

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Monday, Feb. 11
Monday, Feb. 25

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ANNUAL REVIEWS

Reviews are an important part of the administration of each area, and are required in the BPPM 60.55.



Administrative Professionals

Administrative professional personnel are evaluated annually on a calendar year (January 1 to December 31) or an academic year basis, as determined by the senior executive for the area and in accordance with guidance detailed in the Administrative Professional Handbook.

Civil Service Employees

Supervisors must provide feedback and formally evaluate the performance of (a) probationary employees or permanent employees serving trial service or transition review periods before they attain permanent status in their positions; and (b) permanent employees at least once annually prior to each employee's scheduled Periodic Increment Date (PID). See WAC 357-28-050 and -056 for information about the PID.

Collective Bargaining Agreements

Employees covered by collective bargaining agreements, please refer to the applicable agreements for information regarding performance evaluations.

Faculty

Faculty are reviewed annually in accordance with policies and regulations in the Faculty Manual.

Questions? Contact HRS at 509-335-4521 or hrs@wsu.edu. A list of HRS personnel and their areas of responsibilities is at hrs.wsu.edu/hrs-contacts.

Minimum Wage

For up-to-date information about the 2019 Washington minimum wage, visit the Washington State Department of Labor and Industries website.

BENEFITS NEWS

WSURP participants: Are you contributing all you can?

Are you a WSURP participant over the age of 50? Did you know you can choose to contribute at an increased rate of 10% and that WSU will match this increase in full? To verify your current contribution rate, log into your [MyWSU](#) account, and select "HRS, Payroll, and Benefits." If you find you have not elected to contribute at the 10% rate and wish to do so now (or anytime in the future), please complete the [10% Increased Contribution form](#) and return it to HRS. Questions regarding this option can be directed to our office at 509-335-4521.

Interested in lowering your taxable income?

As you prepare to file your 2018 tax forms, you may wonder if there is a way to lower your taxable income. In addition to providing a way to save additional funds for your future retirement years, WSU offers two voluntary investment plans that can help lower your taxable income now. Information on the Department of Retirement Systems Deferred Compensation Plan and TIAA Voluntary Investment Plan can be found at hrs.wsu.edu/Voluntary+Investment+Plans. You can contribute as little as \$15 a pay period, up to the maximum IRS limits on a pre-tax basis; one of the plans also has a post-tax Roth option. Specifics about how to enroll or change your contributions can be found at the above site. If you are interested in maximizing these accounts by contributing up to the annual limit, or if you have questions about these plans, contact HRS Benefits at 509-335-4521.

Department of Retirement Systems Updates

The latest issue of the Department of Retirement Systems *Outlook* newsletter is available [here](#). This issue highlights the Deferred Compensation Program, online tools and account access, new July 2019 contribution rates, and other helpful information.

February is National Heart Health Month

Heart disease can strike anyone!

The top three risk factors for heart disease are high blood pressure, high cholesterol, and smoking. Half of all Americans have at least one of these three risk factors.

Become healthier and reduce your chances of heart disease:

- ◆ Don't smoke.
- ◆ Manage your medical conditions.
- ◆ Make heart-healthy eating choices.
- ◆ Become or stay active.

Adapted from the Centers for Disease Control and Prevention [website](#).



Join the Celebration!

RSVP now for the Employee Recognition Reception

The Employee Recognition Reception will be held Tuesday, **February 12**, from 3:30 to 5:00 p.m., with a short program beginning at 4:00 p.m. This gala celebration will be held in the M.G. Carey Senior Ballroom, Compton Union Building, Pullman. Refreshments will be served and all employees are invited to attend.

The Employee Recognition Reception will honor all WSU employees who reached length-of-service milestones in 2018. [Click here](#) for a list of honorees. Those with 40 or more years of service will be individually recognized during the program. Recipients of the Crimson Spirit Award in 2018 will also be individually honored during the celebration.

For those who cannot attend at the Pullman location, the reception will be hosted concurrently, with viewing parties at the WSU Everett, Spokane, Tri-Cities, and Vancouver campuses. Light refreshments will be provided at these host locations. *Seating is limited at all locations.*

Register now at go.wsu.edu/ERreception. Please be sure to indicate where you will join the celebration! There is no charge for this event, which is open to the entire WSU community.

The Washington State Employee Assistance Program (EAP)

EAP services are confidential and free for employees.

On-Demand EAP Orientation

[This presentation](#) offers general information about the EAP and how to access no-charge, confidential services. Services are available to state employees and their family members and significant others.

EAP Coverage, Regardless of Location

In recent years, the Washington State EAP has expanded its service coverage and improved efficiencies by contracting with local professionals for client assessment and short-term problem-solving. These local providers can also provide referral services. To learn more about this Network Provider program, to register, or for more information, please visit www.eap.wa.gov.

Questions about the EAP? Call 360-407-9490 or 877-313-4455 toll-free. TDD users, please call via Washington Relay 711.

1095 Tax Forms Will Arrive Soon

If you were eligible for health benefits in 2018, you will receive a 1095 form in early March. The 1095 form reports information about your health care coverage as required by the Affordable Care Act.

This form is not needed to file your taxes, but you should keep it with your tax documentation. It does **not** replace your W-2.

While the University mailed your W-2 form in mid-January, 1095 forms will be mailed directly by either the Health Care Authority (HCA) or your insurance provider. There may be situations when you receive a 1095 form from multiple sources. Forms will be mailed to your home address; please make sure your address in myWSU is correct.

The forms will be sent to every individual who was eligible for health benefits in 2018, including faculty, staff, and *benefit-eligible retirees*. It will also be sent to all employees who worked at least 130 hours in any month in 2018, regardless of benefit eligibility. Covered dependents will not receive their own 1095.

More information is available on the HRS website. You can find additional information on the IRS website or you can consult with a qualified tax advisor.

Modernization Initiative Update



The Modernization Team at the WSU Vancouver campus kickoff (L-R): Jay Dumphy, Deloitte Managing Director; Stacy Pearson, VP Finance and Administration; Theresa Elliot-Cheslek, Chief Human Resources Officer; Matt Skinner, AVP Finance and Administration; and Annie Riedinger, WSU Change Management Training Lead

The Modernization Team has been busy attending the first set of kickoff sessions at the WSU Tri-Cities and WSU Vancouver campuses.

Over 70 faculty and staff members attended these sessions to learn more about the effort to roll out Workday software university-wide. Thank you to all those who took the time to attend these sessions on campus, bringing great questions and insights!

The Modernization Team looks forward to hosting the last three

sessions at the WSU Spokane, Everett, and Pullman campuses. To learn more about these kickoff sessions and to RSVP, please [click here](#). We encourage all faculty and staff to attend and learn more about this exciting transformation.

If you have any questions, please contact the Modernization Team at modern.initiative@wsu.edu, 509-335-3955, or 509-335-3785.

Learning and Organizational Development

Featured Online Training

Positive Atmosphere: Establishing a Positive Work Environment

A positive workplace is paramount to your organization's long-term success.

As a manager, you play a key role in establishing and maintaining good morale in your work environment, and noticing when negativity takes the place of positivity. As a leader, you can foster a positive environment by communicating honestly, respecting and supporting others, and maintaining a good attitude.

This half-hour course will introduce you to best practices for creating a positive work environment. You'll learn the benefits of establishing a positive environment and its characteristics. You'll also explore how to recognize the signs and impact of negativity, and how to take corrective action if necessary.

To take this online class, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

Great Days at Work: How Positive Psychology Can Transform your Working Life

by Suzanne Hazelton

With the goal of showing readers how to have a great day at work every day, this book outlines practical, day-to-day changes that will reap instant benefits. Use this reference to develop a long-term plan for getting more out of work.

To read this book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.



Pre-Retirement Seminar

February 5, 2:00–3:30 p.m.

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

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

Instructor-Led Trainings (ILTs) in February 2019

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

[Supervisor as Safety Manager](#)

[Collecting, Managing, and Citing Reference Resources with Zotero](#)

[Position Control](#)

[Dreaded Conversations: Effectively Communicating Difficult News](#)

[Department Pay](#)

[myWSU: Query Foundations](#)

[Introduction to WSU Accounting Systems](#)

[Purchasing Card: Reconcilers and PaymentNet4 Users](#)

[Introduction to WSU Employment Policies](#)

[WSU Online Training System: Management Functions](#)

Questions?

Call 509-335-4521 or send an email to hrstraining@wsu.edu.