

## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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### Paydays

Wednesday, July 10

Thursday, July 25

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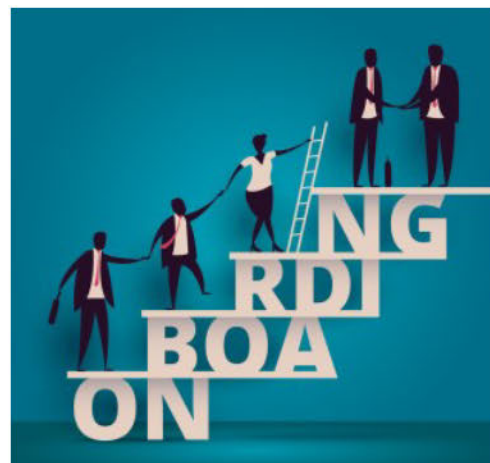
## Reminder to Supervisors: New Employee Orientation

The New Employee Orientation (NEO) offered by Human Resource Services (HRS) introduces new employees to Washington State University history, pertinent employment and benefits information, and resources.

HRS strongly recommends all new employees attend NEO as it provides an overall orientation to University resources and expectations, answers employment and benefit-related questions, and helps foster a smooth transition into the WSU community.

The NEO is designed as a three-part workshop over the course of one day and is typically offered twice a month, with additional sessions offered weekly through September.

Register your new employee for NEO online [here](#). For more information, visit the HRS New Employee Resources [webpage](#). If you have questions or run into difficulties, please email [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu) or call 509-335-4521.



## Governor's Walk for SmartHealth: July 18



This is a fun walking event led by Governor Inslee. You join the walk virtually or on the Capitol Campus. The walk starts at noon and runs for an hour.

To learn more about SmartHealth, or to register for the walk, click [here](#).

## PERS 2 and LEOFF 2 Participants: Contribution Rate Change

Effective July 1, 2019, participants in the Public Employee Retirement Systems (PERS) and Law Enforcement and Fire Fighters (LEOFF) System will see a slight change in employee contributions. The PERS 2 rate will be increasing from 7.41% to 7.9%, and LEOFF 2 will see a decrease from 8.75% to 8.59%, with the changes being reflected on the July 25, 2019, paycheck.

For additional information on contribution-rate-related legislation and historical contribution rates, please visit the Department of Retirement Systems (DRS) website.

By the way, have you activated an online PERS or LEOFF account? If not, visit [www.drs.wa.gov](http://www.drs.wa.gov). Use your account to run benefit estimates, review your service credit accruals, and update beneficiaries.

### Sun Exposure and Heat Safety

*Summer is here!*



Protect yourself and your family from overexposure to the sun and heat with the Employee Assistance Program Summer Safety tip sheet and heat safety information from the National Weather Service.

## Modernization Initiative Update

**Be a part of the Modernization Change Network:** Do you want to help improve how WSU does business? Do your peers rely on you to know what's going on and how to do things? Do you want to be part of the Modernization Initiative? Become a Modernization Change Agent or Super User! Learn more and nominate colleagues or yourself for a role.

**Save the date!** On July 24, the Modernization Team will host high-level  demos of the first prototype of Workday  for the University community at large. These demonstrations will provide a sneak peek into several common business processes using WSU data (e.g., recruitment, time tracking, and time off/leave).

The Modernization Team also conducted an **open forum** in Pullman on June 10. This event provided University members an opportunity to review general project updates and

ask questions. Similar sessions are currently scheduled in July for Everett, Tri-Cities, Spokane, and Vancouver. Please visit the online calendar for more details.



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.



# Crimson Spirit Award

**Andrea Gleichweith**, principal assistant, University Advancement, is the newest Crimson Spirit Award recipient.

Her nominator says Ms. Gleichweith is “the most amazing resource for anything and everything related to the WSU Foundation.... the care and effort she puts in on a daily basis has been remarkable.”

“She is always ahead of the game, follows up, and is open to be reached out to with any issues. She makes sure that regardless of your role, from student employees to vice presidents, she knows who you are and is aware of what you do so that if you ever need assistance you can come to her.”

“One of my student employees who recently left school due to family issues received a call from Andrea on his last day to say thank you for all he had done for us and to let her know if he needed anything. This blew him away, as they had only worked in person together one time. On top of that, she called him on his last day, a Friday, on which Andrea herself was on vacation, just to make sure he was taken care of as he was leaving.”

“You would be hard pressed to find a better embodiment of Crimson Spirit than Andrea Gleichweith.” Ms. Gleichweith is recognized for providing superior quality service, anticipating needs, expressing genuine interest, and exceeding expectations.



*Andrea Gleichweith,  
photo by C. Page*

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## Save the Date: Quarter Century Club Celebration is September 25, 2019

The Quarter Century Club (QCC) recognizes WSU employees with 25 years of service and current QCC members who have reached 50 years of affiliation with the University.

The 2019 QCC celebration will be held Wednesday, September 25. Breakfast begins at 9:00 a.m., followed by the formal introduction of new members and QCC members who have been affiliated with WSU for 50 years.

The WSU Pullman campus venue is the M.G. Carey Senior Ballroom, located in the Compton Union Building. The venues for WSU Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver campuses TBD. Light refreshments will be served at each campus. The celebration can be viewed in real time at [experience.wsu.edu](http://experience.wsu.edu) from any computer, tablet, or smart phone.

Registration will open this summer; visit [qcc.wsu.edu](http://qcc.wsu.edu) for more information. Please contact Human Resource Services at [hrs@wsu.edu](mailto:hrs@wsu.edu) or 509-335-4521 with any questions.

# July is Herbal/Prescription Interaction Awareness Month

"From vitamins to herbs, dietary supplements have become increasingly popular in recent years, particularly among Americans age 60 and older."

"What's the big deal, you might be thinking? After all, supplements are made of natural ingredients, so they must be safe—right? Not necessarily. Not only can supplements have potentially harmful effects, but when taken in conjunction with prescription medications the ensuing interactions can prove very dangerous."

- Keep "an up-to-date record of all prescription and over-the-counter medications you consume, as well as of all vitamins and/or herbal supplements you take."
- Share "this information with your health-care professional. If he or she okays your supplements and prescriptions, be sure to follow dosing instructions carefully."
- Watch for "any unusual signs or symptoms that you could be experiencing a potentially dangerous drug interaction, such as rapid heartbeat and/or changes in blood pressure."



Quotations and image from a post on the [ATRIO Health Blog](#), ATRIO Health Plans, retrieved June 18, 2019

Tell your doctor and pharmacist about all the vitamins, supplements, and other nonprescription products you take!

## Collective Bargaining Units Update

The 2019–2021 Washington State University/Washington State University Police Guild Contract will go into effect July 1, 2019.

[View the online Contract.](#)

The 2019–2021 Washington State University/ Washington Federation of State Employees (WFSE) Contract will go into effect July 1, 2019.

[View the online Contract.](#)

## December Holiday Reduced Operations

WSU will be closed Wednesday, December 25, 2019, Thursday, December 26, 2019, and Wednesday, January 1, 2020, in observance of University holidays.

December holiday reduced operations will be Monday, December 23, 2019, Tuesday, December 24, 2019, Friday, December 27, 2019, Monday, December 30, 2019 and Tuesday, December 31, 2019. Most University operations and services will be unavailable during this time.

Visit the links below for more information:

[December holiday reduced operations FAQs](#)  
[December holiday reduced operations schedule](#)  
[Holiday schedule 2018–2023](#)

Contact Human Resource Services at 509-335-4521 or [hrrs@wsu.edu](mailto:hrrs@wsu.edu) with questions about scheduling options.



# Learning and Organizational Development

## Featured Online Learning Opportunities

### Department of Enterprise Services (DES) **Mandated** Procurement Trainings

*Do you or your employees develop, execute, or manage procurements or contracts? If so, then this news is for you.*

The DES requires employees involved in developing, executing, or managing procurements or contracts, or both, to complete department-approved training or certification programs, or both, in order to continue performing their procurement functions.

Log on to your [Online Learning Account](#) to find DES Mandated Procurement Training in *The Library*. See [Purchasing Services](#) website for more information.

## Featured Online Book

### ***The Basics of Cyber Safety: Computer and Mobile Device Safety Made Easy*** by John Sammons and Michael Cross

*The Basics of Cyber Safety* provides a straightforward, nontechnical guide to cyber safety for anyone who ventures online for work, school, or personal use.

Learn modern tactics to secure your computer and mobile devices, including what behaviors are safe while interacting with the virtual world and how to avoid viruses, malware, cybercrime, and identify theft.

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: July 25, 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.*

*Many ILTs are concurrently available through video-conferencing.*

[Graduate Assistantship Processing](#)

[Cultural Competency Workshop](#)

[Hostile Intruder Training](#)

[Overview of Recruitment and Selection at WSU](#)

[myWSU: Query Foundations](#)

[Keeping Up and Keeping Track](#)

[AIS: DEPPS](#)

[Whistleblower Act](#)

[State Ethics Law](#)

[Customer Service at WSU](#)

[Understanding the University Budget](#)

### Questions?

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