

HR Source

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Paydays

Friday,
November 8

Monday,
November 25

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Benefits Open Enrollment for 2020

Enrollment from November 1 to November 30, 2019

Open Enrollment is the one time each year when you can make changes to, and enroll in, certain benefits for the upcoming plan year. Additional details can be found on the [HRS Open Enrollment website](#) or in For Your Benefit, the [Public Employees Benefit Board \(PEBB\) October newsletter](#).

During Open Enrollment, employees can:

- ◆ Change medical and/or dental plans.
- ◆ Reinstate previously waived coverage without proof of loss of coverage.
- ◆ Waive eligible family members from their coverage.
- ◆ Enroll eligible family members without proof of loss of coverage.
- ◆ Enroll or re-enroll in a Flexible Spending Account (FSA) and/or Dependent Care Assistance Program (DCAP) for 2020.
- ◆ Designate 2019 Health Savings Account (HSA) annual elections.
- ◆ Change medical premium deduction to pre- or post-tax (IRC Section 125).
- ◆ Change tax status of a domestic partner or dependent (IRC Section 152) by completing the Declaration of Tax Status form.
- ◆ Re-attest to the Spousal Premium Surcharge Questionnaire.

Most changes can be made online through the Health Care Authority (HCA) [MyAccount](#) portal. Forms will become available on November 1st and can be downloaded from the Open Enrollment website or picked up in the HRS Pullman office.



Benefits Fairs

The Health Care Authority (HCA) Annual Benefits Fairs will be held throughout the state during November. You can pick up information, attend presentations, ask questions, and speak with representatives from our benefit providers.

WASHINGTON STATE
UNIVERSITY



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 available through videoconferencing.

[Equity 101](#)

[Customer Service at WSU](#)

[EP 39: Service Animal Policy Training](#)

[Time Report Training](#)

[Hostile Intruder Training](#)

[Classroom Accommodations Training for Faculty](#)

[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.

Pre-Retirement Seminar: November 14, 9:30–11:00 a.m.

Monthly pre-retirement seminars are offered at Human Resource Services (room 139, French Administration, Pullman). Videoconferencing is available for other WSU locations. More information is available [here](#).

Voluntary Retirement Plans

As the end of 2019 begins approaching, you may be thinking “How can I reduce my taxable income before the end of the year?” WSU offers two voluntary retirement plans that can help you reduce your taxable income, while simultaneously helping you set aside additional money for retirement. These voluntary accounts are separate from your PERS/TRS/LEOFF/WSURP retirement plans, and don’t come with an employer match, but are great ways to increase your retirement savings!

If reducing taxable income is not your main goal, think about setting up a post-tax or ROTH voluntary account. You can pay income tax on these contributions now, and have a tax-free account to draw from upon separation/retirement.

For more information on the voluntary plans offered through WSU, please visit the [HRS Voluntary Investment Plan website](#). There are not many pay cycles left in 2019, so act now!

Learning and Organizational Development

Featured Online Learning Opportunities

How to Manage Difficult Conversations

For managers, difficult conversations can be immensely stressful. In this course, you'll learn some basic guidelines about when and where to initiate difficult conversations, and useful steps for managing the associated stress. To take this 29 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

Difficult Conversations: How to Discuss What Matters Most

by Sheila Heen, Douglas Stone, and Bruce Patton

This book sheds some much-needed light on the topic of conflict resolution and handling challenging discussions with skill and finesse—vital for anyone interested in being able to broach any subject, no matter how delicate or potentially volatile. To read this 4-page book, click [here](#). This may require you to log into WSU’s training website with your WSU network ID and password.



Employee Recognition

Mark your calendar for the Fifteenth Annual Employee Recognition Reception

The 2019 Employee Recognition Reception will take place systemwide, Wednesday, December 11, from 3:30 to 5:00 p.m., with a short program beginning at 4:00 p.m.

The annual Employee Recognition Reception honors employees who received a Length of Service Award during the calendar year. Those who achieved milestone years in 2019 will be recognized in the printed program, and those with 50 and 45 years of service will be individually honored.

Recipients of the Crimson Spirit Award in 2019 will also be honored. These exceptional employees will be recognized in the printed program and during the celebration.

Registration details coming soon. There is no charge for this event. Supervisors and unit leaders are encouraged to provide release time, as appropriate, so employees can attend the event. Additional information can be found on the Employee Recognition Reception [webpage](#).



William C. Davis, 50-year honoree with his daughters and Butch at the 2018 Employee Recognition Reception.



Nominate someone for the Crimson Spirit award today!

Did you know that anyone can nominate a WSU employee for the Crimson Spirit Award? Whether you are an employee yourself, a student, or a member of the community, you can honor a WSU employee's noteworthy extra effort in providing service by visiting go.wsu.edu/CrimsonSpirit and nominating them for this prestigious award.

WSU Staff Mentoring and Professional Development Pilot Program

Washington State University is currently conducting a 1 year Staff Mentoring and Professional Development Pilot Program. Commission on the Status of Women submitted a proposal for the creation of this pilot. The pilot program supported by the Office of the President, is being administered by Human Resource Services. For more information and to apply to participate in the Spring 2020 cohort in Pullman as a mentor or mentee, visit:

hrs.wsu.edu/employees/staff-mentoring

Inclement Weather

As winter weather approaches, faculty and staff are encouraged to be aware of personnel processes for periods of inclement weather and about the possibility of suspended operations.

The Human Resource Services website provides links to Instructor Led Training for managers and employees, policies and procedures, as well as information about WSU snow removal and tips for safe driving. Visit <http://hrs.wsu.edu/resources/inclement-weather/>.

