

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

Page 1:

- Benefit Reminders

Page 2:

- Wildfire Alerts
- Modernization Initiative

Page 3:

- Quarter Century Club

Page 4:

- National Immunization Awareness Month
- Benefit Reminders, *continued*

Page 5:

- Learning and Organizational Development
- Pre-Retirement Seminar

Paydays

Friday, August 9
Monday, August 26

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Palouse field and clouds, WSU Photo Services

Benefits Reminders

Addition or Loss of Coverage:

Will you or your dependents be experiencing a change in jobs that results in the loss or addition of health coverage? That may create a Special Open Enrollment event—visit <https://hrs.wsu.edu/employees/benefits/benefit-changes/> for more information.

A Special Open Enrollment event allows you to make changes to some of your benefits within 60 days of the event. Act early to prevent breaks in coverage or to minimize paying premiums you may not owe.

Double Coverage:

According to Washington State's Public Employee Benefits Board (PEBB) Program rules, enrollees cannot be double covered on a PEBB plan.

Continued on page 4



WSU Alerts: It's Wildfire Season

There are sporadic wildfires throughout the state that could affect the air quality near you.

Visit hrs.wsu.edu/resources/inclement-weather/wildfire-air-quality-faq for information and FAQs.

If there is a wildfire near you, visit the appropriate WSU Alerts website for more information:

Everett: WSU Everett campus alerts

Pullman: WSU Pullman campus alerts or the hotline at 509-335-2345

Spokane: WSU Spokane campus alerts

Tri-Cities: WSU Tri-Cities campus alerts

Vancouver: WSU Vancouver campus alerts

Modernization Initiative Update

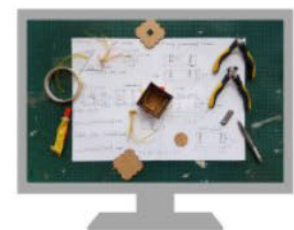
We are now one year away from the launch of Workday!

The Modernization Team has completed the first Prototype of Workday for WSU. If you missed the July 24 Prototype Preview event, please stay tuned for a look at Prototype 2 this October. Advisory Work Groups will review the first prototype in more detail late July through early August. Feedback from the Prototype 1 event and these review sessions will help shape Prototype 2. Prototype 2 will be used to test the system beginning in November 2019.

The Modernization Team visited campuses and the Mount Vernon Research and Extension Center this July to share project updates, demonstrate some business processes in Workday, and answer questions. We'll be back at all the campuses again this fall.

Thank you to everyone who submitted names for the Change Network! Nominations are now closed. Modernization is working with leadership to formally appoint members, and will announce representatives for each area soon.

Check the [calendar](#) for information on future events. If you have questions about the Modernization Initiative, please visit the [Modernization Initiative website](#) or contact the [Modernization Team](#).



Modernization Initiative
WASHINGTON STATE UNIVERSITY



Quarter Century Club Celebration

September 25, 9:00 to 11:00 a.m.

Each year, 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 WSU community is encouraged to attend this celebration.**

Concurrent celebrations will be held at WSU Pullman, WSU Everett, WSU Spokane, WSU Tri-Cities, and WSU Vancouver. The celebration can also be viewed in real time at experience.wsu.edu from any computer, tablet, or smart phone.

Registration will open in early August; visit qcc.wsu.edu for more information. Please contact Human Resource Services at hrs@wsu.edu or 509-335-4521 with any questions.

2019 New Inductees

David Lee Baker	Michael Edward Konkel	Rick Paul Olexick
George M. Barrington	Laura E. Krueger	Christina Dawn Parrish
Becky Jean Bitter	Patricia Kuzyk	Kirk Arnold Peterson
Lori Jo Bruce	Claire Kamm Latham	John Thomas Preston
Kimberly Marie Burt	Wayne David Lechtenberg	Maureen Schmitter-Edgecombe
Shu Cai	Melissa Gail Lee	Joy M. Scourey
Roger Y. M. Chan	Haijun Li	Steve Simasko
Michael Gordon Chapman	Ami Marie Libey	David Slavitt
Monica Sue Collins	Eric James Lockie	Heather Lee Stack
Tommie Raye Dawdy	Gregory John Luft	Jennifer E. Steffen
Linda Fearn	Loralee Lutskas	Steven D. Stehr
Richard W. Finch	Valerie Jean Lynch-Holm	Kenneth Eugene Sundvik
Susan Gill	Linda Garrelts Maclean	David Brian Thiessen
Brian Richard Guest	Mahaluckshmi Pama-R.	Steven L. Tomsovic
Babette Marie Gundersen	Manoranjan	Michael Steven Trevisan
Yi Jiang Guo	Francisco Manzo-Robledo	David Ray Turnbull
Kathleen Gail Hagen	Joann McCabe	Terry Lynn Wagoner
Margaret Izumi Hirose	Alaina Dawn McCully	Vicky Lee Wall
Helen Marie Hodson	Sarah Jean McDaniel	Steven Alec Weber
David L. Huffaker	Kelly G. McGovern	Nancy Louise Wehrung
Karen Jean Lucas Jennings	Carol Ann Miles	Nicole J. Wood
Anne Margaret Kannegaard	Debra Lynn Nelson	
Jacqueline King	Scott David Newell	

August is National Immunization Awareness Month

"Immunizations (also called vaccinations or shots) help prevent dangerous and sometimes deadly diseases." — Health.gov

Vaccine basics can be found at vaccines.gov and healthfinder.gov provides this information:

"It's important to know which shots you need and when to get them.... Everyone age 6 months and older needs to get a flu vaccine every year. Other types of shots work best at specific ages or life stages.

- If you have a child age 6 or younger, learn which [shots your child needs](#).
- Find out which [shots you need as an adult](#).
- Use this chart for adults to [see if you are up to date on your shots](#).
- [If you're pregnant, check out this recommended immunization schedule.](#) "

Finally, the US Department of Health and Human Services has released a video series about vaccination across the lifespan, from childhood to old age. Topics include pneumococcal disease (pneumonia), whooping cough, and shingles. Click [here](#) for the video series.

Benefits Reminders, *continued*

If you are a new WSU employee but were covered on your spouse's or parent's PEBB plan, you have some choices to make. You may waive medical coverage through WSU to stay on your current plan, but you must enroll in your own dental plan as an employee.

New Employees:

Forms must be completed and returned to Human Resource Services (HRS) by the due dates listed on your Benefit Acknowledgement Form. If you miss your due date, you will be defaulted into medical/dental coverage, and must go through underwriting if you wish to enroll in life or disability insurance.

- Sign up for New Employee Orientations; there are ten scheduled in the first month of Fall Semester alone.
- New employees and faculty with August 16 start dates MUST return **most** of their benefits paperwork by September 15.
- HRS is here to help and to answer any questions. Contact HRS at hrr@wsu.edu or 509-335-4521.
- Departments are encouraged to enter new employee PERMS data as soon as possible! HRS relies on PERMS to identify benefit-eligible employees and inform them of their benefit elections and due dates.



SitterCity, Bright Horizons, and Other Family Care Services:

New to the area? Did your babysitter leave town? Check out the WSU-provided Bright Horizons portal at sittercity.com/wsu to find a qualified caregiver near you!

Learning and Organizational Development

Featured Online Learning Opportunities

Designing a Customer Service Strategy

There are several defining moments that can make or break a service transaction. To successfully navigate these moments, it's important to add value to a customer's experience. Creating and implementing strong, clearly defined service standards is a powerful tool for adding this value.

In this course, you'll learn to shape customer service delivery within your organization, including mapping, researching, taking action, and evaluating those pivotal moments. You'll also learn how to develop and implement customer service standards and strategies.

To take this 28-minute course, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Featured Online Book

17 Ways to Improve Connections with Customers by Jeff Davidson

17 Ways to Improve Connections with Customers provides a program to strengthen and simplify customer relations.

Professional speaker and author Jeff Davidson discusses harnessing the power of opportune moments to practice simplification. He emphasizes the importance of simplicity and taking things in stride. He then explains key tactics such as paring down, subscribing to less, recycling, and reclaiming your places and spaces.

To read this 23-page book, click [here](#). This may require you to log into WSU's training website with your WSU network ID and password.

Pre-Retirement Seminar: August 12, 3:00–4:30 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) 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.

Coaching the Van Driver

Electronic Forms System Training

Paid Sick Leave Requirements Training

WSU Online Training Systems: Management Functions

Equity 101: Defining and Cultivating Inclusive Excellence at WSU

my WSU: BI-Data Warehouse 11g Analytics Training (OBIEE)

Customer Service at WSU

Business Objects Webi Training

AIS: Account Balances

Questions?

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