

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Tips for Teleworking

Expectations for teleworking can often differ from the perspective of the employee and supervisor. The link below has tips to a smooth and successful transition, [click here](#).

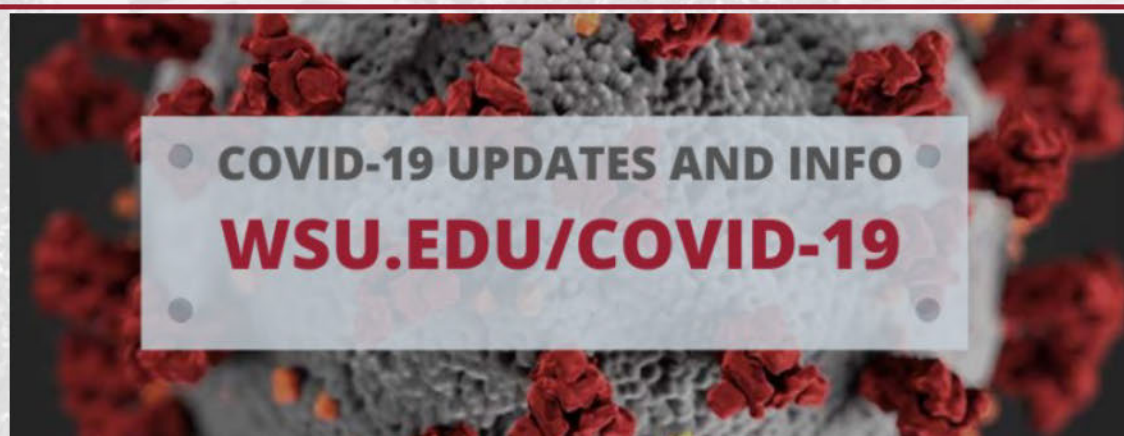


Paydays

Friday,
April 10

Friday,
April 24

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WSU is closely monitoring the COVID-19 situation. This is a rapidly evolving situation, the most up to date information will be available at [U.S. Centers for Disease Control and Prevention \(CDC\)](https://www.cdc.gov) and [WA Department of Public Health](https://www.wa.gov). Updates specific to the WSU Community are available on the [WSU Coronavirus Updates](#) page. Information specific to Leave and Work as well as Hiring is also available.

- WSU COVID-19: <https://wsu.edu/covid-19/>
- HRS COVID-19 Leave and Work Information: <https://hrs.wsu.edu/covid-19/>
- WSU Hiring During COVID-19: <https://hrs.wsu.edu/covid-19/wsuhiring-during-covid-19/>

✓ HRS IS OPEN TO SERVE YOU

WE ARE PRACTICING SOCIAL DISTANCING

HOURS OF OPERATION: MONDAY-FRIDAY, 8:00AM-5:00PM



CONTACT VIA PHONE OR EMAIL

(509) 335-4521 or hrs@wsu.edu
hrs.wsu.edu/hrs-contacts



HRS WILL HAVE LIMITED STAFFING

in our physical offices, however you can reach us through phone & email



HRS WILL NOT BE CONDUCTING IN PERSON INTERACTIONS*

*HRS is available via email, phone or other technology



STAY INFORMED

Visit wsu.edu/covid-19 and hrs.wsu.edu/covid-19



TO SUBMIT A DOCUMENT TO HRS, PLEASE EMAIL AN ELECTRONIC VERSION (SCAN OR PHOTO) OR SEND VIA FAX (509) 335-1259

HRS.WSU.EDU

Save the Dates

Please mark these system-wide employee recognition events on your calendar:

Quarter Century Club Celebration: Friday, October 9, 2020, 9:00 to 11:00 a.m.

The Quarter Century Club Celebration will honor WSU employees who reached the impressive milestone of 25 years of service during 2020. The Quarter Century Club celebration is a special opportunity to recognize these individuals for their valuable contributions to WSU over the years.

Employee Recognition Reception: Wednesday, December 9, 2020, 3:30 to 5:00 p.m.

The 2020 Employee Recognition Reception is an annual celebration to honor WSU employees for their dedication and excellence. WSU employees will be recognized for achieving length-of-service milestones, as well as receiving the Crimson Spirit Award, during 2020.

Modernization Initiative

Updated Modernization timeline

The Modernization Project is extending by 6 months, and Workday will now launch in January 2021. Check out the updated [Project Timeline page](#) for details and answers to frequently asked questions.

Take the Modernization Website Tour

Modernization Orientation is a new, 10-page website tour that highlights key information and resources for those new to Modernization and seasoned experts alike. [Take the tour.](#)

Understand Workday Core Concepts

The Modernization Team recently published a new webpage to provide understandable descriptions for terms found in Workday. Check out the new page [here](#).

Communication Toolkit

Modernization now has one place to go for all project-related materials, the Communication Toolkit. You can download, print, and share resources with your colleagues such as videos, flyers, and presentation slides. Visit the [Communication Toolkit](#).

For questions, contact modhelp.wsu.edu.

Online Trainings this month

Click the links below for more information. This may require you to log in with your WSU network ID and password.

Trainings this month are available through videoconferencing.

[Leave and Work Options: COVID-19 General Session](#)

[WSU Online Learning System: Overview](#)

[Coaching the Van Driver](#)

[Equity 101](#)

[Whistleblower Act](#)

[State Ethics Law](#)

Questions?

Call 509-335-4521 or send an email to hrstraining@wsu.edu.

Featured Online Training

[Contributing as a Virtual Team Member](#)

Library ID:
bs_atm04_a01_enus



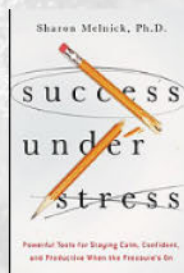
In this course, you'll learn how to develop the skills you need to show team leadership and be an effective member of a virtual team. You'll explore personal traits that are useful when working on a team remotely. You'll also learn strategies to stay connected with other team members, and ways to manage your time and overcome the challenges associated with managing teams remotely.

Featured Online Book

[Success Under Stress: Powerful Tools for Staying Calm, Confident, and Productive When the Pressure's On](#)

Library ID: 90663

From overflowing priority lists to power-hungry colleagues to nagging parental guilt, stress is the defining characteristic of most of our lives. Real help is here—an all-encompassing, stress-busting tool kit that goes far beyond breathing exercises and visualization techniques.



March Crimson Spirit Award Winners

Matthew Kirby, food service supervisor 1, WSU Vancouver, and Kristine Kynes, fiscal specialist 1, School of Electrical Engineering and Computer Sciences, both received the March 2020 Crimson Spirit Award. Visit go.wsu.edu/CrimsonSpirit to learn more about their exceptional service and dedication!

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 submit a nomination, please visit go.wsu.edu/CrimsonSpirit.



Kristine Kynes