

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Friday, Nov. 9
Monday, Nov. 26

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Benefits Open Enrollment for 2019

Enrollment from November 1 to November 30, 2018

Open Enrollment is the one time each year when you can make changes to, and enroll in, certain benefits for the upcoming plan year. Additional details can be found on the HRS [Open Enrollment website](#) or in *For Your Benefit*, the Public Employees Benefit Board (PEBB) October newsletter.



During Open Enrollment, employees can:

- Change medical and/or dental plans.
- Reinstate previously waived coverage without proof of loss of coverage.
- Waive eligible family members from their coverage.
- Enroll eligible family members without proof of loss of coverage.
- Enroll or re-enroll in a Flexible Spending Account (FSA) and/or Dependent Care Assistance Program (DCAP) for 2019.
- Designate 2019 Health Savings Account (HSA) annual elections.
- Change medical premium deduction to pre- or post-tax (IRC Section 125).
- Change tax status of a domestic partner or dependent (IRC Section 152) by completing the Declaration of Tax Status form.
- Re-attest to the Spousal Premium Surcharge Questionnaire.

Most of the changes can be made online by creating an account at <https://fortress.wa.gov/hca/ecoveragepebb>. Hardcopy forms will be available November 1 at <http://hrs.wsu.edu/open-enrollment/> or in the HRS Pullman office, located in the French Administration building, room 139.

Benefits Fairs

The Health Care Authority (HCA) Annual Benefits Fairs will be held throughout the state during November. You can pick up information, attend presentations, ask questions, and speak with representatives from our benefit providers.

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2018 QCC Celebration...



Clockwise from above:
2018 50-year honorees; celebration
at WSU Tri-Cities; 50-year certificates;
member of student string quartet;
flower arrangement



across Washington State



Above, clockwise from top left: celebration at WSU Everett; celebration at WSU Vancouver; viewing party at WSU Spokane; Provost Bernardo, President Schulz, and MC Glenn Johnson Below: 2018 Quarter Century Club inductees



Open Enrollment *continued from page 1*

Benefits Fairs Locations

- Everett:** November 2, 8:30–11:00 a.m.
Everett Community College
Walt Price Fitness Center
- Pullman:** November 7, 11:30 a.m.–3:00 p.m.
Washington State University
CUB Junior Ballroom
- Spokane:** November 6, 8:00–11:00 a.m.
Spokane Community College
Building 6, Sasquatch/Bigfoot Room
- Tri-Cities:** November 8, 1:00–3:30 p.m.
Columbia Basin College
Byron Gjerde Center, H Building
- Vancouver:** November 6, 10:30 a.m.–1:00 p.m.
Clark College, Gaiser Hall Student Center

Additional details for each location, as well as a full list of fairs across Washington state, can be found on the [HCA Benefits Fairs Schedule webpage](#).

Resources

[HCA For Your Benefit newsletter](#)
[WSU HRS Open Enrollment website](#)
[WSU Insider](#)
[Contact Human Resource Services](#)

Vendors Attending the Fairs

- Department of Retirement Services
- Guaranteed Education Tuition
- Health Care Authority
- Health Equity
- Kaiser Permanente of Washington
- Liberty Mutual
- MetLife
- Navia Benefit Solutions
- SmartHealth
- The Standard
- TIAA-CREF
- Uniform Dental Plan and DeltaCare
- Uniform Medical and Rx
- Willamette Dental

Susan Lundquist Receives Crimson Spirit Award



*Susan Lundquist;
photo by Bob Hubner*

Susan Lundquist, Director of Administrative Services for the WSU Libraries, is the Crimson Spirit Award recipient for October 2018. Ms. Lundquist has worked at the WSU Libraries for more than 40 years.

Ms. Lundquist manages financial and facility operations for the Libraries. She is knowledgeable and careful and provides fast, accurate, excellent service to the administration, staff, faculty, and patrons of the Libraries. Ms. Lundquist has gone above and beyond over the last few years in developing and improving systems and processes for financial and facilities operations. The dean and associate deans count on her to provide input and ideas that offer long-term solutions to the Libraries' administrative challenges.

As the Director of Administrative Services, Ms. Lundquist is absolutely vital to the daily operations of the Libraries. In addition, she is kind, thoughtful, and generous. She is friends with everyone, and her historical knowledge is a valuable asset to the Libraries. WSU is fortunate that she has chosen to devote her entire career to the WSU Libraries!

Training and Development

Featured Online Training

Planning Meetings Fit for Purpose

Have you ever suffered through a meeting that was a waste of your time? Maybe the meeting wasn't relevant to you or it was just poorly run. Perhaps it lacked a clear purpose.

The root cause of ineffective meetings is almost always poor planning. Meetings are among the most expensive forms of communication in today's business environment, so it's essential to make the investment worthwhile. This course outlines a process for preparing and delivering effective meetings.

Click [here](#) to take the course. This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

Make Meetings Matter: Ban Boredom, Control Confusion and Terminate Time-Wasting

by Charlie Hawkins

Written in a down-to-earth, practical style, this handy guide offers strategies and easy-to-implement tips to help you achieve desired outcomes in every meeting. 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

November 13, 2:00–3:30 p.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.

Introduction to WSU Accounting Systems

Nov. 7, 1:30–3:30 p.m.

Hands-On Training: Tips and Tools

Nov. 9, 9:30–11:00 a.m.

Inclement Weather Suspended Operations: Manager Training

Nov. 13, 10:30–11:30 a.m.

Time Report Training*

Nov. 14, 9:00–11:00 a.m.

Customer Service at WSU*

Nov. 14, 1:30–3:30 p.m.

Hostile Intruder Training

Nov. 20, 10:00–11:30 a.m.

Inclement Weather Suspended Operations: Employee Training

Nov. 28, 10:30–11:30 a.m.

Staff Recruitment Basics

Nov. 29, 9:00–10:30 a.m.

Paid Sick Leave Requirements Training

Nov. 29, 9:30–11:00 a.m.

Overview of Recruitment and Selection at WSU

Nov. 30, 9:00–10:30 a.m.

*Class filling fast