

HR Source

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Summer Background Checks—Start Them Now!

Will your department be hiring additional staff for the summer or offering a summer youth camp?

As a reminder, for positions with unsupervised access to children under 16 years of age, developmentally disabled persons, or vulnerable adults, background checks **are required** to be conducted on individuals, including paid employees and volunteers, **prior** to hire or camp participation as per [RCW 43.43.830](#).

A Washington Access to Criminal History (WATCH) background check is **required** for these positions. However, since the WATCH only contains criminal history within the state of Washington, Human Resource Services (HRS) recommends running a premium, basic, and/or national sex offender background check in addition to the WATCH for more thorough information.

For positions that require driving, a Motor Vehicle Record (MVR) check should also be conducted.

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Paydays

Wednesday, April 10
Thursday, April 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrrs@wsu.edu



BENEFITS NEWS: EMPLOYEE ASSISTANCE PROGRAM

Get Free and Reduced Cost Help with your Taxes

With April 15th—tax day—just around the corner, take advantage of a tax preparation resource offered through the Employee Assistance Program (EAP). **TaxAct offers free or discounted federal tax prep and e-filing help.** Visit the [EAP Worklife website](#), enter “WSU” as the organization code, and select “TaxAct Center” from the list of Centers midway down the webpage. For additional information, [click here](#).



Summer Background Checks, *continued*

It is imperative to plan ahead and start this process as early as possible since **individuals who have not successfully completed a background check may not begin employment or camp participation if they have unsupervised access to children as noted above.**

To request a background check, email HRS at background.check@wsu.edu and include the following information:

- Hiring department (and camp name, if applicable)
- Prospective employee's or volunteer's first and last names
- Email address of prospective employee or volunteer
- Position title and position number
- Background check package type(s)
- Department contact name and phone number for receiving results
- Billing contact name and phone number
- If requesting an MVR, please provide the state that issued the driver's license to the prospective employee or volunteer.

Please be sure all names and email addresses are legible and distinguishable (i.e., the letter “O” vs. the number zero). Failure to provide clear information may result in a delay in processing the background check. If you are requesting background checks for a large group of individuals, you may send the above required information to HRS in a spreadsheet for ease of processing.

Information regarding the background check process is available at: hrs.wsu.edu/background-checks. Background check packages and pricing are listed [here](#).

Please contact your area HRS consultant or assistant to discuss your summer background check needs or if you have any questions. Contact information for your Human Resource consultant and assistant is here: hrs.wsu.edu/hrs-contacts.

Crimson Spirit Award Recipients

For the first time in the history of the Crimson Spirit Award program, the committee selected two employees for the honor.



Kristen Petersen
photo by Dean Hare

Kristen Petersen,
data manager for the
Social and Economic
Sciences Research
Center (SESRC),

&

Matt Zimmerman,
University registrar,
are the Crimson
Spirit Award recipients
for January 2019.



Matthew Zimmerman
photo by Dean Hare

Kristen Petersen is praised by her nominator as "a stellar coworker" who is always willing to go above and beyond to deliver results and support her colleagues. As an example, when several SESRC projects required employees to report to work early enough to call the East Coast at the start of the business day, Kristen took it upon herself to also come in early. She did this "on the off-chance we needed her first thing in the day" and sometimes was "still working late into the night" despite coming in early.

Ms. Petersen is recognized by her nominator for not only mastering and excelling in her job responsibilities but also being genuinely interested in learning about what other units in the department do. Her commitment to excellence includes learning about SESRC employees' individual areas of expertise and supporting the work needs of others.

Kristen Petersen is recognized for supporting her coworkers, noteworthy extra efforts, and exceeding expectations.

Matthew Zimmerman is honored by his nominator for "always going above and beyond to assist others on campus." The nominator continues "I have seen him working at ALIVE, the registrar front desk, and many other places around campus. Recently when I sent a task to the Office of the

Continued on the next page

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

Crimson Spirit Award Recipients, *continued*

Registrar, I got a quick response that the needed change was made by Matt himself.” The nominator continues “It seems like there is no task beneath him.... His customer service with students and other staff is outstanding.”

Mr. Zimmerman never hesitates to reach out and offer assistance to coworkers past and present, knowledgeably deploying University resources and expertise. His nominator concludes he demonstrates a great personal commitment to excellence and to caring for “our Coug family.”

Matthew Zimmerman is recognized for exceptional service and for making outstanding contributions to the WSU community. Students and staff benefit from his hard work, exceptional commitment to the University, and his noteworthy extra efforts.



Modernization Initiative Update

Members of the Modernization Team and University Subject Matter Experts (SMEs) continued our Discovery Workshops, which will be occurring through early April 2019. During these sessions, the project team will collaborate with WSU SMEs to gather information and document mandatory and regulatory requirements, current business needs, and goals for future processes. The information collected during the discovery sessions will be used as input to aid in the configuration of upcoming Workday prototype. Please visit the [Discovery Workshop page](#) to learn more.



Several new pages were published on the [Modernization website](#), including [opportunities to get involved](#), [a list of systems that will be impacted](#) by the Workday implementation, and the launch of our [Campus Engagement Strategy](#). The website is always being updated with new information, so please continue to check back for updates on what is occurring within the Modernization Initiative.

We are also excited to announce the launch of the online **Modernization**

Initiative newsletter. The new monthly newsletter features the latest project updates and points of interest. [Click here](#) to read the March edition and [click here](#) to subscribe to our mailing list.

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

TestPrep Project Management Professional PMBOX, sixth edition

This four-hour online class provides practice for the Project Management Professional (PMP) certification exam. This TestPrep class can be taken in "study" or "certification" mode. Study mode maximizes learning, while certification mode tests knowledge within a structured test environment and provides valuable feedback. 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

Project Management for Small Projects, second edition

by Sandra F. Rowe

This 237-page book offers scalable and adaptable tools for managing small projects as part of a larger program. A new chapter offers guidance for managing related small projects in a coordinated manner, thereby achieving control and benefits not available when managing them individually. To read this book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Employee Assistance Program Newsletters

The most recent [Employee Frontline](#) newsletter includes articles on identifying depression, the importance of bringing nature into the workplace, and making breakfast a priority to reduce diabetes risks.

The most recent [Supervisor Frontline](#) newsletter includes responses to employee complaints of bullying by supervisors, delivering praise, addressing displays of anger, and dealing with chronic "crankiness."

Pre-Retirement Seminar: April 15, 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 April 2019

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

[Electronic Forms System Training](#)

[Coaching the Van Driver](#)

[Supervisory Roundtable Discussions: Recruitment and Hiring Issues](#)

[Department Pay](#)

[Cultural Competency Workshop](#)

[Fiscal Audits and Internal Controls](#)

[Keeping It all Together](#)

[Bloodborne Pathogens: General Awareness](#)

[Dealing with Personnel Challenges](#)

[Award Administration: Management of Grants](#)

[Award Administration: Audits and Audit Issues](#)

Questions?

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