

## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

### THIS ISSUE

#### Page 1:

- Summer Benefits: Premium Collections
- Appointments Ending May 15

#### Page 2:

- Summer Hours

#### Page 3:

- Crimson Spirit Award

#### Page 4:

- May is Melanoma Awareness Month
- Modernization Initiative Update

#### Page 5:

- Learning & Organizational Development
- Pre-Retirement Seminar

### Paydays

Friday, May 10  
Friday, May 24

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## Summer Benefits: Premium Collections

*Are you on a less-than-12-month appointment? If so, learn how premiums and surcharges will be deducted from your paychecks.*

Faculty and staff on academic or 9-month appointments will have summer premiums and surcharges collected from the last paychecks of the spring semester.

- Summer premiums for life insurance will be collected from the first May paycheck.
- Medical premiums and any surcharges will be collected from the second May paycheck.
- The lump sum premium will be the equivalent of seven pay periods (one May contribution, and all June, July, and August premiums).
- For individuals on other less-than-12-month appointments (9.5-, 10-, or 11-month appointments), deduction dates will vary, based on when the summer break occurs.



Visit [hrs.wsu.edu/summer-benefits-premium-collections](https://hrs.wsu.edu/summer-benefits-premium-collections) for more information, an example, and FAQs. Please contact Human Resource Services at 509-335-4521 or [hrs@wsu.edu](mailto:hrs@wsu.edu) if you want to discuss your situation with a benefits specialist.

## Appointments Ending May 15

*Departments must submit separation PERMS for appointments ending May 15 as soon as possible and no later than May 8.*

It is imperative that separation PERMS actions be submitted if it is known an employee will not be back in the fall, or if it is uncertain whether an employee will be renewed for the fall.

*Story continued on page 2.*

# Summer Hours

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With the academic year drawing to a close, it is time for managers to make plans for summer schedules.

Washington State University business hours are 8:00 a.m. to 5:00 p.m. year round. In keeping with a long-standing practice, many University offices observe a schedule known as summer hours while still meeting the requirement to serve the public from 8:00 a.m. to 5:00 p.m.

During summer hours, it is the responsibility of the supervisors and staff of each area to provide service to the public during the noon hour and from 4:00 p.m. to 5:00 p.m. Summer hours are approved at the department level. Review and approval from the appropriate manager is required for employees to work summer hours.

Managers may approve an employee to work a flexible work schedule, including a 4/10 schedule. The manager is responsible for determining the work schedule in accordance with the needs of the operations and applicable rules or policies. For more information, please visit [hrs.wsu.edu/managers/flexible-scheduling](https://hrs.wsu.edu/managers/flexible-scheduling). Contact Human Resource Services at 509-335-4521 if you have questions.



Summer hours will be 7:30 a.m. to 4:00 p.m., with 30 minutes for lunch, from Monday, May 6 through Friday, August 9.

## **Appointments Ending May 15**, *continued*

In the event a faculty member will not be returning for fall 2019 but will have a summer appointment, a resignation PERMS should still be submitted for the end of the academic year. A separate summer appointment can then be entered into PERMS.

Please contact HRS Benefits to determine if the summer appointment will extend benefit eligibility beyond May, since that may not always be the case.

Additionally, if you have a nine-month faculty member who has submitted a resignation letter stating they will not be returning to employment for fall 2019, the resignation date should reflect the last day of their paid academic appointment, i.e., May 15, 2019. Departments are not to accept resignation letters with resignation dates that do not correspond with the paid appointment.

One way to be good stewards of University resources is to ensure timely discontinuance of employer benefit contributions for employees who are no longer eligible. Questions about appointments may be directed to HRS Benefits at 509-335-4521 and [hrs@wsu.edu](mailto:hrs@wsu.edu).



# Crimson Spirit Award

**Bobby Christenson**, maintenance mechanic 3, is the Crimson Spirit Award recipient for February 2019. He serves as facilities manager for WSU Everett.

Mr. Christenson's nominator says "Bobby was hired in August 2017, a mere month after most employees moved into the new WSU Everett campus. You would think that a brand new building would come without problems but that is the exact opposite.... Our first winter in the building was an interesting one. This LEED-certified building was suddenly cold. Many staff members went to Bobby complaining of the cold and he started investigating right away. It turns out we have radiant heating in our floor and some of the heating had failed. Bobby was immediately on the phone with contractors to have them come out to fix the problem.

"Once that was resolved, my particular office was still cold and Bobby was constantly studying the building maps, looking at our heating system to figure out why my office in particular is so cold. It wasn't too long ago that he realized there is a duct system in a closet located within my office. This system creates a draft and any time I open or close my main door, it is pulling cold air in. Bobby has come up with a solution for the problem that we believe will take care of the temperature issues within my office.

"I think what is really remarkable about this example is that it has been an ongoing issue and Bobby has never once made me think my issue was forgotten about or lesser than someone else's issue. This is one of many examples of how he went above and beyond to ensure students, staff, and faculty are comfortable in their environment.

"I want to reiterate a little more about Bobby's work ethic. This is someone who will drive to campus at 4am when he gets an alert that a system has failed. He will stay until 5pm or later on those days. He is wholeheartedly dedicated to ensuring our building is operating correctly and he doesn't leave a problem unresolved.

"I want to also mention that he has done so much for our students. He has served as a mentor to many, especially engineering students who need assistance utilizing tools they may have never used before. He assisted with a senior capstone project where 2 students studied the efficiency of the building. It really is difficult to put into words how valuable Bobby is as an employee. WSU Everett is lucky to have him."

Mr. Christenson is recognized for exceeding expectations, providing superior quality service, and for his creative problem-solving skills.



**Bobby Christenson**  
*photo by Erin Hansen*

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



## May is Melanoma Awareness Month

Melanoma is the deadliest form of skin cancer. Melanoma frequently develops in an existing mole or suddenly appears as a new dark spot on the skin. It may look different from other spots or it may change, itch, or bleed. Consult a board-certified dermatologist if you suspect a possible melanoma. **Early diagnosis and treatment are crucial.**



Knowing the [ABCDE warning signs of melanoma](#) can help you identify an early melanoma.

## Modernization Initiative Update

The Modernization Initiative recently completed a series of Discovery Workshops, which focused on the discussion of topics and Workday concepts across finance, human resources, and payroll. Throughout March and April 2019, over 1,850 participants attended 56 sessions conducted by the Modernization project team, with the intent of learning more about the needs of the community. Materials from each Discovery Workshop are available to the University Community; please visit the [Discovery Workshops webpage](#) to learn more.

The Modernization Team will continue to collaborate with members of the university community during Design Sessions through May. These sessions include targeted groups of university employees who are experts in their areas, alongside Deloitte counterparts, who will discuss business processes in detail and start to shape the first Workday prototype.

While these workshops are not open to the public, there are several upcoming opportunities for engagement across the university system that are available to all. Members of the Modernization Team are visiting the WSU Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver campuses in the last weeks of April to hold open forum sessions, give general project updates, and dedicate time for Q&A and feedback. An open forum for the WSU Pullman campus is in development.

You can also find out more about the project and key developments by visiting the newly created [Design Workshops page](#), [Implementation Decisions page](#), and [updated FAQs page](#). 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

### The Building Blocks of Building Trust

If you want people to trust you, a firm handshake and good eye contact are not enough. You have to build trust like a mason builds a wall – one stone at a time. In this course, you'll explore what makes you and others trustworthy, how to demonstrate trustworthiness, and the importance of extending trust to receive trust.

To take this 30-minute 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

### Humanity Works: Merging Technologies and People for the Workforce of the Future, by Alexandra Levit

Learn how talent and machines can work side by side, making the most of human traits like creativity, judgement, problem solving, and interpersonal sensitivity.

*Humanity Works* doesn't just explain the fascinating trends of the future of work; it condenses cutting-edge academic and business thinking to show what you can do about the future right now. Original, real-life case studies including Nestle, *The Washington Post*, Deloitte, and Pepsi are combined with exercises and workplace tools. Stay innovative and successful in the wake of major workplace disruption—everything hinges on capturing the human edge in your organization.

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: May 30, 9:30–11:00 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) this month

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

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

[Mindfulness and Advising](#)

[Hostile Intruder Training](#)

[Customer Service at WSU](#)

[Staff Recruitment Basics](#)

[Transfer Credit Policies, Procedures, and Scenarios](#)

[Avoiding Conflict when Working with Frustrated Students and Parents](#)

[How to Become an Outstanding Everyday Leader](#)

[Cultural Competency Workshop](#)

[A Leader's Guide to Developing Terrific Teams](#)

[Whistleblower Act](#)

[State Ethics Law](#)

### Questions?

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