HR Source
MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

Transition to Workday Recruit

On December 16, 2020, WSU will begin using Workday Recruit. All recruitments in the Online Position Description and Recruitment System (OPDRS) must have a closing date no later than Sunday, December 13, 2020. All recruitments must continue to be posted for the minimum required days depending on the type of position. As such, please plan postings accordingly with the closing date in mind as noted in the table:

Departments will continue to have access to OPDRS to fill or cancel recruitments. Recruitments should be filled or cancelled in OPDRS by April 30, 2021.

Please contact HRS at (509) 335-4521 or hrs@wsu.edu with questions.

<table>
<thead>
<tr>
<th>Category</th>
<th>Transaction</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Recruitment</td>
<td>Last day to post National Tenure Track Faculty* searches in OPDRS</td>
<td>11/13/2020</td>
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<tr>
<td></td>
<td>Last day to post Administrative Professional and other Faculty searches in OPDRS</td>
<td>11/30/2020</td>
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<td>Last day to post Classified Staff searches in OPDRS</td>
<td>12/7/2020</td>
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<td></td>
<td>Close OPDRS postings from WSUJobs</td>
<td>12/13/2020</td>
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<tr>
<td></td>
<td>Complete (fill or cancel) recruitment efforts within OPDRS</td>
<td>4/30/2021</td>
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* Work with HRS on options as needed

Benefits Open Enrollment- November 1-30, 2020

Open Enrollment is the one time each year when you can make changes to, and enroll in, certain benefits for the upcoming plan year. Additional details, including information on a new plan, UMP Select, can be found on the HRS Open Enrollment website or in the Public Employees Benefit Board For Your Benefit October newsletter. During Open Enrollment, benefit eligible faculty and staff can:

- Change medical and/or dental plans
- Reinstate previously waived coverage without proof of loss of coverage
- Waive eligible family members from their coverage
- Enroll eligible family members without proof of loss of coverage
- Enroll or re-enroll in a Flexible Spending Account (FSA) and/or Dependent Care Assistance Program (DCAP) for 2021
- Change medical premium deductions to pre- or post-tax (IRC Section 125)
- Change tax status of a domestic partner or dependent (IRC Section 152) by completing the Declaration of Tax Status form
- Re-attest to the Spousal Premium Surcharge Questionnaire

Most of these changes can be made online through HCA My Account. Hardcopy forms will be available for download as of November 1 at the HRS Open Enrollment website. Due to continued social distancing efforts, forms must be submitted by email, fax, or mail as detailed below.

Along with your forms, please include a brief note detailing the changes you wish to make. This will assist the Benefits staff in the review of your form to ensure it reflects your desired changes.

Fax to 509-335-1259 Email to hrs.benefits@wsu.edu with SSNs removed (please include your WSU ID instead)

USPS Mail to 139 French Administration Building
PO Box 641014
Pullman, WA 99164-1014

Campus Mail to 1014

Benefits Fairs

The annual HCA Benefits Fairs will be held virtually this year. You can visit the virtual benefits fair by computer, tablet, or smartphone at any time through the end of November to access videos, webinars, downloadable content, and other information to help you choose the right benefits.

Resources
HCA For Your Benefit Newsletter
WSU HRS Open Enrollment Website
WSU Insider
Contact Human Resource Services
Workday Deploy Stage beginning

The next stage of implementing Workday will begin this month, running through December. The Deploy Stage includes training for Workday, cutover, and preparing the Workday Service Desk. Cutover dates to note on Modernization website

Cutover, the collection of activities to transition from current systems to Workday, will occur in phases with several “freeze dates.” To view important dates for the project and learn more about cutover, go to this web page.

What are Academic Appointments?

A new blog post from the Modernization Team shows how Academic Appointments will be used in Workday, including the way academic data will be tracked. Learn more here.

Introducing the OBIEE Modernization Crosswalk

The OBIEE Crosswalk is a report with the purpose of aiding in the transition to Workday, and can be accessed by all WSU employees. It is housed in OBIEE, WSU’s data warehouse. Follow the steps found in this Reference Guide to access the report.

Questions? Contact us at modern.initiative@wsu.edu.

Featured Online Training

Cultivating Relationships with Your Peers
Library ID: apd_04_a01_bs_enus

This course explains how to identify the people in your organization who are important in helping you reach your goals. You’ll learn the skills that maintain solid, mutually beneficial relationships so you can advance your career.

Overcoming Bias: Building Authentic Relationships Across Differences
Library ID: 114039

Discussing the importance of identifying hidden biases and learning how they arise from our histories and cloud our perceptions, this book uses vivid stories and fun exercises and activities to help us challenge our presuppositions and become open to encountering people, cultures, and ideas outside our usual comfort zone.

Featured Online Book

Employee Recognition Reception

The annual Employee Recognition Reception is a system wide celebration to honor the contributions of staff and faculty. Each year, hundreds of WSU employees are recognized for reaching milestone years of service or for receiving Crimson Spirit recognition.

Historically, the University hosted an annual reception to celebrate these staff and faculty. This year, sadly, there will be no event due to the COVID-19 pandemic.

Although the reception originally scheduled for December 9, 2020, is cancelled, the University 2020 recognizes the service and commitment of the 2020 length-of-service and Crimson Spirit honorees.

Please contact Human Resource Services at hrs@wsu.edu or at 509-335-4521 for more information.