

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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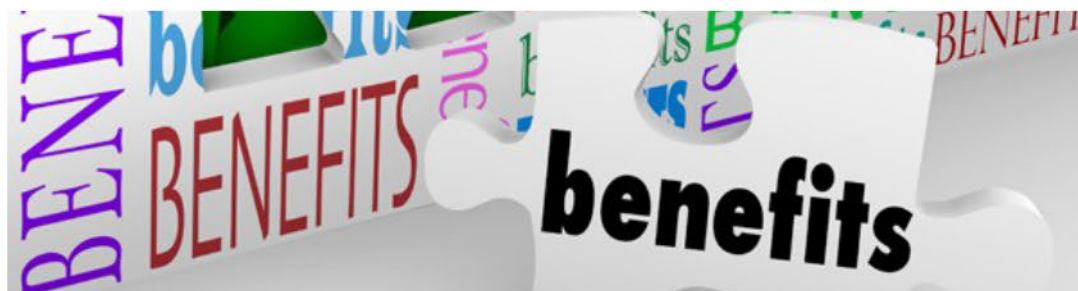
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Overview of Benefits Deadlines

For complete information about important enrollment deadlines, visit the [New Employee Information webpage](#) and scroll down to "Enrollment Deadlines."

Retirement enrollment paperwork is due for all new faculty and administrative professional (AP) staff within 30 days of the hire date. Faculty and AP employees with an August 16 start date must return retirement paperwork by Friday, September 14. New classified staff must return retirement paperwork within 90 days of their hire date.

All employees must return insurance enrollment paperwork for medical, dental, life, long-term disability, Flexible Spending Accounts and Dependent Care Assistance Program within 31 days of hire. Call HRS Benefits with any questions at 509-335-4521.

Resources to Help Orient New Employees to WSU

Onboarding resources help transition new employees into their positions at WSU. You can view these resources on the [Onboarding website](#):

[Departmental Orientation Checklist](#) (template)

[Safety Orientation Checklist](#) (standard form)

New Employee Orientations occur at least twice each month throughout the year. These sessions provide critical information regarding WSU employment, medical, dental and other benefits, retirement options, employment policies, and more.

Discrimination and Sexual

Harassment Prevention Training:

Completion of this course is required of all faculty and staff. New employees must complete

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Paydays

Tuesday,
September 10

Wednesday,
September 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrs@wsu.edu



Join the Celebration!



Quarter Century Club Breakfast
September 25, 2019 • 9:00 to 11:00 a.m.
CUB Senior Ballroom, Pullman

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

Please contact Human Resource Services at hrs@wsu.edu or 509-335-4521 with any questions.

Registration is now open at qcc.wsu.edu.

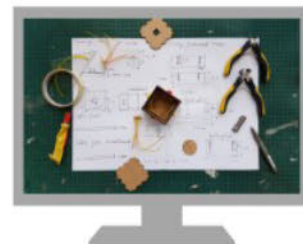
Modernization Initiative Update

Modernization hosted the first Prototype Preview event, revealing the first configuration of Workday for WSU. Learn more and [watch the recordings](#) of featured demonstrations in finance, grants administration, payroll, and human capital management.

Prototype 2, the second iteration of configuring WSU designed business processes within Workday, is currently underway based on feedback and suggestions that contributors across WSU have provided. Stay tuned for details on the P2 Preview event set to take place in October 2019.

A Modernization Readiness Survey will be distributed this month. Please take a few minutes to fill out this survey so the Modernization Team can better understand and meet your needs as they pertain to preparing for new ways of working with Workday.

Stay up to date on the Modernization Initiative by subscribing to the monthly [Modernization Newsletter](#) and check the [calendar](#) for information on future events. If you have questions about the Modernization Initiative, please visit the [Modernization Initiative website](#), read through our updated [FAQs](#), or contact the [Modernization Team](#).



Modernization Initiative
WASHINGTON STATE UNIVERSITY



Overview of Benefits Deadlines, *continued from page 1*

the course within their first six months of employment.

Demographic Information:

The WSU Employee Demographic Information Survey is administered by the Office of Civil Rights Compliance and Investigation. [Take the survey here.](#)

Visit the [New Employee site](#) for a detailed list of additional new employee resources.

SmartHealth Deadline Approaching Soon

Don't forget! Most employees have through September 30 to earn their Wellness Incentive for 2020. Depending on your health plan, you can receive a \$125 reduction in your deductible or a \$125 deposit into your Health Savings Account. Being well pays.

SmartHealth is Washington State's voluntary and confidential wellness program. Log into the [SmartHealth portal](#) to improve your health and well-being, while having fun and connecting with others online.

Participating in activities will earn you points. Points earned between January 1, 2019, and September 30, 2019, are used to establish eligibility for the 2020 wellness incentive. Here are a few fun activities that will generate points for you:

Live Your Purpose: Living your purpose means knowing what inspires you to be your best and actively improving your well-being. Share a description of how you're living your purpose with the [SmartHealth Community](#), using #pursueyourpurpose, to earn 150 points.

Enjoy the Outdoors With Your Partner: Whether you are eating lunch outside, walking through the park, or going for a hike, spending time in nature is key to greater well-being. So, why not enjoy the great outdoors with someone

you love to be around? For this activity, track at least 30 minutes a week enjoying the great outdoors with your spouse or partner to earn 25 points weekly.

Cultivate Your Green Thumb: Studies show that gardening can improve your physical health, emotional, and mental health through relaxation, satisfaction, and better nutrition. Commit to working in your garden at least three times this season to earn 150 points.

WSURP Participants: Pre-Retirement and Benefit Overview Seminars Offered

WSURP participants with TIAA: Are you thinking about retiring? Or do you wonder if you should be adjusting your benefit elections or retirement investments or contributions? If so, join Human Resource Services (HRS) and TIAA for [one of our upcoming presentations](#).

On **September 6** the following sessions will be offered to assist you with benefit and retirement planning. Each session will begin with a benefits discussion presented by HRS staff, followed by a financial education portion presented by representatives from TIAA.

- **Pre-Retirement Session:** Designed for WSURP participants planning to retire in 5 to 10 years. This presentation will be offered twice—from 8:15 to 10:45 a.m. and 2:15 to 4:45 p.m.—in Lighty 405.
- **Benefit Overview:** Designed for employees who wish to have a refresher on the benefit and retirement options offered through WSU. This seminar is scheduled from 11:00 a.m. to 1:00 p.m. in Lighty 405.

Seating is available on a first-come, first-seated basis. For off-Pullman locations, sessions will be available on Zoom; find the link below the [online descriptions of the retirement sessions](#).

Learning and Organizational Development

Featured Online Learning Opportunities

Taking Action to Empower Employees

The most successful business leaders know how to empower employees. Empowering employees means giving them what they need in order to do their very best work.

This course covers practical ways to empower employees so they reach their full potential, thereby boosting both their job satisfaction and the organization's success.

To take this 17-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

Onboarding for Business Success by George Bradt and Mary Vonnegut

Skillful onboarding is essential to getting new employees off to a great start, but organizations too often take a sink-or-swim approach with new staff. In this issue of *Talent Development at Work*, the authors sharing what they've learned from their experiences onboarding senior leaders.

Onboarding for Business Success explains what onboarding is and why it so often fails. The authors share stories of successful and unsuccessful onboarding efforts. They also provide a step-by-step process for bringing new employees onto a team, whether they are new to the company or just new to the role.

To read this 24-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: September 18, 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.

Hostile Intruder Training

Implicit Bias Awareness Training

New Employee General Orientation

Position Descriptions, Expectations, and Annual Reviews

Equity 101: Defining and Cultivating Inclusive Excellence at WSU

Supervisor as Leader

Advancing Faculty at WSU

Deaf 101

Introduction to WSU Employment Policies

WSU Strategic Plan

Questions?

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