

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Happy 130th Birthday, WSU!

On March 28, Student Alumni Ambassadors will be serving free Cougar birthday cake at 11:00 a.m. on the Glenn Terrell Mall.

Paydays

Tuesday,
March 10

Wednesday,
March 25

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509-335-4521
hrs@wsu.edu



On Monday, March 30, 2020, Human Resources Services will invite all employees system-wide on active Faculty, Administrative, and Classified Staff appointments to participate in the biennial **Employee Engagement Survey**. This survey is an opportunity for employees to provide feedback on the strengths and weaknesses of the workplace. Employees will receive the survey at their WSU email address or, for those without a WSU email address, at their mailing address on record.

For questions about the WSU Employee Engagement Survey, please visit:
hrs.wsu.edu/employees/employee-engagement-survey/,

or contact Human Resource Services at 509-335-4521 or hrs@wsu.edu.

Flexible Spending Account Reminder: Grace Period Deadlines Approaching

If you had a 2019 Flexible Spending Account (FSA) and still have funds remaining in your 2019 account, you have until March 15 to incur expenses to claim toward last year's balance. If you switched to a Consumer Directed Health Plan and Health Savings Account for 2020, you are unable to claim your 2019 FSA funds.

All eligible expenses incurred between January 1, 2019 and March 15, 2020 must be submitted for 2019 FSA reimbursement no later than March 31, 2020. After that date, any funds left in your 2019 account will be forfeited.



To submit your claim(s), you may use the 2019 [Navia Benefit Solutions claim form](#), [submit your claim online](#) or utilize your Navia Benefits debit card.

1095 Tax Forms Will Arrive Soon

If you were eligible for WSU health benefits in 2019, you will be provided with 1095 Form(s) no later than early March, 2020. The 1095 Form reports information about your health care coverage as required by the Affordable Care Act. This form is not needed to file your taxes, but you should keep it with your 2019 tax documentation.

More information is available on the [HRS Affordable Care Act- Form 1095 website](#) and the [IRS Health Care Information Forms website](#). For additional help or guidance, please consult a qualified tax advisor.

Modernization Initiative

Check out: Modernization Mondays, Workday Wednesdays

The Modernization Team is excited to introduce a [new blog series](#). The series will include updates about the project, as well as new concepts found in Workday. New posts will be released every Monday and Wednesday.

Modernization Readiness Poll

Results from the previous readiness poll are in! [View them here](#). The team also released a new poll in mid-February. Responses to the poll help Modernization team members plan effective communication and project activities to address your concerns and serve the University's needs.

Watch: Faculty resources and more

Watch and share [these short videos](#) to learn more about [resources available for faculty members](#) and others to ease the transition to Workday. There are also videos that discuss the Employee Self-Service and Manager Self-Service functions.

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.

[Query Foundations](#)

[Schedule Builder](#)

[Electronic Forms](#)

[System Training](#)

[Coaching the Van Driver](#)

[Purchasing Card: New Cardholders](#)

[Department Pay](#)

[BI-Data Warehouse](#)

[11g Analytics Training](#)

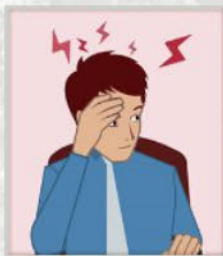
Questions?

Call 509-335-4521
or send an email to

Featured Online Training

[Managing Pressure and Stress to Optimize Your Performance](#)

Library ID:
apd_07_a01_bs_enus

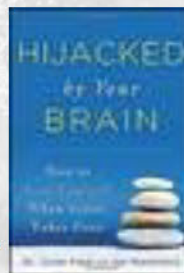


In this course, you'll learn about managing stress and pressure, situations that trigger pressure, and how pressure can become stress. You'll also look at how stress affects you emotionally and physically, and how to respond to it. And you'll also learn strategies for managing stress by ensuring you have the right attitude, taking control under pressure, and using performance management to cultivate a "success mentality." You can then optimize your own performance, and prepare to cope with stressed colleagues.

Featured Online Book

[Hijacked by Your Brain: How to Free Yourself When Stress Takes Over](#)

Library ID: 149638



Explaining how stress changes your brain and what you can do about it, this book reveals that in order to reduce stress, you have to understand why your brain causes you to feel stress and how you can take advantage of it to handle the high-stress people and situations in your life.



February Crimson Spirit Award Winner

Kandi Kambitsch, fiscal specialist for Student Involvement and Leadership, received the February 2020 Crimson Spirit Award. Visit go.wsu.edu/CrimsonSpirit to learn more about her exceptional service!

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.