**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: hrs.wsu.edu/training  
Training account: ihr.hrs.wsu.edu/skillsoft  
Discrimination & Sexual Harassment Online Training: hrs.wsu.edu/ds

**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

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

**Policy Manuals**
Manuals HomePage  
public.wsu.edu/~forms/manuals.html
New Employee Resource Guide

**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! ... 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 $9!
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 31,000 students
- Over 2,500 faculty
- Over 4,000 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
"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
**Payroll Information**

**Semi-Monthly Lagged Paycycle**

<table>
<thead>
<tr>
<th>Work done on 1st – 15th</th>
<th>Paid on 25th or closest business day of the current month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work done on 16th – end of month</td>
<td>Paid on 10th or closest business day of the following month</td>
</tr>
</tbody>
</table>

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

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**Payroll Information**

- Self-Guided Orientation
- Pay Schedule
- Direct Deposit
- Self-Guided Orientation
- W-4 Employee Withholding
- Earnings Statements
- My.wsu.edu

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

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**Payroll Information**

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

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

Leave Information

Annual Leave
Faculty* and Administrative Professionals

* Faculty appointments must be 12 month appointments

Full-time earn 16.67 hours per month

Maximum accrual: 352 hours
Annual Leave
Civil Service and Bargaining Unit

Full-time earn 9.33 hours per month first year (progressively increasing)

Maximum accrual: 240 hours (original hire date)

Leave Information

Sick Leave

Full-time employees earn 8.00 hours per month

No maximum accrual

Leave Information

10 University Holidays
PAY STATUS vs. LWOP

Faculty and AP
Any part of work shift prior to holiday

Civil Service
Full work shift prior to holiday

Bargaining Unit
Check Collective Bargaining Agreement

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

**Personal Holiday**

- **Faculty and AP**
  - **Immediately available for use** Jul 1 – Jun 30
- **Civil Service**
  - **Immediately available for use** Jan 1 – Dec 31
- **Bargaining Unit**
  - **Immediately available for use** Jan 1 – Dec 31

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

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**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

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**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.

Monthly Time Report
Learning & Organizational Development

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

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
Customer Service at WSU

Cougar Nation

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

Receive
Let’s GROW together!

Offer

Walk that extra mile

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

Learning & Organizational Development

Elective learning

Release Time for Training Policy

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

Learning & Organizational Development Policies & Resources
WASHINGTON STATE UNIVERSITY

Revised: 10/28/2019

University Policies

Business Policies and Procedures
Safety Policies and Procedures
Educational Policies and Procedures
Executive Policies

Office of Procedures, Records, & Forms
policies.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
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

Safe Environment 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

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

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
Employee Assistance Program

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

Retirement Orientation

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