



MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Paydays

Monday
February 10

Tuesday,
February 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrs@wsu.edu



Annual Reviews

Reviews are an important part of the administration of each area, and are required in the **BPPM 60.55**.

Administrative Professional

Administrative professional personnel are evaluated annually on a calendar year (January 1 to December 31) or an academic year basis, as determined by the senior executive for the area and in accordance with guidance in the **Administrative Professional Handbook**.

Civil Service

Supervisors must provide feedback and formally evaluate the performance of (a) probationary employees or permanent employees serving trial service or transition review periods before they attain permanent status in their positions; and (b) permanent employees at least once annually prior to each employee's scheduled Periodic Increment Date (PID). See **WAC 357-28-050** and **-056** for information about the PID.

Employees covered by collective bargaining agreements, please refer to the **applicable agreements** for information regarding performance evaluations.

Faculty

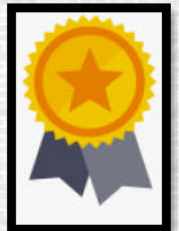
Faculty are reviewed annually in accordance with policies and regulations in the **Faculty Manual**.

Questions? Contact HRS at 509-335-4521 or hrs@wsu.edu.
Contact information is at hrs.wsu.edu/hrs-contacts.



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.



Crimson Spirit Award Winner

Kami Ryplewski, office assistant 3 for Pharmaceutical Sciences in the College of Pharmacy and Pharmaceutical Sciences, received the January 2020 Crimson Spirit Award. Visit go.wsu.edu/CrimsonSpirit to learn more about her exceptional service!



Modernization Initiative

Watch: Welcome to Workday for WSU

WSU will transition to Workday in six months. Watch and share this [brief video introducing Workday for WSU](#) to see what you can expect for our new system.

Campus Open Forums

Modernization Team members will host open forums at campuses in February to share information and answer questions. Check the [Modernization calendar](#) for details about dates and locations. Zoom will be available for all events.

Testing Update

End-to-end testing (E2E) of the Workday system for WSU began December 9, 2019. As of January 10, 2020, approximately 170 testers have completed more than 2,000 scenarios. E2E testing will continue until User Acceptance Testing (UAT) begins in April 2020. Learn more about E2E testing progress on our [blog](#), and about E2E and UAT [here](#).

For questions, contact modern.initiative@wsu.edu.

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.

[Business Policies, Procedures, and Records Retention](#)

[Equity 101: Defining and Cultivating Inclusive Excellence at WSU](#)

[Whistle Blower Act](#)

[State Ethics Law](#)

[Workplace Communication: Giving & Receiving Feedback](#)

Questions?

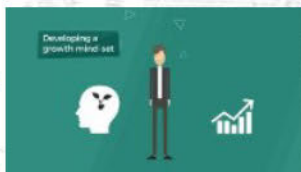
Call 509-335-4521
or send an email to

Featured Online Training

[Developing a Growth Mind-set](#)

Library ID: bs_ast03_a01_enus

In this course, you'll learn about the characteristics of a growth mindset, such as perseverance, and how to distinguish it from a fixed mindset. You'll also explore methods of developing mindsets for success, and how professional growth can benefit you and your organization.

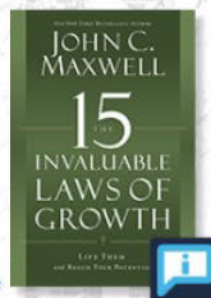


Featured Online Book

[15 Invaluable Laws of Growth](#)

Library ID: 119870

In The 15 Invaluable Laws of Growth, author John C. Maxwell teaches readers how to be self-aware, sustain relationships, and lead others. In this Review, we discuss the salient points of the book based on our interpretation of its contents.



WSURP participants: Are you contributing all you can?

Are you a WSURP participant over the age of 50? Did you know you can choose to contribute at an increased rate of 10% and that WSU will match this increase in full? Your current contribution rate can be verified in your [myWSU](#) under "HRS, Payroll, and Benefits." If you have not yet elected to contribute at the 10% rate and wish to do so, please complete the [10% Increased Contribution form](#) and return it to HRS. Questions can be directed to HRS Benefits at 509-335-4521.

Interested in lowering your taxable income?

Did you know? WSU offers two voluntary investment plans that can help lower your taxable income now, as well as help you save for the future. Information on the DRS Deferred Compensation Plan and TIAA Voluntary Investment Plan, as well as details on how to enroll, can be found at the [HRS VIP page](#). You can contribute as little as \$15 a pay period, pre- or post-tax, up to the annual IRS limits. If you are interested or have questions about these plans, contact HRS Benefits at 509-335-4521.

Department of Retirement Systems Updates

The latest issue of the [DRS Outlook Newsletter](#) is available now. This issue highlights enhanced online security, upcoming changes to plan 3, how to save more with DCP, and more.