**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.

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

* Work with HRS on options as needed

**Benefits Open Enrollment for 2021 Ends Today**

The annual Open Enrollment period for faculty and staff ends today, November 30, 2020. If you need to make changes still, you have until the end of the day to do so. Visit hrs.wsu.edu/open-enrollment for online portals, forms, and informational sources.

If you made changes to your medical/dental coverage, who you carry as dependents on your plan, or enrolled/re-enrolled in the Flexible Spending Account (FSA) or the Dependent Care Assistance Program (DCAP) benefit, you will see these changes go into effect January 1, 2021. Changes in premiums or new contribution rates for the FSA and DCAP benefits will first be seen on your January 11, 2021 paycheck.

With the transition to Workday, you will be able to log onto your account and view your benefit elections via the Benefit screen. Workday will be active as of December 16, 2020, and you will initially see your 2020 elections. The new elections should be reflected around the week of January 4, 2021.

**December Holidays and Reduced Operations**

WSU will be closed Thursday, December 24, 2020, Friday; December 25, 2020; and Friday, January 1, 2021, in observance of University holidays.

Reduced operations will be in effect on Monday, December 28; Tuesday, December 29; Wednesday, December 30; and Thursday, December 31, 2020. Most University operations and services will be unavailable on these days.

- Employees are encouraged to discuss scheduling needs and options with their supervisors and managers as soon as possible.
- Departments are encouraged to be as flexible as possible when determining schedules during reduced operations for the December holidays.

For more information, click the links below:

Reduced Operations Schedule  
Reduced Operations FAQ
Training Essentials for Employees
The switch to Workday starting in December 2020 impacts all WSU faculty and staff directly. Essential employment-related tasks that were previously performed using paper forms, and in systems such as myWSU, will now be performed in Workday, including viewing payslips, managing personal information, and updating payment and tax elections. To ensure employees are prepared for this change, the Modernization Team recommends reviewing a series of trainings by December 11, 2020 to prepare for the transition. Find out what trainings are suggested here.

HR On-Demand Trainings
Certain instructor-led HR trainings for employees will be available for viewing on-demand at the Modernization website. Some recordings address topics including Employee Lifecycle, Recruiting, and Compensation.

Important Cutover Deadlines
Deadlines for entering data into legacy systems, as well as for beginning to use Workday, will be implemented for all employees during the cutover to Workday. A soft freeze for HR and Payroll functions will take place from November 20 to December 4. During this time, limited critical transactions will still be processed in legacy systems. For a timeline of cutover activities, visit modernization.wsu.edu/cutover.

Entering Time in Workday
The University will begin processing payroll in Workday beginning in December. Employees must enter time and leave in Workday starting December 16, 2020. Learn more about entering time in this Reference Guide, and the recorded Time and Absence course.

Featured Online Training
Verifying and Building on Creative Ideas
Library ID: apd_02_a02_bs_enus
This course covers a variety of techniques used to verify and build on creative ideas. It outlines when to use research and when to use simulations to check the workability of an idea. In addition, it discusses ways to build on ideas effectively.

Featured Online Book
The Creativity Leap
Library ID: 150131
Combining creativity tools and techniques with real-world stories of innovative people and businesses, this book is a provocation, an inspiration, and an invitation to unleash the innate creativity that lies within each of us.

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.