HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

DAILY COUG CONNECT

Daily Topics for WSU Employees | Hosted by HRS via Wazzoom

Daily Coug Connect

Join us at 10 a.m., Monday through Friday, for Daily Coug Connect! Experts system-wide present 5-30 minute Zoom sessions for WSU employees. Topics include health and wellness tips, activities, and HRS related updates.

Paydays

Wednesday, June 10

Thursday, June 25

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Fraudulent Unemployment Claims

The Washington State Employment Security Department (ESD) processes unemployment claims for the state of Washington and has indicated there has been a dramatic rise in fraudulent filing of unemployment claims affecting employees from the public and private sector. Read the ESD statement on their website.

FRAUD ALERT

If WSU employees receive communication from the Employment Security Department regarding an unemployment claim they did not file, employees should immediately report the fraud to ESD by going to the Fraud page on the ESD website and using the Fraud Reporting Form. The secure form will ask for information including your full name, date of birth, last four digits of your SSN, contact information, and other relevant information necessary for ESD to initiate action. Communication regarding the claim will occur between ESD and the employee.

In addition to reporting the fraud to ESD, recommendations to protect your identity include:

- Refer to the FTC identity theft website for the most current, detailed step by step process for reporting and protecting people from further victimization.
- Request your free credit reports from Annual Credit Report.com and review them for fraudulent activities.
- Find additional tips from the Washington State Attorney General about recovering from identity theft or fraud.

More information can be found at:
Employment Security Department
ESD Unemployment Fraud

June is National Safety Month

Injuries are the leading cause of death for Americans ages 1 to 40. During National Safety Month, we encourage you to learn more about important safety issues like preventing poisonings, transportation safety, and heat safety precautions.

- *Poisonings*: Nine out of 10 poisonings happen right at home. You can be poisoned by many things, like cleaning products or another person's medicine. Visit poison.org.

- *Transportation safety*: Doing other activities while driving—like texting or eating—distracts you and increases your chance of crashing. Almost 1 in 6 crashes where someone is injured involve distracted driving. Click here for more information.

- *Heat safety precautions*: Heat is a leading weather-related killer, resulting in hundreds of U.S. fatalities each year. Never leave a child, elderly adult, or pet alone in a car. Heat deaths in cars can—and do—happen in winter, because car interiors get much hotter than the outside air. Visit weather.gov/safety/heat for guidelines and resources.

National Safety Month

Safety starts with me!

healthfinder.gov

WASHINGTON STATE UNIVERSITY

New concept: Delegation in Workday

Delegation is a function in Workday to allow one employee to assign another their work in cases of absence and leave. The Modernization Team has created a video, blog post, and more about delegation.

Check out updates for training

Training for Workday will begin in October 2020. In the meantime, stay up to date by viewing the monthly training updates on the Modernization website.

What are security roles?

Workday training offerings will be based on the security roles assigned to each employee. The new Security Roles web page goes over definitions for many of the roles found in Workday.

For more updates and resources about Workday, subscribe to the Modernization newsletter.

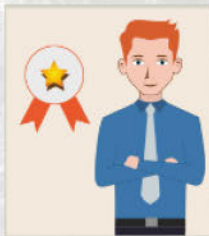### Featured Online Training

Achieve Productivity in Your Personal Life
Library ID: pd_32_a04_bs_enus

A busy personal life has a direct correlation to your productivity level at your job. By getting control of your productivity at home, you can improve your productivity at work too, making you better able to stick to schedules and meet deadlines by reducing the stress and distractions that come from trying to juggle home and work at the same time. In this course, you'll learn how to prepare for trips, plan personal and household tasks, and become more organized as a parent. You'll also explore tips for achieving an effective work/life balance and taking care of your personal health and well-being.

Featured Online Book

Personal Development Planning: Learning to Succeed
Library ID: 104253

The My Practical MBA Series provides the latest thinking as well as perennial techniques for a range of business challenges. This concise guide explains how personal development planning will help you stay fully in control and effective in a constantly-changing business world.

mypracticalMBA.com

Personal Development Planning

SECTION: GLOBAL BUSINESS LEADERSHIP

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ILT Trainings this month - Via Zoom

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

ALLY Training

Electronic Forms

Whistleblower Act

Department Pay

State Ethics Law

Coaching the Van Driver

myWSU: BI-DATA Warehouse

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

Crimson Spirit Recognition

Michelle Hendrickson, fiscal analyst 2 for the School of the Environment, received Crimson Spirit recognition. Visit go.wsu.edu/CrimsonSpirit to learn more about her dedication and exceptional service!

Michelle Hendrickson

Nominate Someone for Crimson Spirit Recognition

Honor a Washington State employee with Crimson Spirit recognition. This special commendation is for WSU staff and faculty who have provided superior customer service. To submit a nomination, please visit go.wsu.edu/CrimsonSpirit.