

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Thursday,
October 10

Friday,
October 25

Benefits

The annual benefits open enrollment period is almost here!

Be on the lookout in October for information from the Health Care Authority (HCA), including the *For Your Benefit* newsletter.



The newsletter will have all you need to know about the upcoming changes to the benefits plans. Watch for additional WSU communications, emails, and announcements from the HRS Benefits unit starting in October as well.

Wellness Tips

Aiming for at least 150 minutes of physical activity each week can result in lifelong health. It's easy to be intimidated by that big number, but don't be! You can split that up into increments of as little as 10 minutes throughout the week. Also remember that physical activity is not limited to gym time. Get creative and get moving!

- Make your meeting a moving meeting instead of huddling in a conference room.
- Walk or bike to run your errands.
- Spend some time in the garden or tackle that home project you've been putting off.
- Pair media with activity: find a podcast that interests you and listen as you walk or jog.
- Find a workout video or class that interests you.

Did you know? Some physical activity is better than none, and adults who participate in any amount of physical activity gain some health benefits. Assess where you stand today and take one realistic step toward improving yourself.

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Winter is coming!

Departmental Reminders and Resources

Are you ready for inclement weather?

Are you planning for the December holiday reduced operations?

Do you need resources for employee outreach, advertising, hiring, or background checks?

Do you want information about employee benefits, annual reviews, training and development, or retirement?

Find all this—and more—on the Human Resource website by clicking [HERE](#).

WFSE Represented Employees

Requests for a personal leave day/personal holiday should be submitted to your supervisor no less than fourteen (14) days prior to the date for which the leave is requested.

Such scheduling requests must be made no later than November 1 of each calendar year.

Questions? Please contact HRS at hrs@wsu.edu or at 509-335-4521.

Modernization Initiative Update

Campus Open Forums

Modernization will visit all campuses from October 14–17 to share project updates and answer questions. Check the [calendar](#) for schedule and Zoom details.

Prototype 2 Preview Event

Come see the updated and new business process demonstrations from Prototype 2 of Workday for WSU on October 29! The event is open to all faculty and staff and will be held in the CUB Auditorium (Pullman campus) and via Zoom. Visit the [Prototype Preview page](#) for details and a refresher on Prototype 1.



Modernization Readiness Poll

Please remember to take the Modernization Readiness Poll using the link found in your email. Your candid feedback will help Modernization tailor efforts to better meet the needs of faculty and staff. Thank you in advance for your time and help.

If you have questions, please visit the [Modernization Initiative website](#), read through our updated [FAQs](#), or contact the [Modernization Team](#).

2019 Quarter Century Club Celebration Across the State



The 2019 Quarter Century Club Celebration at WSU Everett, Pullman, Spokane, Tri-Cities, and Vancouver.



Learning and Organizational Development

Featured Online Learning Opportunities

Managing Change: Dealing with Resistance to Change

Change is inevitable in an organization, but the process of adapting can be painful.

Organizational change can cause anxiety and upheaval. When it does, it's no surprise that employees show resistance. Resistance behaviors can vary from individual to individual and they are often unproductive.

This course outlines aspects of overcoming resistance to change. It surveys the active and passive symptoms of resistance to change, goes deeper to explore the emotional and thought-based causes of these symptoms, and provides strategies for dealing with root causes through direct conversations with employees. Materials designed to support blended learning activities aligned with this course are available from the Resources Page.

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

Featured Online Book

Embracing Change: 4 Core Strategies Essential to Managing Change.

by Larry Iverson

This book reviews the reasons people automatically resist change. It also presents tactics to overcome the fear of change. Learn how to expand the boundaries of your comfort zone and help team members expand theirs, as well. To read this 54-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: October 29, 2:30–4:00 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 also concurrently available through videoconferencing.

[Fiscal Audits and Internal Controls](#)

[Supervisor as Safety Manager](#)

[Payroll User Group Meeting](#)

[Introduction to Performance Management](#)

[Faculty Recruitment Basics](#)

[Understanding the University Budget](#)

[Inclement Weather Suspended Operations: Manager Training](#)

[Inclement Weather Suspended Operations: Employee Training](#)

Questions?

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