



MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Transition to Workday Recruit

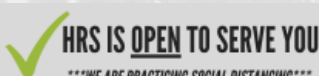
On December 16, 2020, WSU will begin using Workday Recruit. All recruitments in the Online Position Description and Recruitment System (OPDRS) must have a closing date no later than Sunday, December 13, 2020.

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.

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



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
hrs@wsu.edu

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 and hrs.wsu.edu/covid-19

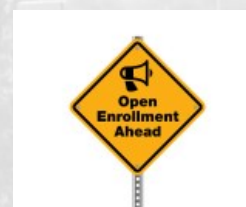
TO SUBMIT A DOCUMENT TO HRS, PLEASE EMAIL AN ELECTRONIC VERSION (SCAN OR PHOTO) OR SEND VIA FAX (509) 335-1259

HRS.WSU.EDU

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](#)



Paydays

Tuesday,
November 10

Wednesday,
November 25

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
509-335-4521
hrs@wsu.edu



Modernization Initiative

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.



Featured Online Book

[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.



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](#)

[Award Administration Part 3: Audits and Audit Issues](#)

[EAP Navigating Change](#)

[Coaching the Van Driver](#)

[myWSU: Query Foundations](#)

[myWSU: Advanced Query Techniques](#)

[Equity 101](#)

[Ally Training](#)

[Customer Service](#)



[Coug Connect](#)

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

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.



The 50-year honorees in 2019--Dr. Don Dillman and Dr. K.-C. Wang--with Butch and President Kirk Schulz