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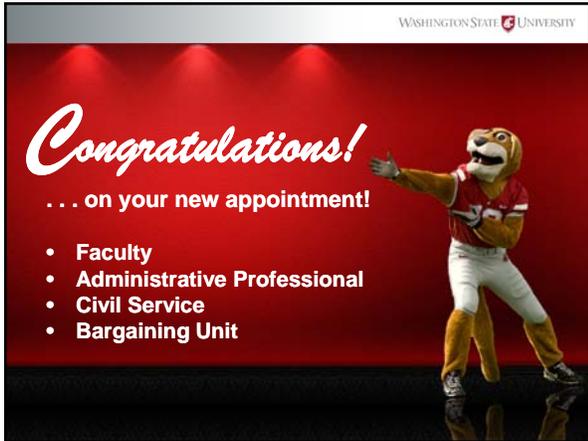
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WASHINGTON STATE UNIVERSITY



**Medical Benefits**

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**Retirement Plan Information**

- **1:30-2:30**  
Faculty & Administrative Professionals
- **3:00-4:00**  
Civil Service Employees

HUMAN RESOURCE SERVICES  
www.hr.wa.edu

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WASHINGTON STATE UNIVERSITY

**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)

HUMAN RESOURCE SERVICES  
www.hr.wa.edu

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WASHINGTON STATE UNIVERSITY

**Class of '97**




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**Colors, Mascots, and Names, Oh My!**



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

HUMAN RESOURCE SERVICES  
www.hr.wsu.edu

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**Current Profile** WASHINGTON STATE UNIVERSITY

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



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**Leadership** WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> President

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

Office of the President - French Admin, Room 422  
[strategicplan.wsu.edu](http://strategicplan.wsu.edu)

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**Leadership** WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> President

**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](http://wsu.edu/drive-to-25)

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WASHINGTON STATE UNIVERSITY



**History**

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**WSU Employment**

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Learning & Organizational Development

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Policies & Resources

HUMAN RESOURCE SERVICES

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**Parking and Transportation** WASHINGTON STATE UNIVERSITY




- 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](http://transportation.wsu.edu)

HUMAN RESOURCE SERVICES

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**Employee Handbooks** WASHINGTON STATE UNIVERSITY



- **Faculty**
  - Faculty Manual
- **Administrative Professional**
  - Administrative Professional Manual
- **Civil Service**
  - Washington Administrative Code (WAC) 357
- **Bargaining Unit**
  - Appropriate Collective Bargaining Agreement

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

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**Cougar Card** WASHINGTON STATE UNIVERSITY

- Official University ID
- Building access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH: 10% discount
- Payroll Deductible
- CougarCard Maxx
- WSU ID Number

*CougarCard Center - Compton Union Building,  
cougarcard.wsu.edu*

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**WSU ID** WASHINGTON STATE UNIVERSITY

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HUMAN RESOURCE SERVICES  
www.hr.wsu.edu

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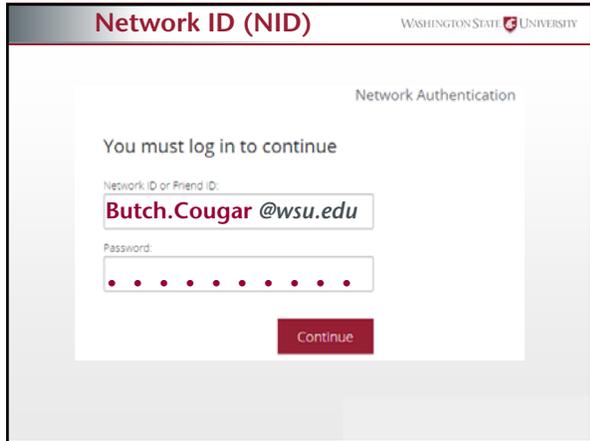
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**Payroll Information** WASHINGTON STATE UNIVERSITY

**Semi-Monthly Lagged Paycycle**

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|--|
| <p><b>Work done on 1<sup>st</sup> – 15<sup>th</sup></b><br/> <i>Paid on 25<sup>th</sup> or closest business day of the current month</i></p> |
| <p><b>Work done on 16<sup>th</sup> – end of month</b><br/> <i>Paid on 10<sup>th</sup> or closest business day of the following month</i></p> |

Payroll Services Office - French Admin, Room 236  
[payroll.wsu.edu](http://payroll.wsu.edu)

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**Payroll Information** WASHINGTON STATE UNIVERSITY

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



*Payroll Services Office - French Admin, Room 236*  
[payroll.wsu.edu](http://payroll.wsu.edu)

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**Payroll Information** WASHINGTON STATE UNIVERSITY

**Paycheck questions or concerns:**

**Contact your immediate supervisor or Payroll Services.**

*Payroll Services Office - French Admin, Room 236*  
[payroll.wsu.edu](http://payroll.wsu.edu)

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**WSU Modernization Initiative** WASHINGTON STATE UNIVERSITY



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.

[modernization.wsu.edu](http://modernization.wsu.edu) HUMAN RESOURCE SERVICES

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**Leave Information** 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**

HUMAN RESOURCE SERVICES

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**Leave Information** WASHINGTON STATE UNIVERSITY

**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)

HUMAN RESOURCE SERVICES

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**Leave Information** WASHINGTON STATE UNIVERSITY

### Sick Leave



**Full-time employees  
earn 8.00 hours  
per month**

**No maximum accrual**

HUMAN RESOURCE SERVICES  
www.wsu.edu/hr

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**Leave Information** WASHINGTON STATE UNIVERSITY

### 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*

Human Resource Services - Room 139, French Admin Bldg  
[hrs.wsu.edu](http://hrs.wsu.edu)

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**Leave Information** WASHINGTON STATE UNIVERSITY

### 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*

Human Resource Services - Room 139, French Admin Bldg  
[hrs.wsu.edu](http://hrs.wsu.edu)

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**Leave Information** WASHINGTON STATE UNIVERSITY

**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](http://hrs.wsu.edu) HUMAN RESOURCE SERVICES

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**Overtime Provisions** WASHINGTON STATE UNIVERSITY

*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



HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY



**History**

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**WSU Employment**

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**Learning & Organizational Development**

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**Policies & Resources**

HUMAN RESOURCE SERVICES

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**Learning & Organizational Development**

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




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**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](http://hrs.wsu.edu)

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**Customer Service at WSU** WASHINGTON STATE UNIVERSITY

**Cougar Nation**

**G**reet  
**R**ecieve  
**O**ffer  
**W**alk 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](http://hrs.wsu.edu)

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**Learning & Organizational Development**

**Elective learning**

**Release Time for Training Policy**

- 96 hours per fiscal year
- Paid release time during working hours

[hrs.wsu.edu](http://hrs.wsu.edu) HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY

**History**

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**WSU Employment**

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**Learning & Organizational Development**

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**Policies & Resources**

HUMAN RESOURCE SERVICES

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**University Policies** WASHINGTON STATE UNIVERSITY

- Business Policies and Procedures**
- Safety Policies and Procedures**
- Educational Policies and Procedures**
- Executive Policies**

Office of Procedures, Records, & Forms  
[policies.wsu.edu](http://policies.wsu.edu)

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**State Ethics Law** WASHINGTON STATE UNIVERSITY

- 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](http://internalaudit.wsu.edu)

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**Whistleblower Act** WASHINGTON STATE UNIVERSITY

- 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](http://sao.wa.gov)



*Office of Internal Audit - Info Tech Bldg., Rm 2127*  
[internalaudit.wsu.edu](http://internalaudit.wsu.edu)

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**Public Records Act** WASHINGTON STATE UNIVERSITY

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



*Office of Public Records - Info Tech Bldg., 3033*  
[public-records.wsu.edu](http://public-records.wsu.edu)

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**Safety Resources** WASHINGTON STATE UNIVERSITY

- 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

*Human Resource Services - Room 139, French Admin Bldg*  
[hrs.wsu.edu](http://hrs.wsu.edu)




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**Employee Assistance Program** WASHINGTON STATE UNIVERSITY

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.wa.gov/eap](http://dop.wa.gov/eap)

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**Employee Assistance Program** WASHINGTON STATE UNIVERSITY

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.wa.gov/eap](http://dop.wa.gov/eap)

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**Retirement Orientation** WASHINGTON STATE UNIVERSITY



1:30-2:30 Faculty and Administrative Professionals  
3:00-4:00 Civil Service and Bargaining Unit Employees

HUMAN RESOURCE SERVICES

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*Thank You!*

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