

# New Employee Resource Guide

## Cougar Card Center

Compton Union Building, Rm 60  
Phone: (509) 335-2273  
Web: [cougarcard.wsu.edu](http://cougarcard.wsu.edu)

## Employee Assistance Program (EAP)

Phone: 1-877-313-4455  
Web: [eap.wa.gov](http://eap.wa.gov)

## Human Resource Services

French-Admin Building, Rm 139  
Phone: (509) 335-4521  
FAX: (509) 335-1259  
Email: [hrs@wsu.edu](mailto:hrs@wsu.edu)  
Web: [hrs.wsu.edu](http://hrs.wsu.edu)

Employee Handbooks:  
[hrs.wsu.edu/resources/employee-handbooks](http://hrs.wsu.edu/resources/employee-handbooks)

Employee Training & Development:  
Email: [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)  
Web: [hrs.wsu.edu/training](http://hrs.wsu.edu/training)  
Training account: [hrs.wsu.edu/skillsoft](http://hrs.wsu.edu/skillsoft)

Discrimination & Sexual Harassment Online Training:  
[hrs.wsu.edu/dshp/](http://hrs.wsu.edu/dshp/)

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

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

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

## Network ID Help

Phone: (509) 335-4357  
Email: [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu)  
Network ID: [wsu.edu/nid](http://wsu.edu/nid)

## Office of Equal Opportunity (OEO)

French- Admin Building, Rm 225,  
Phone: (509)-335-8288  
Web: [o eo.wsu.edu](http://o eo.wsu.edu)

## Office of Internal Audit

IT Building, Rm 2127  
Phone: (509) 335-5336  
Web: [internalaudit.wsu.edu](http://internalaudit.wsu.edu)  
Email: [ia.central@wsu.edu](mailto:ia.central@wsu.edu)

## Office of the President

French-Admin Building, Rm 422  
Phone: (509) 335-4200  
Email: [PresidentsOffice@wsu.edu](mailto:PresidentsOffice@wsu.edu)  
Web: [president.wsu.edu](http://president.wsu.edu)

Strategic Plan: [strategicplan.wsu.edu](http://strategicplan.wsu.edu)  
Drive-to-25: [wsu.edu/drive-to-25](http://wsu.edu/drive-to-25)

## Policy Manuals

Manuals HomePage  
[public.wsu.edu/~forms/manuals.html](http://public.wsu.edu/~forms/manuals.html)

### Safety Resources

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

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Safe Environment  
[hrs.wsu.edu/Safe-Environment](http://hrs.wsu.edu/Safe-Environment)

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WSU Alerts  
[alert.wsu.edu/](http://alert.wsu.edu/)

### Parking & Transportation Services

1040 NE Colorado St  
Phone: (509) 335-7275  
E-mail: [transportation@wsu.edu](mailto:transportation@wsu.edu)  
Web: [transportation.wsu.edu](http://transportation.wsu.edu)  
Coug Commute Advisor: [transportation.wsu.edu/CougCommuteAdvisor.html](http://transportation.wsu.edu/CougCommuteAdvisor.html)

### Payroll Services

French-Admin Building, Rm 236  
Phone: (509) 335-9575  
Fax: (509) 335-1472  
Email: [payroll@wsu.edu](mailto:payroll@wsu.edu)  
Web: [payroll.wsu.edu](http://payroll.wsu.edu)

### Purchasing Services

French Administration Building, Room 220  
Phone: (509) 335-3541  
Email: [purchasing@wsu.edu](mailto:purchasing@wsu.edu)  
Web: [purchasing.wsu.edu](http://purchasing.wsu.edu)

### Other Resources

MyWSU  
[my.wsu.edu](http://my.wsu.edu)

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Public Records & Records Requests  
[public-records.wsu.edu](http://public-records.wsu.edu)

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State Ethics Law  
[internalaudit.wsu.edu/ethics-in-public-service](http://internalaudit.wsu.edu/ethics-in-public-service)

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Modernization  
[modernization.wsu.edu](http://modernization.wsu.edu)



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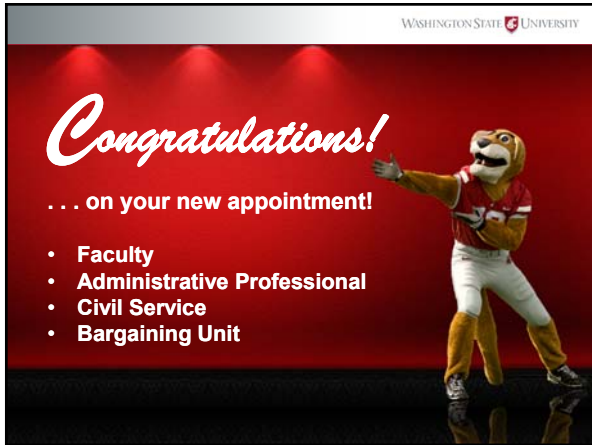
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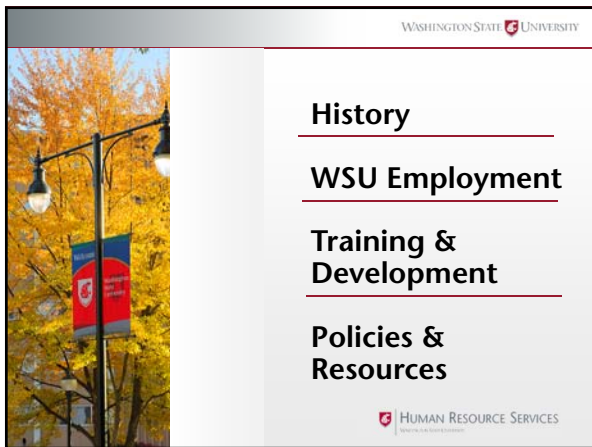
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WASHINGTON STATE UNIVERSITY



### Medical Benefits

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### Retirement Plan Information

- **1:30-2:30**  
**Faculty & Administrative Professionals**
- **3:00-4:00**  
**Civil Service Employees**

HUMAN RESOURCE SERVICES  
www.hr.wsu.edu

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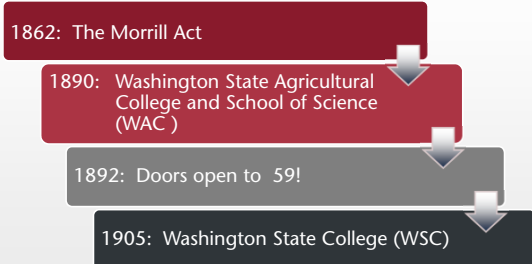
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WASHINGTON STATE UNIVERSITY

### 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)

HUMAN RESOURCE SERVICES  
www.hr.wsu.edu

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WASHINGTON STATE UNIVERSITY

### Class of '97



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**Colors, Mascots, and Names, Oh My!**



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

HUMAN RESOURCE SERVICES  
www.hr.wa.edu

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**Current Profile** WASHINGTON STATE UNIVERSITY

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




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**Leadership** WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> President

**WSU Strategic Plan**  
Core Values and broad mission of Washington State University

Office of the President - French Admin, Room 422  
[strategicplan.wsu.edu](http://strategicplan.wsu.edu)

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**Leadership** WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> 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](http://wsu.edu/drive-to-25)

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WASHINGTON STATE UNIVERSITY



About WSU

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**WSU Employment**

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Employee Training & Development

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Employee Policies & Resources

 HUMAN RESOURCE SERVICES  
www.hr.wsu.edu

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**Parking and Transportation** WASHINGTON STATE UNIVERSITY

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

Parking Services in Pullman  
corner of Cougar Way and D Street  
[transportation.wsu.edu](http://transportation.wsu.edu)

 HUMAN RESOURCE SERVICES  
www.hr.wsu.edu

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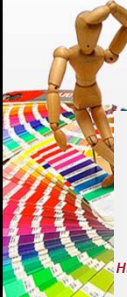
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**Employee Handbooks** WASHINGTON STATE UNIVERSITY

- **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](http://hrs.wsu.edu)

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**Cougar Card** WASHINGTON STATE UNIVERSITY

- 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](http://cougarcard.wsu.edu)

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**WSU ID** WASHINGTON STATE UNIVERSITY

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HUMAN RESOURCE SERVICES

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**Network ID (NID)** WASHINGTON STATE UNIVERSITY

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Network Authentication

You must log in to continue

Network ID or Friend ID:

Password:

**Continue**

*Information Technology Services*  
[wsu.edu/nid](http://wsu.edu/nid)

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WASHINGTON STATE UNIVERSITY

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THE AVERAGE FOUR  
YEAR-OLD CHILD ASKS  
OVER FOUR HUNDRED  
QUESTIONS A DAY.

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**Payroll Information** WASHINGTON STATE UNIVERSITY

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**Semi-Monthly  
Lagged Payroll Leave Period**

Work done on 1 <sup>st</sup> – 15 <sup>th</sup>
<i>Paid on 25<sup>th</sup> of the current month</i>
Work done on 16 <sup>th</sup> – end of month
<i>Paid on 10<sup>th</sup> of the following month</i>

*Payroll Services Office - French Admin, Room 236*  
[payroll.wsu.edu](http://payroll.wsu.edu)

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**Payroll Information** WASHINGTON STATE UNIVERSITY

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



*Payroll Services Office - French Admin, Room 236*  
[payroll.wsu.edu](http://payroll.wsu.edu)

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**Payroll Information** WASHINGTON STATE UNIVERSITY

**Paycheck questions or concerns:**

**Contact your immediate supervisor or Payroll Services.**

*Payroll Services Office - French Admin, Room 236*  
[payroll.wsu.edu](http://payroll.wsu.edu)

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**WSU Modernization Initiative** WASHINGTON STATE UNIVERSITY



**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>

HUMAN RESOURCE SERVICES

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**Leave Information** 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**

HUMAN RESOURCE SERVICES

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**Leave Information** WASHINGTON STATE UNIVERSITY

**Annual Leave**  
Full time Civil Service and BU



**9.33 hours per month**  
(progressively increasing)

**Maximum accrual: 240 hours**  
(on anniversary date)

HUMAN RESOURCE SERVICES

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**Leave Information** WASHINGTON STATE UNIVERSITY

**Sick Leave**  
Full time employees



**8.00 hours  
per month**

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**No maximum accrual**

HUMAN RESOURCE SERVICES  
[www.wsu.edu/hr](http://www.wsu.edu/hr)

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**Leave Information** WASHINGTON STATE UNIVERSITY

**10 University Holidays**  
PAY STATUS vs. LWOP

<b>Civil Service</b>	<i>Full work shift prior to holiday</i>
<b>Faculty and AP</b>	<i>Any part of work shift prior to holiday</i>
<b>Bargaining Unit</b>	<i>Check Collective Bargaining Agreement</i>

Human Resource Services - Room 139, French Admin Bldg  
[hrs.wsu.edu](http://hrs.wsu.edu)

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**Leave Information** WASHINGTON STATE UNIVERSITY

**Personal Holiday**

<b>Civil Service</b>	<i>Immediately available for use</i> Jan 1 – Dec 31
<b>Faculty and AP</b>	<i>Immediately available for use</i> Jul 1 – Jun 30
<b>Bargaining Unit</b>	<i>Check CBA</i> Jan 1 – Dec 31

Human Resource Services - Room 139, French Admin Bldg  
[hrs.wsu.edu](http://hrs.wsu.edu)

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**Leave Information** WASHINGTON STATE UNIVERSITY

**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.

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Plan ahead and work with your supervisor.

*Human Resource Services - Room 139, French Admin Bldg*  
[hrs.wsu.edu](http://hrs.wsu.edu)

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**Overtime Provisions** WASHINGTON STATE UNIVERSITY

*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



HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY



About WSU

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WSU Employment

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**Employee Training  
& Development**

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Employee Policies  
& Resources

HUMAN RESOURCE SERVICES

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**Training & Development** WASHINGTON STATE UNIVERSITY

- ✓ **Online Training**
- ✓ **Instructor Led Training**
- ✓ **Academic Classes**  
(Tuition Fee Waiver Policy)




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**Training & Development** WASHINGTON STATE UNIVERSITY

**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](http://hrs.wsu.edu)

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**Customer Service at WSU** WASHINGTON STATE UNIVERSITY

**Cougar Nation**

**G**reet  
**R**ecieve  
**O**ffer  
**W**alk 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](http://hrs.wsu.edu)

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**Training & Development** WASHINGTON STATE UNIVERSITY

**Elective Training**

**Release Time for Training Policy**

- 96 hours per fiscal year
- Paid release time during working hours



HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY



**About WSU**

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**WSU Employment**

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**Employee Training & Development**

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**Employee Policies & Resources**

HUMAN RESOURCE SERVICES

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**University Policies** WASHINGTON STATE UNIVERSITY

- Business Policies and Procedures**
- Safety Policies and Procedures**
- Educational Policies and Procedures**
- Executive Policies**

Office of Procedures, Records, & Forms  
[policies.wsu.edu](http://policies.wsu.edu)

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**State Ethics Law** WASHINGTON STATE UNIVERSITY



- 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](http://internalaudit.wsu.edu)

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**Whistleblower Act** WASHINGTON STATE UNIVERSITY



- 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](http://sao.wa.gov)

*Office of Internal Audit - Info Tech Bldg., Rm 2127*  
[internalaudit.wsu.edu](http://internalaudit.wsu.edu)

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**Public Records Act** WASHINGTON STATE UNIVERSITY



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

*Office of Public Records - Info Tech Bldg., 3033*  
[public-records.wsu.edu](http://public-records.wsu.edu)

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**Safety Resources** WASHINGTON STATE UNIVERSITY

- 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

*Human Resource Services - Room 139, French Admin Bldg*  
[hrs.wsu.edu](http://hrs.wsu.edu)




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**Employee Assistance Program** WASHINGTON STATE UNIVERSITY

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*  
[dop.wa.gov/eap](http://dop.wa.gov/eap)

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**Employee Assistance Program** WASHINGTON STATE UNIVERSITY

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.

- 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

*Employee Assistance Program*  
[dop.wa.gov/eap](http://dop.wa.gov/eap)

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**Retirement Orientation** WASHINGTON STATE UNIVERSITY



1:30-2:30 Faculty and Administrative Professionals  
3:00-4:00 Civil Service and Bargaining Unit Employees

HUMAN RESOURCE SERVICES

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*Thank You!*

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