New Employee Resource Guide

**Cougar Card Center**
Compton Union Building, Rm 60
Phone: 509-335-2273
Web: cougarcard.wsu.edu

**Employee Assistance Program (EAP)**
Phone: 877-313-4455
Web: eap.wa.gov

**Human Resource Services**
French-Admin Building, Rm 139
Phone: 509-335-4521
Fax: 509-335-1259
Email: hrs@wsu.edu
Web: hrs.wsu.edu
Employee Handbooks:
hrs.wsu.edu/resources/employee-handbooks

Employee Training & Development:
Email: hrstraining@wsu.edu
Web: hrs.wsu.edu/training
Training account: ihr.hrs.wsu.edu/skillsoft

Discrimination & Sexual Harassment Online Training:
hrs.wsu.edu/dshp

**Network ID Help**
Phone: 509-335-4357
Email: helpdesk@wsu.edu
Network ID: wsu.edu/nid

**Office of Civil Rights Compliance & Investigation**
French-Admin Building, Rm 225
Phone: 509-335-8288
Web: oeo.wsu.edu

**Office of Internal Audit**
IT Building, Rm 2127
Phone: 509-335-5336
Web: internalaudit.wsu.edu
Email: ia.central@wsu.edu

**Office of the President**
French-Admin Building, Rm 422
Phone: 509-335-4200
Email: PresidentsOffice@wsu.edu
Web: president.wsu.edu

Strategic Plan: strategicplan.wsu.edu
Drive-to-25: wsu.edu/drive-to-25

Other Campus Human Resource Offices:
WSU Spokane
Phone: 509-358-7566
Email: hrs.spokane@wsu.edu
Web: hrs.wsu.edu/Spokane

WSU Tri-Cities
Phone: 509-372-7302
Email: tricities.hrs@wsu.edu
Web: hrs.wsu.edu/tricities

WSU Vancouver
Phone: 360-546-9094
Email: van.hr.frontdesk@wsu.edu
Web: admin.vancouver.wsu.edu/human-resources

WSU Everett
Phone: 425-405-1754
Email: erin.a.hansen@wsu.edu

Revised July 2019
Policy Manuals
Manuals HomePage
public.wsu.edu/~forms/manuals.html

Safety Resources
Environmental Health & Safety
Corner of Grimes Way & Airport Road
Phone: 509-335-3041
Web: ehs.wsu.edu
Email: ehs@wsu.edu

Safe Environment
hrs.wsu.edu/Safe-Environment

WSU Alerts
alert.wsu.edu

Parking & Transportation Services
1040 NE Colorado St
Phone: 509-335-7275
Email: transportation@wsu.edu
Web: transportation.wsu.edu
Coug Commute Advisor: transportation.wsu.edu/CougCommuteAdvisor.html

Payroll Services
French-Admin Building, Rm 236
Phone: 509-335-9575
Fax: 509-335-1472
Email: payroll@wsu.edu
Web: payroll.wsu.edu

Purchasing Services
French Administration Building, Room 220
Phone: 509-335-3541
Email: purchasing@wsu.edu
Web: purchasing.wsu.edu

Other Resources
MyWSU
my.wsu.edu

Public Records & Records Requests
public-records.wsu.edu

State Ethics Law
internalaudit.wsu.edu/ethics-in-public-service

Modernization
modernization.wsu.edu
Welcome to Washington State University!

Congratulations! Congratulations! on your new appointment!
• Faculty
• Administrative Professional
• Civil Service
• Bargaining Unit

History
WSU Employment
Learning & Organizational Development
Policies & Resources
Medical Benefits
Retirement Plan Information
• 1:30-2:30 Faculty & Administrative Professionals
• 3:00-4:00 Civil Service Employees

Humble Beginnings
1862: The Morrill Act
1890: Washington State Agricultural College and School of Science (WAC)
1892: Doors open to 59!
1905: Washington State College (WSC)

Class of ‘97

Colors, Mascots, and Names, Oh My!

- Crimson & Gray
- Cougars
- Our first real cougar! Butch
- Washington State University

Current Profile

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!

- Over 30,000 students
- Over 2,600 faculty
- Over 4,200 employees

Leadership

Kirk Schulz
11th President

WSU Strategic Plan
Core Values and broad mission of Washington State University

Office of the President - French Admin, Room 422
strategicplan.wsu.edu
Drive-to-25

"Washington State University will be recognized as one of the nation’s top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030."

Office of the President - French Admin, Room 422
wsu.edu/drive-to-25

Parking permits may be required, depending on your campus
Annual and daily permits available

Parking Services, in Pullman
corner of Cougar Way and D Street
transportation.wsu.edu
Employee Handbooks

- Administrative Professional
  - AP Manual
- Civil Service
  - Washington Administrative Code (WAC) 357
- Bargaining Unit
  - Appropriate Collective Bargaining Agreement
- Faculty
  - Faculty Manual

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Cougar Card

- Official University ID
- Building access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH: 10% discount
- Payroll Deductible
- CougarCard Maxx
- Non-Pullman Locations

CougarCard Center - Compton Union Building,
cougarcard.wsu.edu

WSU ID

012345678
**Network ID (NID)**

You must log in to continue.

Network ID: Butch.Cougar @wsu.edu

Password: ********

Continue

Information Technology Services
wsu.edu/nid

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**Semi-Monthly Lagged Payroll Leave Period**

| Work done on 1st – 15th | Paid on 25th of the current month |
| Work done on 16th – end of month | Paid on 10th of the following month |

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu
Payroll Information

- Pay Schedule
- Direct Deposit
- Self-Guided Orientation
- W-4 Employee Withholding
- Earnings Statements

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu

WSU Modernization Initiative

WHAT IS THE MODERNIZATION INITIATIVE?
The Modernization Initiative is a business process improvement and system implementation project. The scope of the project is to implement Workday software to support finance (including post-award grant management), payroll, and human resources business functions.

WHY ARE WE DOING THIS?
WSU's current finance, payroll and human resource system, Administrative Information Systems (AIS), is over 30 years old and is at risk of failing. WSU will replace the vulnerable and outdated AIS system with Workday to ensure continuity in business operations.

Learn more and keep up-to-date @
Modernization Initiative
modernization.wsu.edu

Human Resource Services
WASHINGTON STATE UNIVERSITY

Revised: 7/15/2019

Leave Information

Annual Leave
Full time Faculty* and Admin Prof

* Faculty appointments must be 12 month appointments

16.67 hours per month

Maximum accrual: 352 hours

Leave Information

Annual Leave
Full time Civil Service and BU

9.33 hours per month (progressively increasing)

Maximum accrual: 240 hours (on anniversary date)
WASHINGTON STATE UNIVERSITY

Sick Leave
Full time employees

8.00 hours per month
No maximum accrual

10 University Holidays
PAY STATUS vs. LWOP

<table>
<thead>
<tr>
<th>Category</th>
<th>Pay Status</th>
<th>Leave Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service</td>
<td>Full</td>
<td>Jan 1 – Dec 31</td>
</tr>
<tr>
<td>Faculty and AP</td>
<td>Any</td>
<td>Jul 1 – Jun 30</td>
</tr>
</tbody>
</table>

Check Collective Bargaining Agreement

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Personal Holiday

<table>
<thead>
<tr>
<th>Category</th>
<th>Status</th>
<th>Leave Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Civil Service</td>
<td>Immediately</td>
<td>Jan 1 – Dec 31</td>
</tr>
<tr>
<td>Faculty and AP</td>
<td>Immediately</td>
<td>Jul 1 – Jun 30</td>
</tr>
<tr>
<td>Bargaining Unit</td>
<td>Check CBA</td>
<td>Jan 1 – Dec 31</td>
</tr>
</tbody>
</table>

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu
**Leave Information**

**December Holiday Reduced Operations**

WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.

Plan ahead and work with your supervisor.

hrs.wsu.edu

**Overtime Provisions**

*Are you eligible for overtime?*

- 1½ times compensation over 40 hrs
- 30 min. meal period within 5 hrs
  - 15 min. rest period for every 4 hrs

**FLSA**

FAIR LABOR STANDARDS ACT

**Monthly Time Report**

**History**

**WSU Employment**

**Learning & Organizational Development**

**Policies & Resources**
Instructor-Led Training

Academic Classes
(Tuition Fee Waiver Policy)

Directed Learning
- Safety
- Procurement and Contracts
- State Ethics Law
- Customer Service
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Customer Service at WSU

Greet
 Receive
 Offer
 Walk that extra mile

Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!

Let's GROW together!

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu
State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis – Infrequent, occasional use
- Ignorance is Not a Defense

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Whistleblower Act

- Provides a safe avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at sao.wa.gov

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Public Records Act

- We are each creating University Records in the daily course of doing our jobs
  - Documents
  - Email
  - Notes
  - Physical
  - Electronic
  - Etc.
- These records may be requested by a member of the public.

Office of Public Records - Info Tech Bldg., 3033
public-records.wsu.edu
Safety Resources

- Safe Environment Resources
- WSU Police
- my.wsu.edu
- WSU Alert
- Update emergency contacts
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities & Vancouver

Safety-first

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Employee Assistance Program

The EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement

Employee Assistance Program
dop.wa.gov/eap

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program
dop.wa.gov/eap
Retirement Orientation

1:30-2:30  Faculty and Administrative Professionals
3:00-4:00  Civil Service and Bargaining Unit Employees

Thank You!