



MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

Page 1:

- Transition to Workday Recruit
- Benefits Open Enrollment
- Holidays & Reduced Operations

Page 2:

- Modernization Initiative
- Learning and Development
- Featured Training & Book
- Employee Recognition Reception

Inclement Weather

As winter weather approaches, faculty and staff are encouraged to be aware of personnel processes for periods of Inclement weather and about the possibility of suspended operations.

The Human Resource Services website provides links to Instructor Led Training for managers and employees, policies and procedures, as well as information about WSU snow removal and tips for safe driving.

Visit: <http://hrs.wsu.edu/resources/inclement-weather/>

Paydays

Thursday,
December 10

Thursday,
December 24

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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.

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	

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](#)



Modernization Initiative

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.



ILT Trainings this month - Via Zoom

View more information below, 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](#)

[Foundations of Academic Advising](#)

[Inclement Weather Suspended Operations](#)

[Pullman Reinstatement Training and Updates](#)

[Coaching the Van Driver](#)

[myWSU: BI- Data Warehouse 11g Analytics Training](#)

[myWSU: Query Foundations](#)

[Whistleblower Act](#)

[State Ethics Law](#)

[myWSU: Advanced Query Techniques](#)



Topics for WSU Employees | Hosted by HRS via Zoom

[Coug Connect](#)

The schedule for live sessions of Coug Connect is changing to a new format beginning in 2021. More information coming soon!

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