

### Cougar Card Center

Compton Union Building, Rm 60  
Phone: 509-335-2273  
Web: [cougarcard.wsu.edu](http://cougarcard.wsu.edu)

### Employee Assistance Program (EAP)

Phone: 877-313-4455  
Web: [eap.wa.gov](http://eap.wa.gov)

### Human Resource Services

French-Admin Building, Rm 139  
Phone: 509-335-4521  
Fax: 509-335-1259  
Email: [hrs@wsu.edu](mailto:hrs@wsu.edu)  
Web: [hrs.wsu.edu](http://hrs.wsu.edu)  
Employee Handbooks:  
[hrs.wsu.edu/resources/employee-handbooks](http://hrs.wsu.edu/resources/employee-handbooks)

Employee Training & Development:  
Email: [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu)  
Web: [hrs.wsu.edu/training](http://hrs.wsu.edu/training)  
Training account: [ihr.hrs.wsu.edu/skillsoft](http://ihr.hrs.wsu.edu/skillsoft)

Discrimination & Sexual Harassment Online Training:  
[hrs.wsu.edu/dshp](http://hrs.wsu.edu/dshp)

Other Campus Human Resource Offices:  
WSU Spokane  
Phone: 509-358-7566  
Email: [hrs.spokane@wsu.edu](mailto:hrs.spokane@wsu.edu)  
Web: [hrs.wsu.edu/Spokane](http://hrs.wsu.edu/Spokane)

WSU Tri-Cities  
Phone: 509-372-7302  
Email: [tricitiehs@wsu.edu](mailto:tricitiehs@wsu.edu)  
Web: [hrs.wsu.edu/tricitiehs](http://hrs.wsu.edu/tricitiehs)

WSU Vancouver  
Phone: 360-546-9094  
Email: [van.hr.frontdesk@wsu.edu](mailto:van.hr.frontdesk@wsu.edu)  
Web: [admin.vancouver.wsu.edu/human-resources](http://admin.vancouver.wsu.edu/human-resources)

WSU Everett  
Phone: 425-405-1754  
Email: [erin.a.hansen@wsu.edu](mailto:erin.a.hansen@wsu.edu)

### Network ID Help

Phone: 509-335-4357  
Email: [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu)  
Network ID: [wsu.edu/nid](http://wsu.edu/nid)

### Office of Civil Rights Compliance & Investigation

French-Admin Building, Rm 225  
Phone: 509-335-8288  
Web: [oeo.wsu.edu](http://oeo.wsu.edu)

### Office of Internal Audit

IT Building, Rm 2127  
Phone: 509-335-5336  
Web: [internalaudit.wsu.edu](http://internalaudit.wsu.edu)  
Email: [ia.central@wsu.edu](mailto:ia.central@wsu.edu)

### Office of the President

French-Admin Building, Rm 422  
Phone: 509-335-4200  
Email: [PresidentsOffice@wsu.edu](mailto:PresidentsOffice@wsu.edu)  
Web: [president.wsu.edu](http://president.wsu.edu)

Strategic Plan: [strategicplan.wsu.edu](http://strategicplan.wsu.edu)  
Drive-to-25: [wsu.edu/drive-to-25](http://wsu.edu/drive-to-25)

## New Employee Resource Guide

### Policy Manuals

Manuals HomePage

[public.wsu.edu/~forms/manuals.html](http://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](http://ehs.wsu.edu)

Email: [ehs@wsu.edu](mailto:ehs@wsu.edu)

Safe Environment

[hrs.wsu.edu/Safe-Environment](http://hrs.wsu.edu/Safe-Environment)

WSU Alerts

[alert.wsu.edu](http://alert.wsu.edu)

### Parking & Transportation Services

1040 NE Colorado St

Phone: 509-335-7275

Email: [transportation@wsu.edu](mailto:transportation@wsu.edu)

Web: [transportation.wsu.edu](http://transportation.wsu.edu)

Coug Commute Advisor: [transportation.wsu.edu/CougCommuteAdvisor.html](http://transportation.wsu.edu/CougCommuteAdvisor.html)

### Payroll Services

French-Admin Building, Rm 236

Phone: 509-335-9575

Fax: 509-335-1472

Email: [payroll@wsu.edu](mailto:payroll@wsu.edu)

Web: [payroll.wsu.edu](http://payroll.wsu.edu)

### Purchasing Services

French Administration Building, Room 220

Phone: 509-335-3541

Email: [purchasing@wsu.edu](mailto:purchasing@wsu.edu)

Web: [purchasing.wsu.edu](http://purchasing.wsu.edu)

### Other Resources

MyWSU

[my.wsu.edu](http://my.wsu.edu)

Public Records & Records Requests

[public-records.wsu.edu](http://public-records.wsu.edu)

State Ethics Law

[internalaudit.wsu.edu/ethics-in-public-service](http://internalaudit.wsu.edu/ethics-in-public-service)

Modernization

[modernization.wsu.edu](http://modernization.wsu.edu)



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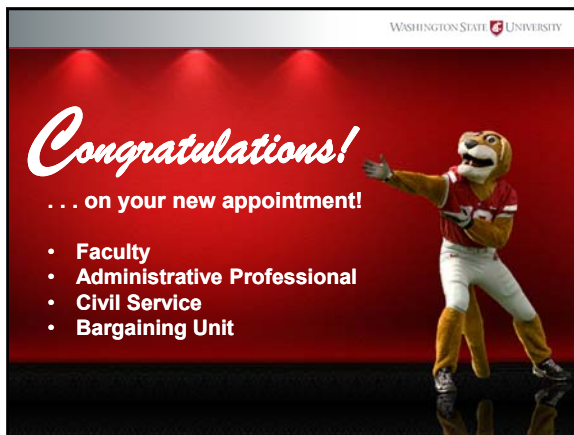
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WASHINGTON STATE UNIVERSITY

## Medical Benefits

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## Retirement Plan Information

- 1:30-2:30  
Faculty & Administrative Professionals
- 3:00-4:00  
Civil Service Employees

HUMAN RESOURCE SERVICES

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## Humble Beginnings

WASHINGTON STATE UNIVERSITY

1862: The Morrill Act

1890: Washington State Agricultural College and School of Science (WAC)

1892: Doors open to 59!

1905: Washington State College (WSC)

HUMAN RESOURCE SERVICES

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## Class of '97

WASHINGTON STATE UNIVERSITY



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**Colors, Mascots, and Names, Oh My!**



- 1916 • Crimson & Gray
- 1919 • Cougars
- 1927 • Our first real cougar!  
• Butch
- 1959 • Washington State University

HUMAN RESOURCE SERVICES

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**Current Profile** WASHINGTON STATE UNIVERSITY

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




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**Leadership** WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> President

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

Office of the President - French Admin, Room 422  
[strategicplan.wsu.edu](http://strategicplan.wsu.edu)

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Leadership



**Kirk Schulz**  
11<sup>th</sup> President

**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](http://wsu.edu/drive-to-25)

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History

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**WSU Employment**

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Learning & Organizational Development

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Policies & Resources

 HUMAN RESOURCE SERVICES  
WORKING TOGETHER TO ADVANCE EXCELLENCE

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**Parking and Transportation**



- 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](http://transportation.wsu.edu)

 HUMAN RESOURCE SERVICES  
WORKING TOGETHER TO ADVANCE EXCELLENCE

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### Employee Handbooks

WASHINGTON STATE UNIVERSITY

- **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

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### Cougar Card

WASHINGTON STATE UNIVERSITY

- 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

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### WSU ID

WASHINGTON STATE UNIVERSITY

Ø12345678

HUMAN RESOURCE SERVICES

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# Network ID (NID)

WASHINGTON STATE UNIVERSITY

Network Authentication

You must log in to continue

Network ID or Friend ID:

**Butch.Cougar @wsu.edu**

Password:

.....

Continue

Information Technology Services  
wsu.edu/nid

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# WASHINGTON STATE UNIVERSITY

THE AVERAGE FOUR YEAR-OLD CHILD ASKS OVER FOUR HUNDRED QUESTIONS A DAY.

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# Payroll Information

WASHINGTON STATE UNIVERSITY

**Semi-Monthly Lagged Payroll Leave Period**

Work done on 1<sup>st</sup> – 15<sup>th</sup>

*Paid on 25<sup>th</sup> of the current month*

Work done on 16<sup>th</sup> – end of month

*Paid on 10<sup>th</sup> of the following month*

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

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Payroll Information

WASHINGTON STATE UNIVERSITY

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



Payroll Services Office - French Admin, Room 236  
[payroll.wsu.edu](http://payroll.wsu.edu)

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Payroll Information

WASHINGTON STATE UNIVERSITY

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

Payroll Services Office - French Admin, Room 236  
[payroll.wsu.edu](http://payroll.wsu.edu)

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WSU Modernization Initiative

WASHINGTON STATE UNIVERSITY



MODERNIZATION

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](http://modernization.wsu.edu)



HUMAN RESOURCE SERVICES

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Leave Information

WASHINGTON STATE UNIVERSITY

**Annual Leave**

Full time Faculty\* and Admin Prof

\* Faculty appointments must be 12 month appointments

**16.67 hours per month**

**Maximum accrual: 352 hours**

HUMAN RESOURCE SERVICES

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Leave Information

WASHINGTON STATE UNIVERSITY

**Annual Leave**

Full time Civil Service and BU

**9.33 hours per month**  
(progressively increasing)

**Maximum accrual: 240 hours**  
(on anniversary date)

HUMAN RESOURCE SERVICES

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Leave Information

WASHINGTON STATE UNIVERSITY

### Sick Leave

Full time employees



8.00 hours  
per month

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No maximum accrual

HUMAN RESOURCE SERVICES

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Leave Information

WASHINGTON STATE UNIVERSITY

### 10 University Holidays

PAY STATUS vs. LWOP

**Civil Service**

*Full work shift prior to holiday*

**Faculty and AP**

*Any part of work shift prior to holiday*

**Bargaining Unit**

*Check Collective Bargaining Agreement*

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

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Leave Information

WASHINGTON STATE UNIVERSITY

### Personal Holiday

**Civil Service**

*Immediately available for use* Jan 1 – Dec 31

**Faculty and AP**

*Immediately available for use* Jul 1 – Jun 30

**Bargaining Unit**

*Check CBA* Jan 1 – Dec 31

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

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Leave Information

WASHINGTON STATE UNIVERSITY

## 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](https://hrs.wsu.edu)

HUMAN RESOURCE SERVICES

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Overtime Provisions

WASHINGTON STATE UNIVERSITY

*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

Monthly Time Report



HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY



History

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WSU Employment

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Learning & Organizational Development

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Policies & Resources

HUMAN RESOURCE SERVICES

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**Learning & Organizational Development**

- ✓ Online Learning
- ✓ Instructor-Led Training
- ✓ Academic Classes  
(Tuition Fee Waiver Policy)




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**Learning & Organizational Development**

**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](http://hrs.wsu.edu)*

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**Customer Service at WSU** WASHINGTON STATE UNIVERSITY

**Cougar Nation**

**G**reet  
**R**ecieve  
**O**ffer  
**W**alk 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](http://hrs.wsu.edu)*

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## Learning & Organizational Development

### Elective learning

#### Release Time for Training Policy

- 96 hours per fiscal year
- Paid release time during working hours



*May I be excused to take some training, please?*

HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY

## History

## WSU Employment

## Learning & Organizational Development

## Policies & Resources

HUMAN RESOURCE SERVICES

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## University Policies

WASHINGTON STATE UNIVERSITY

Business Policies and Procedures

Safety Policies and Procedures

Educational Policies and Procedures

Executive Policies

Office of Procedures, Records, & Forms  
policies.wsu.edu

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**State Ethics Law** WASHINGTON STATE UNIVERSITY

- 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](http://internalaudit.wsu.edu)

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**Whistleblower Act** WASHINGTON STATE UNIVERSITY

- 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](http://sao.wa.gov)



*Office of Internal Audit - Info Tech Bldg., Rm 2127*  
[internalaudit.wsu.edu](http://internalaudit.wsu.edu)

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**Public Records Act** WASHINGTON STATE UNIVERSITY

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



*Office of Public Records - Info Tech Bldg., 3033*  
[public-records.wsu.edu](http://public-records.wsu.edu)

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**Safety Resources** WASHINGTON STATE UNIVERSITY

- 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

*Human Resource Services - Room 139, French Admin Bldg*  
[hrs.wsu.edu](http://hrs.wsu.edu)




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**Employee Assistance Program** WASHINGTON STATE UNIVERSITY

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](http://dop.wa.gov/eap)

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**Employee Assistance Program** WASHINGTON STATE UNIVERSITY

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](http://dop.wa.gov/eap)

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**Retirement Orientation**

WASHINGTON STATE UNIVERSITY



**1:30-2:30    Faculty and Administrative Professionals**

**3:00-4:00    Civil Service and Bargaining Unit Employees**

HUMAN RESOURCE SERVICES

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*Thank You!*

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