

## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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### Long-Term Disability Insurance Open Enrollment: March 1–31

During the month of March 2019, there will be a special, **one-time** long-term disability (LTD) insurance open enrollment period. Eligible employees can enroll in optional LTD insurance or decrease their waiting period **and be automatically approved**. Evidence of insurability is not needed during this open enrollment event. Even if you have a pre-existing condition, or have previously requested and were denied coverage, you can enroll and be covered! All changes made during March 2019 will be effective May 1, 2019.

More information can be found on the [LTD Insurance Open Enrollment webpage](#), as well as future postings in [WSU Insider](#) and [Announcements](#). All WSU employees are encouraged to attend one of the scheduled [informational presentations](#), whether in person or by videoconference.

All LTD insurance plan changes must be made by completing an LTD Insurance Open Enrollment form, available March 1 on the [LTD Insurance Open Enrollment webpage](#). Hard copy forms will be available at the HRS Benefits office, 139 French Administration in Pullman, and digital copies can be requested by calling 509-335-4521 or emailing [hrrs@wsu.edu](mailto:hrrs@wsu.edu).

#### Paydays

Monday, March 11  
Monday, March 25

Human Resource Services  
PO Box 641014  
Pullman, WA 99164-1014  
509-335-4521  
[hrrs@wsu.edu](mailto:hrrs@wsu.edu)



## BENEFITS NEWS

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### Flexible Spending Account Reminder: Grace Period Deadlines Approaching

If you were a 2018 Flexible Spending Account (FSA) participant and still have funds remaining in your 2018 account, you may have until March 15 to incur expenses to claim toward last year's balance.

*Who's eligible?* If you had an FSA in 2018, and in 2019 you are enrolled in a Classic, Value, or Accountable Care medical plan, or you waived WSU medical coverage, you can continue to make claims during the FSA grace period for 2018. If you elected to enroll in a Consumer Directed Health Plan/Health Savings Account for 2019, you are no longer eligible to use your 2018 FSA funds.

*How do I participate?* To take advantage of the annual grace period, you must submit all eligible expenses accrued between January 1, 2018, and March 15, 2019, for 2018 FSA reimbursement no later than March 31, 2019. After that date, any funds left in your 2018 account will be forfeited.

To submit your claim(s), you may:

- use the 2018 [Navia Benefit Solutions claim form](#),
- [log on to your account](#) and [submit your claim online](#), or
- utilize your Navia Benefits debit card.

If you have any FSA-related questions, please contact Navia Benefit Solutions at 800-669-3539 to speak to a PEBB Customer Service Representative, or visit the [Navia website](#).



WSU apples, photo by Bob Hubner

### March is National Nutrition Month

*"Eat food. Not too much. Mostly plants."*

—Michael Pollan, author of *Food Rules* and other books

One of the best guides to eating well is [Food Rules](#), a charming, pocket-sized book of guidelines for healthy eating. Another resource is [eatright.org](#), website of the Academy of Nutrition and Dietetics.

This year's National Nutrition Month theme is set out in three goals:

- ♦ Consume fewer calories.
- ♦ Get daily exercise.
- ♦ Make informed food choices.

Goals from [foodandhealth.com/nutrition-month-are-you-ready](http://foodandhealth.com/nutrition-month-are-you-ready)

# Employee Recognition Program

## Employee Recognition Reception a Resounding Success



*William C. Davis, professor in the Department of Veterinary Microbiology and Pathology, College of Veterinary Medicine, with his daughters at the Employee Recognition Reception on February 12, 2019.*

Despite the possibility of closure in Pullman, and campus closures at Everett and Spokane, the 14th annual Employee Recognition Reception was held as planned on February 12. The event was livestreamed to the WSU Tri-Cities and WSU Vancouver viewing parties.

The reception started with a bang, with an exuberant Butch conducting a surprise performance of the Fight Song by the WSU Marching Band. Employees with 5 through 35 years of service were recognized in groups, and Crimson Spirit Award recipients, 40-year employees, and one 50-year employee were honored with tribute videos, awards, and certificates.

William C. Davis, Ph.D., the 50-year honoree, was recognized with a standing ovation and was given a surprise round of "Happy Birthday" by attendees to end the celebration.

The three tribute videos, first shown at the reception, are accessible below:

### **William C. Davis: Celebrating 50 Years at WSU**

<https://vimeo.com/315300658>

Dr. Davis focuses on the study of mechanisms regulating the immune response to infectious agents and vaccines. He thanks the Department of Veterinary Microbiology and Pathology for its long-term investment and faith in his research.

### **Celebrating 40 Years at WSU**

<https://vimeo.com/314917176>

Fourteen WSU employees across the state were recognized for achieving 40 years of service at WSU in 2018. This light-hearted video offers a retrospective and the honorees' thoughts on working at WSU over the years.

### **2018 Crimson Spirit Award Recipients**

<https://vimeo.com/313408579>

The Crimson Spirit Award program is a nomination-based, monthly commendation for WSU staff and faculty who demonstrate exceptional dedication and embody core WSU values.

**Nominate a colleague for the Crimson Spirit Award [here](#).**

# 1095 Tax Forms Will Arrive Soon

If you were eligible for health benefits in 2018, you will receive a 1095 form in early March. These forms will be mailed **no later than Monday, March 4, 2019**. 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 concluded the Workday Implementation Kickoff sessions at each WSU campus. Leadership shared information on project goals, guiding principles, scope, timeline, and plans to support the University community throughout the transition.

Please visit the FAQs page of the Modernization site to see answers to commonly asked questions from the kickoff events. If you were not able to attend a kickoff session, you can watch the live-stream of the Pullman campus kickoff event here and watch the President's message about the Modernization Initiative here.



*Discover Workshop taking place in the Ensminger Pavilion, Pullman campus.*

The Modernization Team and University Subject Matter Experts (SMEs) kicked off a series of Discovery Workshops, which will occur throughout February and March 2019. Please visit the Discovery Workshops page to learn more.

If you have any questions about the Modernization Initiative or would like to get involved, please visit the Modernization Initiative website or contact the Modernization Team.

# Learning and Organizational Development

## Featured Online Training

### Finding and Nurturing a Mentor Relationship

A mentor is a knowledgeable, supportive professional who shows you how to work efficiently and helps advance your career. In this course, you'll learn how to find a mentor who helps you achieve your professional goals. 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

### *The Inclusion Imperative: How Real Inclusion Creates Better Businesses and Builds Better Societies*

by Stephen Frost

This book demonstrates that inclusion is not just a moral imperative. It also improves employee recruitment and retention, enhances productivity, and promotes better decision-making. To read this book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

## Happy 129th Birthday, WSU!

On March 28, Student Alumni Ambassadors will be serving free Cougar birthday cake from 11:00 a.m. to 1:00 p.m. on the Glenn Terrell Mall.



## Pre-Retirement Seminar

March 13, 10:00–11:30 a.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 March 2019

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

### Ally Training

### Introduction to WSU Accounting Systems

### Understanding the University Budget

### Supervising Student and Hourly Workers

### Hostile Intruder Training

### Purchasing Card: New Cardholders

### Ins and Outs of Contracts

### Purchasing Card: Reconcilers and PaymentNet4 Users

### Introduction to Performance Management

### Whistleblower Act

### State Ethics Law

### AIS: Account Balances

### **Questions?**

Call 509-335-4521 or send an email to [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).