



## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

### THIS ISSUE

#### Page 1:

- Benefits Open Enrollment
- Employee Recognition
- Holiday Celebrations

#### Page 2:

- Modernization Initiative
- Learning and Organizational Development
- Reduced Operations
- Crimson Spirit
- Inclement Weather

### Paydays

Tuesday,  
December 10

Tuesday,  
December 24

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### **Holiday Celebrations on WSU Campuses**

#### *Holiday Parties, 17A Funds, and Alcohol*

As University units begin planning holiday parties, please be aware there are specific permitted and restricted uses of 17A funds and alcohol may not be served before 5:00 p.m. For more information, please review [Using Discretionary 17A Accounts](#) and the [Alcohol and Drug Executive Policy](#).

## **Open Enrollment ends November 30th**

The annual Open Enrollment period for faculty and staff ends on November 30, **but keep in mind the last working day of November is the 27<sup>th</sup>, so shoot to have things taken care of by then!** This is the one time each year that benefit-eligible faculty and staff can change medical and/or dental plans, waive or add coverage for family members, change medical premium deductions to pre- or post-tax, and enroll/re-enroll in the Flexible Spending Account (FSA) or the Dependent Care Assistance Program (DCAP) benefit.

Plan changes for 2020 are limited to slight premium changes, increases in HSA and FSA contribution amounts, changes in coverage by county, and additional program offerings.

More information on these changes can be found in the [For Your Benefit](#) newsletter.

Contribution limits will increase in 2020 to \$2,700 for the FSA/DCAP benefit (for those enrolled in a Classic, Value, Plus, or SoundChoice plan, or who waived medical coverage), and the contribution limit for the HSA benefit (for those enrolled in a CDHP health plan) will increase to \$3,550 for individuals or \$7,100 for families. More information on these accounts can be found at the [FSA/HSA/DCAP Open Enrollment page](#).

**The annual Open Enrollment period is coming to a close. Any updates or changes need to be made by November 30.** More information, including how to make changes online or by hardcopy, is available online at the [Open Enrollment webpage](#).



## **2019 Employee Recognition Reception**

The 2019 Employee Recognition Reception will be held Wednesday, December 11, 2019, from 3:30 to 5:00 p.m. This is a statewide celebration with concurrent locations at WSU Pullman, WSU Everett, WSU Global Campus, WSU Spokane, WSU Tri-Cities, and WSU Vancouver.

The event is open to the WSU community and everyone is encouraged to attend. All locations are open to all employees and refreshments will be served.

Learn more about this year's reception, the concurrent locations, and how to register at [go.wsu.edu/EmployeeRecognitionReception](http://go.wsu.edu/EmployeeRecognitionReception).



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



# Modernization Initiative

## Prototype 2 Preview recordings are live

Check out the [demonstrations of Workday](#) from the Prototype 2 Preview event on October 29 and encourage your colleagues to do the same!

## Testing begins December 2019

The Modernization Test stage begins in December 2019 and runs through April 2020. Visit "The Modern Times" [Testing Workday](#) blog post for more information.

## Training Update

Training will begin in May 2020. Training delivery will include a variety of online and in-person formats. Visit our new [Training page](#) for more information.

## 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.*

## December Holidays and Reduced Operations

WSU will be closed Wednesday, December 25, 2019, Thursday; December 26, 2019; and Wednesday, January 1, 2020, in observance of University holidays.

Reduced operations will be in effect on Monday, December 23; Tuesday, December 24; Friday, December 27; Monday, December 30; and Tuesday, December 31, 2019. Most University operations and services will be unavailable on these days.

- Employees are encouraged to discuss scheduling needs and options with their supervisors and managers as soon as possible.
- Departments are encouraged to be as flexible as possible when determining schedules during reduced operations for the December holidays.

For more information, click the links below:

[Reduced Operations Schedule](#)

[Reduced Operations FAQ](#)

[Purchasing Card: New Card Holders](#)

[Electronic Forms System Training](#)

[Whistle Blower Act](#)

[Travel: Basic Forms & Procedures](#)

[Coaching the Van Driver](#)

[Business Objects Webi Training](#)

### Questions?

Call 509-335-4521  
or send an email to [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).



## Nominate someone for the Crimson Spirit award today!

The Crimson Spirit Award is a special commendation for Washington State University faculty and staff who have provided superior customer service. To learn about recent honorees and their contributions to the WSU community, or to submit a nomination, please visit [go.wsu.edu/CrimsonSpirit](http://go.wsu.edu/CrimsonSpirit).

## 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/>

