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 27th, 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 cover-age), 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.

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.
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

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.

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

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.

Instructor-Led Trainings (ILT) 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.
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 hrtraining@wsu.edu.

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/