

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Daily Topics for WSU Employees | Hosted by HRS via Wazzoom

[Daily Cougar Connect](#)

Join us at 10 a.m., Monday through Friday, for Daily Cougar 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](#)

Monday,
May 11

Friday,
May 22

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Notice of Summer Hours during COVID-19

Washington State University's business hours are 8 a.m. to 5 p.m. year round. As the University continues to observe the Governor's Stay Healthy, Stay Home order during the COVID-19 pandemic, it is also time for managers to plan for summer schedules. The decision to observe summer hours is approved at the department level in accordance with business needs.

In keeping with a long-standing practice, departments may observe summer hours, while still meeting the requirement to serve the public from 8 a.m. to 5 p.m. WSU will continue to adhere to the Stay Home, Stay Healthy order and monitor updates and changes to that order.

Starting Monday, May 11, 2020 through Friday, August 14, 2020, summer hours will be 7:30 a.m. to 4 p.m., with 30 minutes for lunch. It is the responsibility of the supervisors and staff of each department to ensure service is provided to the public during the noon hour and from 4 p.m. to 5 p.m. during this period.

Managers and supervisors may approve an employee to work an alternative schedule including telework. The manager is responsible for determining the work schedule in accordance with the needs of the operation and applicable rules and policies.

Supervisors and employees are responsible for compliance with all state ethics laws and WSU policies and procedures. Employees must accurately account for time including hours worked (on-site and/or telework), annual or sick leave used, and leave without pay. The Ethics in Public Service Act, RCW 42.52 applies to all WSU employees.

Information on flexible scheduling: hrs.wsu.edu/managers/flexible-scheduling

Information on teleworking: hrs.wsu.edu/covid-19/leave-and-work-options/

Questions

P: 509-335-4521 E: hrs@wsu.edu



Summer Benefits: Premium Collections

Are you on a less-than-12-month appointment? If so, learn how premiums and surcharges will be deducted from your paychecks.

Faculty and staff on academic or 9-month appointments will have summer premiums and surcharges collected from the last paychecks of the spring semester.

Summer premiums for life insurance will be collected from the first May paycheck.

Medical premiums and any surcharges will be collected from the second May paycheck.

The lump sum premium will be the equivalent of seven pay periods (one May contribution, and all June, July, and August premiums).

For individuals on other less-than-12-month appointments (9.5-, 10-, or 11-month appointments), deduction dates will vary, based on when the summer break occurs.

Visit hrs.wsu.edu/summer-benefits-premium-collections for more information, an example, and FAQs.

Please contact Human Resource Services at 509-335-4521 or hrs@wsu.edu if you want to discuss your situation with a benefits specialist.



Modernization Initiative

Introducing reporting in Workday

WSU employees use several locations to house reporting information. With Workday, everything will be stored in one place. The Modernization Team dives deeper into what reporting in Workday can do on this webpage [here](#) and in this blog [here](#).

Check out a new Modernization video

The Modernization Team has put together a new video in Q&A format to answer your questions about time and absence in Workday. Watch it on YouTube [here](#).

New deadlines for comp time

With the Modernization Project deadline extending, the deadlines for using or paying out comp time also will change. Employees must use their comp time by December 31, 2020. Requests to pay out comp time must be submitted to Payroll Services by December 11, 2020. Learn more [here](#).

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](#)

[Electronic Forms](#)

[Equity 102: Who Are You?](#)

[Department Pay](#)

[Customer Service at WSU](#)

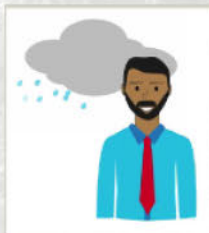
Questions?
Call 509-335-4521
or send an email to hrstraining@wsu.edu.

Featured Online Training

[Forging Ahead with Perseverance and Resilience](#)

Library ID: pe_03_a01_bs_enus

Business today is a complex undertaking. Accomplishing tasks and staying focused on achieving your goals requires grit and persistence. An adaptive mindset helps you focus through the distractions, information overload, demanding pace, and the accompanying stresses that can often pull you off task. In this course, you'll learn to develop personal resiliency, adaptability, and perseverance. You'll explore the resources and people it takes to sustain perseverance, and you'll discover actions to help you build a work-life balance, sharpen your focus, and foster the resilience perseverance to face and overcome setbacks.

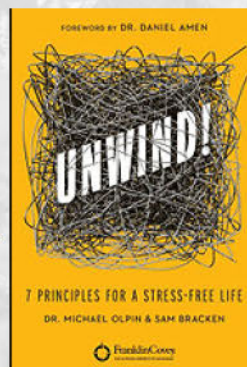


Featured Online Book

[Unwind! 7 Principles for a Stress-Free Life](#)

Library ID: 73852

Enabling you to take charge of your life and make better choices that will prevent stress in the first place, this book is about optimizing your body, heart, mind, and soul, recognizing that any and all of these dimensions of your life affect your anxiety level.



Crimson Spirit Recognition

Steven Selk, data consultant 2, Institutional Research, and Sophia Hutton, administrative manager, School of the Environment, both received Crimson Spirit recognition. Visit go.wsu.edu/CrimsonSpirit to learn more about their dedication and exceptional service!

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.



Steven Selk



Sophia Hutton