Congratulations on your new appointment!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit
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
Leadership

Kirk Schulz
11th 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

History

WSU Employment

Learning & Organizational Development

Policies & Resources

Parking and Transportation

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

Parking Services to Pullman
center of Lakeshore Way and D Street
transportation.wsu.edu

Human Resource Services
Employee Handbooks

- Faculty
  - Faculty Manual

- Administrative Professional
  - Administrative Professional Manual

- Civil Service
  - Washington Administrative Code (WAC) 357

- Bargaining Unit
  - Appropriate Collective Bargaining Agreement

hrs.wsu.edu

Cougar Card

- 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

Network ID (NID)

You must log in to continue

Network ID or Fmail Id: Butch.Cougar@wsu.edu

Password: ********

Continue
Payroll Information

Semi-Monthly Lagged Paycycle

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

Work done on 16<sup>th</sup> – end of month
Paid on 10<sup>th</sup> 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

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

Payroll Information

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

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

moderation.wsu.edu
### 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

hr.s.wsu.edu
**Leave Information**

**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

[hr.s.wsu.edu](http://hr.s.wsu.edu)

---

**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.

[hr.s.wsu.edu](http://hr.s.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](http://hr.s.wsu.edu)

**FLSA**

**FAIR LABOR STANDARDS ACT**

[hr.s.wsu.edu](http://hr.s.wsu.edu)
Learning & Organizational Development

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

Directed Learning
- COVID-19 Safe Return to Work
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Additional Courses
- Safety
- Procurement and Contracts
- State Ethics Law
- Customer Service

hrs.wsu.edu
Employees who have been instructed to report to work on a WSU work location must:

1. Complete the Safe Return to Work training module prior to reporting to WSU work location
2. Effective June 29, 2020, conduct Employee symptom self-attestation form every day before reporting to a WSU work location

Visit the COVID-19 Leave and Work Information webpage for more information. hrswsu.edu

Cougar Nation
Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!
Let’s GROW together!

hrswsu.edu

Elective learning
Release Time for Training Policy
- 96 hours per fiscal year
- Paid release time during working hours

hrswsu.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*

---

**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

*SAFETY FIRST*
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

The EAP provides confidential assistance in identifying, managing and resolving personal and workrelated 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

Retirement Orientation

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