

## 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

Friday,  
July 10

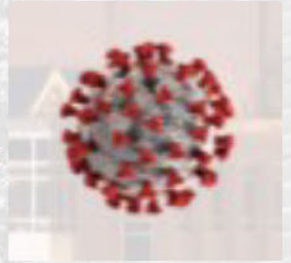
Friday,  
July 24

Human Resource Services  
PO Box 641014  
Pullman, WA 99164-1014  
509-335-4521  
[hrs@wsu.edu](mailto:hrs@wsu.edu)



### COVID-19 Employee Symptom Attestation

Based on guidance from the Washington State Department of Health (DOH) the Office of Financial Management (OFM), and Governor Jay Inslee's, Safe Start Washington Employer Requirements, WSU is implementing a system-wide COVID-19 employee attestation program beginning Monday, June 29, 2020. Employees will be required to attest they are not experiencing COVID-19 symptoms prior to returning to a WSU work location. This attestation will be required each day the employee is reporting to a WSU work location.



Starting on Monday, June 29, 2020, a COVID-19 Employee Attestation tile will be added to all faculty and staff members my.wsu.edu employee homepage. All employees reporting to a WSU work location are to log into myWSU and complete the attestation form. Instructions on completing the attestation form and FAQs are available here.

At this time, only employees directed to report to a WSU work location, in accordance with the WSU Employee Return to Work guide, are to do so. Many WSU employees continue to work remotely. Only employees reporting to a WSU work location will be required to complete the attestation. Completion is not required when on leave, or working from a non-WSU work location.

Managers/supervisors will be responsible for reviewing attestation reports to ensure all employees working from a WSU work location have completed the required attestation. Additional information related to reporting will soon be available on the Employee Attestation website.

If you have questions please refer to the COVID-19 Employee Attestation FAQs, or contact Human Resource Services at 509-335-4521, or [hrs@wsu.edu](mailto:hrs@wsu.edu).

### ✓ 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](mailto:hrs@wsu.edu)  
[hrs.wsu.edu/hrs-contacts](https://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](https://wsu.edu/covid-19) and [hrs.wsu.edu/covid-19](https://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**

### July Limited Benefits Open Enrollment

In light of the COVID-19 pandemic, the Health Care Authority (HCA) and Public

**OPEN ENROLLMENT**



Employees Benefits Board (PEBB) are allowing employees to make some changes to their benefits. From July 1 through 31, eligible employees can enroll in medical coverage, add eligible dependents, and make changes to Medical FSA or DCAP elections for the remainder of 2020. Visit the [HRS Limited Open Enrollment](#) webpage for more information.

# Modernization Initiative

## Updates for Workday testing

With the help of guest testers from the WSU community, End-to-End Testing (E2E) is coming to a close. The Modernization Team also is preparing for User Acceptance Testing (UAT). To learn about each phase of Workday testing, check out the blogs on [E2E](#) and [UAT](#).

## What's new for training?

As Workday training approaches in October, monthly updates about training will be provided [here](#). This month's updates include information on recommended courses and the Workday trainers.

For questions, contact [modhelp.wsu.edu](mailto:modhelp.wsu.edu).

**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](#)

### Featured Online Training

#### [Exploring Virtual Collaboration](#)

Library ID: bs\_dgt08\_a01\_enus

You'll learn the benefits of virtual collaboration when working with others, best practices



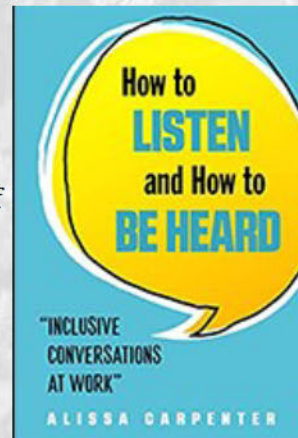
for its successful implementation, and how to choose the right collaboration technology. You'll also learn how to avoid common mistakes when rolling out virtual collaboration. And you'll explore the key steps for leading and being a part of a virtual team.

### Featured Online Book

#### [How to Listen and How to Be Heard: Inclusive Conversations at Work](#)

Library ID: 147322

For anyone who has ever felt their voice isn't heard at work, this is a guide on how to empower yourself and others to communicate with people who think, act, and experience things differently than you do, and do so with more confidence, candor, and authenticity.



### [Electronic Forms](#)

[Coaching the Van Driver](#)

[myWSU: BI-DATA](#)

[Warehouse](#)

### Questions?

Call 509-335-4521  
or send an email to [hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).

### [Crimson Spirit Recognition](#)

Cesar Munguia, student services coordinator/advisor 2 for Cougs Rise in the Office of Academic Engagement, received Crimson Spirit recognition. Visit [go.wsu.edu/CrimsonSpirit](http://go.wsu.edu/CrimsonSpirit) to learn more about his 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](http://go.wsu.edu/CrimsonSpirit).



Cesar Munguia