



## MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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### ✓ 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**

### Paydays

Thursday,  
September 10

Friday,  
September 25

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



#WSUTogether

### Cougar Connect

Join us at 10am, Tuesday and Thursday, for Cougar Connect!



## Benefits Reminders

### Employee Assistance Program (EAP) Offerings

WSU's EAP has increased its services and offerings in response to COVID-19. Visit their [COVID-19 Resources](#) page for webinars, handouts, links, and info sources related to a variety of topics like financial concerns, parenting, mental wellness, working from home, and more. Complete an [online referral request](#) to access EAP counseling services.

### Pre-Retirement Seminars

Monthly pre-retirement seminars are offered through Human Resource Services to assist you with retirement planning. All sessions are currently hosted by Zoom; for a full schedule and Zoom details visit the [Retirement Information](#) page.

## Quarter Century Club Celebration

The Quarter Century Club (QCC) is WSU's longest running employee recognition program, having been active since 1934. Each year, the Quarter Century Club recognizes faculty and staff who have reached the impressive milestone of 25 years of service to Washington State University.

Historically, the University hosted an annual breakfast to honor staff and faculty who are being inducted into the Quarter Century Club. This fall, sadly, there will be no event due to the COVID-19 pandemic.

Although the breakfast originally scheduled for October 9, 2020, is cancelled, the 2020 inductees are full members of the University's Quarter Century Club and WSU honors their dedication and experience.



Please contact Human Resource Services at [hrs@wsu.edu](mailto:hrs@wsu.edu) or at 509-335-4521 for more information.





# Modernization Initiative

## New concept: Cutover

Cutover is the transition from using over 30 different systems for finance, post-award grant administration, payroll, and human resource systems at WSU to Workday. The [new cutover web page](#) includes more information about this process, as well as deadlines for when old systems will stop working. You can also check out this [blog post](#) about cutover.

## Workday data used for COVID attestation

WSU employees must complete attestation before working at a WSU location. This includes reporting if they have symptoms of COVID-19 or not. Organizational charts created for Workday will allow the correct supervisor to view if their employees attested before beginning work each day. Read more [here](#).

## Update on UAT

User Acceptance Testing (UAT) is well underway thanks to the nearly 350 WSU community members who made it possible, including Super Users from the Change Network. [Learn more about UAT](#).

## Introducing Workday for Mobile

After January 2021, Workday Mobile will allow WSU employees and supervisors to check notifications, request time off, and more all from their iPhones, iPads, and Androids. [This blog post](#) provides more information about Workday for Mobile, along with shareable handouts.

For more updates and resources about Workday, subscribe to the [Modernization newsletter](#).

## 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.*

[Electronic Forms System Training](#)

[Coaching the Van Driver](#)

[Department Pay](#)

[myWSU: BI-Data Warehouse](#)

[Business Objects Web Training](#)

[ALLY Training 201](#)

### Questions?

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

## Featured Online Training

### [Establishing Effective Virtual Teams](#)

Library ID:  
ald\_06\_a01\_bs\_enus



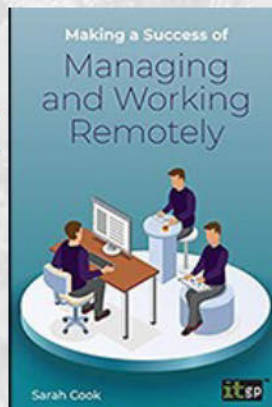
Building and managing teams is enough of a challenge when everyone is in the same location. Collaboration when working on a team that's virtual requires even more commitment. In this course, you'll learn about teamwork and team leadership when working on a virtual team. You'll cover remote management and tactics for communication, assessment, and meetings for virtual teams.

## Featured Online Book

### [Making a Success of Managing & Working Remotely](#)

Library ID: 146287

Aimed at managers and team members who are about to or have already started working remotely, this book provides practical advice on how to manage remotely and offers tips and techniques on how to work remotely.



## Crimson Spirit Recognition

Cheryl Blackburn, facilities administrator and executive assistant to the chancellor, WSU Everett, received Crimson Spirit recognition. Visit [go.wsu.edu/CrimsonSpirit](http://go.wsu.edu/CrimsonSpirit) to learn more about her dedication and outstanding contributions to the WSU community!

### Nominate Someone for Crimson Spirit Recognition

Honor a Washington State University employee with Crimson Spirit recognition. This special commendation is for WSU staff and faculty who have provided superior customer service.



Cheryl Blackburn