Welcome to Washington State University!

Revised September 2019

Congratulations! Congratulations! . . . on your new appointment! . . . on your new appointment!

• Faculty
• Administrative Professional
• Civil Service
• Bargaining Unit

History
WSU Employment
Learning & Organizational Development
Policies & Resources
WASHINGTON STATE UNIVERSITY

Medical Benefits
Retirement Plan Information

• 1:30-2:30  
  Faculty & Administrative Professionals

• 3:00-4:00  
  Civil Service Employees

Humble Beginnings

1862: The Morrill Act
1890: Washington State Agricultural College and School of Science (WAC)
1892: Doors open to 59!
1905: Washington State College (WSC)

Class of '97
Colors, Mascots, and Names, Oh My!

1900 • Crimson & Gray
1919 • Cougars
1927 • Our first real cougar! • Butch
1959 • Washington State University

Current Profile

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!

• Over 31,000 students
• Over 2,500 faculty
• Over 4,000 employees

Leadership

Kirk Schulz
11th President

WSU Strategic Plan
Core Values and broad mission of Washington State University

Office of the President - French Admin, Room 422
strategicplan.wsu.edu
“Drive-to-25”

Washington State University will be recognized as one of the nation’s top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030.”

Office of the President - French Admin, Room 422
wsu.edu/drive-to-25

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wsu.edu/drive-to-25

Parking and Transportation

Parking permits may be required, depending on your campus
Annual and daily permits available

Parking Services: in Pullman
corner of Cougar Way and D Street
transportation.wsu.edu

Parking and Transportation

Parking and Transportation

Parking and Transportation

Parking and Transportation

Parking and Transportation
Network ID (NID)

You must log in to continue

Network ID or Friend ID: Butch.Cougar @wsu.edu

Password:

CONTINUE

Payroll Information

Semi-Monthly Lagged Paycycle

Work done on 1st – 15th
Paid on 25th or closest business day of the current month

Work done on 16th – end of month
Paid on 10th or closest business day of the following month

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu
Payroll Information

- Self-Guided Orientation
- Pay Schedule
- Direct Deposit
- W-4 Employee Withholding
- Earnings Statements
- My.wsu.edu

Paycheck questions or concerns:
Contact your immediate supervisor or Payroll Services.

WSU Modernization Initiative

The Modernization Initiative is a business process improvement and system implementation project. The scope of the project is to implement Workday software to support finance (including post-award grant management), payroll, and human resources business functions.
Washington State University

Annual Leave

Faculty* and Administrative Professionals

* Faculty appointments must be 12 month appointments

Full-time earn 16.67 hours per month

Maximum accrual: 352 hours

Annual Leave

Civil Service and Bargaining Unit

Full-time earn 9.33 hours per month first year (progressively increasing)

Maximum accrual: 240 hours (original hire date)
Sick Leave

Full-time employees earn 8.00 hours per month
No maximum accrual

10 University Holidays
PAY STATUS vs. LWOP

Faculty and AP
Any part of work shift prior to holiday
Civil Service
Full work shift prior to holiday
Bargaining Unit
Check Collective Bargaining Agreement

Personal Holiday

Faculty and AP
Immediately available for use Jul 1 – Jun 30
Civil Service
Immediately available for use Jan 1 – Dec 31
Bargaining Unit
Immediately available for use Jan 1 – Dec 31
WASHINGTON STATE UNIVERSITY

Leave Information

December Holiday Reduced Operations

WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.

Plan ahead and work with your supervisor.

hrs.wsu.edu

Overtime Provisions

Are you eligible for overtime?
• 1½ times compensation over 40 hrs.
• 30 min. meal period within 5 hrs.
• 15 min. rest period for every 4 hrs.

Monthly Time Report

FLSA
FAIR LABOR STANDARDS ACT

History
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Revised: 6/18/2020
WASHINGTON STATE UNIVERSITY

Revised: 6/18/2020

Learning & Organizational Development

- Online Learning
- Instructor-Led Training
- Academic Classes (Tuition Fee Waiver Policy)

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Learning & Organizational Development

Directed Learning

- Safety
- Procurement and Contracts
- State Ethics Law
- Customer Service
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu

Customer Service at WSU

Cougar Nation

Greet
Receive
Offer
Walk that extra mile

Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!

Let's GROW together!

Human Resource Services - Room 139, French Admin Bldg
hrs.wsu.edu
Elective learning

Release Time for Training Policy

- 96 hours per fiscal year
- Paid release time during working hours
State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis – Infrequent, occasional use
- Ignorance is Not a Defense

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Whistleblower Act

- Provides a safe avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at sao.wa.gov

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Public Records Act

- We are each creating University Records in the daily course of doing our jobs
  - Documents
  - Email
  - Notes
  - Physical
  - Electronic
  - Etc.
- These records may be requested by a member of the public.

Office of Public Records - Info Tech Bldg., 3033
public-records.wsu.edu
Revised: 6/18/2020

Safety Resources

- Safe Environment Resources
- WSU Police
- my.wsu.edu
- WSU Alert
- Update emergency contacts
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities, Everett & Vancouver

Employee Assistance Program

The EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement

Employee Assistance Program
dop.wsu.edu/eap

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program
dop.wsu.edu/eap
Retirement Orientation

1:30-2:30 Faculty and Administrative Professionals

3:00-4:00 Civil Service and Bargaining Unit Employees

Thank You!