guide

**Cougar Card Center**
Compton Union Building, Rm 60  
Phone: (509) 335-2273  
Web: cougarcard.wsu.edu

**Employee Assistance Program (EAP)**
Phone: 1-877-313-4455  
Web: eap.wa.gov

**Human Resource Services**
French-Admin Building, Rm 139  
Phone: (509) 335-4521  
FAX: (509) 335-1259  
Email: hrs@wsu.edu  
Web: hrs.wsu.edu  
Employee Handbooks: hrs.wsu.edu/resources/employee-handbooks  
Employee Training & Development:  
Email: hrstraining@wsu.edu  
Web: hrs.wsu.edu/training  
Training account: hrs.wsu.edu/skillsoft  
Discrimination & Sexual Harassment Online Training: hrs.wsu.edu/dshp/

**Network ID Help**
Phone: (509) 335-4357  
Email: helpdesk@wsu.edu  
Network ID: wsu.edu/nid

**Office of Equal Opportunity (OEO)**
French-Admin Building, Rm 225,  
Phone: (509)-335-8288  
Web: oeo.wsu.edu

**Office of Internal Audit**
IT Building, Rm 2127  
Phone: (509) 335-5336  
Web: internalaudit.wsu.edu  
Email: ia.central@wsu.edu

**Office of the President**
French-Admin Building, Rm 422  
Phone: (509) 335-4200  
Email: PresidentsOffice@wsu.edu  
Web: president.wsu.edu
  
Strategic Plan: strategicplan.wsu.edu  
Drive-to-25: wsu.edu/drive-to-25

**Policy Manuals**
Manuals HomePage  
public.wsu.edu/~forms/manuals.html

Other Campus Human Resource Offices:
WSU Spokane  
Phone: (509) 358-7566  
Email: Spokane.hr.info@wsu.edu  
Web: spokane.wsu.edu/

WSU Tri-Cities  
Phone: (509) 372-7302  
Email: debra.mccormick@wsu.edu  
Web: tricities.wsu.edu/

WSU Vancouver  
Phone: (360) 546-9094  
Email: van.hr.frontdesk@wsu.edu  
Web: vancouver.wsu.edu/

Network ID Help
Phone: (509) 335-4357  
Email: helpdesk@wsu.edu  
Network ID: wsu.edu/nid

**Office of the President**
French-Admin Building, Rm 422  
Phone: (509) 335-4200  
Email: PresidentsOffice@wsu.edu  
Web: president.wsu.edu
  
Strategic Plan: strategicplan.wsu.edu  
Drive-to-25: wsu.edu/drive-to-25

**Policy Manuals**
Manuals HomePage  
public.wsu.edu/~forms/manuals.html

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New Employee Resource Guide

Safety Resources
Environmental Health & Safety
Corner of Grimes Way & Airport Road
Phone: (509) 335-3041
Web: ehs.wsu.edu
Email: ehs@wsu.edu

Safe Environment
hrs.wsu.edu/Safe-Environment

WSU Alerts
alert.wsu.edu/

Parking & Transportation Services
1040 NE Colorado St
Phone: (509) 335-7275
E-mail: transportation@wsu.edu
Web: transportation.wsu.edu
Coug Commute Advisor: transportation.wsu.edu/CougCommuteAdvisor.html

Payroll Services
French-Admin Building, Rm 236
Phone: (509) 335-9575
Fax: (509) 335-1472
Email: payroll@wsu.edu
Web: payroll.wsu.edu

Purchasing Services
French Administration Building, Room 220
Phone: (509) 335-3541
Email: purchasing@wsu.edu
Web: purchasing.wsu.edu

Other Resources
MyWSU
my.wsu.edu

Public Records & Records Requests
public-records.wsu.edu

State Ethics Law
internalaudit.wsu.edu/ethics-in-public-service

Modernization
modernization.wsu.edu
Welcome to Washington State University!

Congratulations on your new appointment!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit

History

WSU Employment

Training & Development

Policies & Resources
Medical Benefits
Retirement Plan Information

- 1:30-2:30  
  Faculty & Administrative Professionals

- 3:00-4:00  
  Civil Service Employees

Humble Beginnings

- 1862: The Morrill Act
- 1890: Washington State Agricultural College and School of Science (WAC)
- 1892: Doors open to 59!
- 1905: Washington State College (WSC)

Class of '97
**Colors, Mascots, and Names, Oh My!**

- **1916** • Crimson & Gray
- **1919** • Cougars
- **1927** • Our first real cougar! • Butch
- **1959** • Washington State University

**Current Profile**

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!

- Over 30,000 students
- Over 2,600 faculty
- Over 4,200 employees

**Leadership**

**Kirk Schulz**

11th President

**WSU Strategic Plan**

Core Values and broad mission of Washington State University

*Office of the President - French Admin, Room 422*

strategicplan.wsu.edu
Kirk Schulz  
11th President  

Drive-to-25  
“Washington State University will be recognized as one of the nation’s top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030.”

Office of the President - French Admin, Room 422  
wsu.edu/drive-to-25

About WSU

WSU Employment

Employee Training & Development

Employee Policies & Resources

Parking and Transportation

- Parking permits may be required, depending on your campus  
- Annual and daily permits available

Parking Services in Pullman  
corner of Cougar Way and S Street  
transportation.wsu.edu
Employee Handbooks

- Administrative Professional
  - AP Manual
- Civil Service
  - Washington Administrative Code (WAC) 357
- Bargaining Unit
  - Appropriate Collective Bargaining Agreement
- Faculty
  - Faculty Manual

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Cougar Card

- Official University ID
- Building access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH: 10% discount
- Payroll Deductible
- CougarCard Maxx
- Non-Pullman Locations

CougarCard Center - Compton Union Building.
cougarcard.wsu.edu

WSU ID

012345678

Human Resource Services
Network ID (NID)

You must log in to continue

Network ID or Plant ID:

Butch.Cougar @wsu.edu

Password:

Continue

Network Authentication

Information Technology Services
wsu.edu/nid

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu

Semi-Monthly Lagged Payroll Leave Period

Work done on 1st – 15th
Paid on 25th of the current month
Work done on 16th – end of month
Paid on 10th of the following month
Payroll Information

- Pay Schedule
- Direct Deposit
- Self-Guided Orientation
- W-4 Employee Withholding
- Earnings Statements

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu

Paycheck questions or concerns:
Contact your immediate supervisor or Payroll Services.

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu

WHAT IS THE MODERNIZATION INITIATIVE?
The Modernization Initiative is a business process improvement and system implementation project. The scope of the project is to implement Workday software to support finance (including post-award grant management), payroll, and human resources business functions.

WHY ARE WE DOING THIS?
WSU's current finance, payroll and human resource system, Administrative Information Systems (AIS), is over 30 years old and is at risk of failing. WSU will replace the vulnerable and outdated AIS system with Workday to ensure continuity in business operations.

Learn more and keep up to date @ Modernization Initiative http://modernization.wsu.edu
WASHINGTON STATE UNIVERSITY

Annual Leave
Full time Faculty* and Admin Prof

* Faculty appointments must be 12 month appointments

16.67 hours per month
Maximum accrual: 352 hours

Annual Leave
Full time Civil Service and BU

9.33 hours per month (progressively increasing)
Maximum accrual: 240 hours (on anniversary date)
**Sick Leave**

Full time employees

8.00 hours per month

No maximum accrual

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**10 University Holidays**

**PAY STATUS vs. LWOP**

**Civil Service**
- Full work shift prior to holiday

**Faculty and AP**
- Any part of work shift prior to holiday

**Bargaining Unit**

Check Collective Bargaining Agreement

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**Personal Holiday**

**Civil Service**
- Immediately available for use Jan 1 – Dec 31

**Faculty and AP**
- Immediately available for use Jul 1 – Jun 30

**Bargaining Unit**
- Check CBA Jan 1 – Dec 31
December Holiday Reduced Operations

WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.

Plan ahead and work with your supervisor.

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Overtime Provisions

Are you eligible for overtime?

- 1½ times compensation over 40 hrs
- 30 min. meal period within 5 hrs
  - 15 min. rest period for every 4 hrs

Monthly Time Report

FAIR LABOR STANDARDS ACT

About WSU
WSU Employment
Employee Training & Development
Employee Policies & Resources
- Online Training
- Instructor Led Training
- Academic Classes (Tuition Fee Waiver Policy)

Directed Training
- Safety
- Procurement and Contract Training
- State Ethics Law
- Customer Service
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Customer Service at WSU
- Greet
- Receive
- Offer
- Walk that extra mile

Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!

Let's GROW together!

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu
Elective Training

Release Time for Training Policy

- 96 hours per fiscal year
- Paid release time during working hours
State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis – Infrequent, occasional use
- Ignorance is Not a Defense

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Whistleblower Act

- Provides a safe avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at sao.wa.gov

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Public Records Act

- We are each creating University Records in the daily course of doing our jobs
  - Documents
  - Email
  - Notes
  - Physical
  - Electronic
  - Etc.
- These records may be requested by a member of the public.

Office of Public Records - Info Tech Bldg., 3033
public-records.wsu.edu
Safety Resources

- Safe Environment Resources
- WSU Police
- my.wsu.edu
- WSU Alert
- Update emergency contacts
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver

Employee Assistance Program

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

- Anger management
- Anxiety
- Conflicts at work
- Depression
- Domestic violence
- Emotional and/or psychological issues
- Financial
- Grief and loss
- Job performance
- Parenting issues
- Relationship and family concerns
- Stress
- Substance abuse

Employee Assistance Program

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential
Retirement Orientation

1:30-2:30  Faculty and Administrative Professionals

3:00-4:00  Civil Service and Bargaining Unit Employees

Thank You!