Welcome to Washington State University!

Revised November, 2020

Congratulations! ... on your new appointment!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit

History
WSU Employment
Learning & Organizational Development
Policies & Resources
Medical Benefits

Retirement Plan Information

- 1:30-2:30  
  Faculty & Administrative Professionals
- 3:00-4:00  
  Civil Service Employees

Humble Beginnings

- 1862: The Morrill Act
- 1890: Washington State Agricultural College and School of Science (WAC)
- 1892: Doors open to 59!
- 1905: Washington State College (WSC)

Class of '97
Colors, Mascots, and Names, Oh My!

- 1900: Crimson & Gray
- 1919: Cougars
- 1927: Our first real cougar! Butch
- 1959: Washington State University

Current Profile

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!

- Over 31,000 students
- Over 2,500 faculty
- Over 4,000 employees

Leadership

Kirk Schulz
11th President

WSU Strategic Plan
Core Values and broad mission of Washington State University

Office of the President - French Admin, Room 422
strategicplan.wsu.edu
WASHINGTON STATE UNIVERSITY

Kirk Schulz
11th President

Drive-to-25

“Washington State University will be recognized as one of the nation’s top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030.”

Office of the President - French Admin, Room 422
wsu.edu/drive-to-25

Leadership

Parking and Transportation

- Parking permits may be required, depending on your campus
- Annual and daily permits available

Parking Services, in Pullman
corner of Cougar Way and D Street
transportation.wsu.edu
Employee Handbooks

- Faculty
  - Faculty Manual
- Administrative Professional
  - Administrative Professional Manual
- Civil Service
  - Washington Administrative Code (WAC) 357
- Bargaining Unit
  - Appropriate Collective Bargaining Agreement

hrs.wsu.edu

Cougar Card

- Official University ID
- Building access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH: 10% discount
- Payroll Deductible
- CougarCard Maxx
- WSU ID Number

CougarCard Center - Compton Union Building, cougarcard.wsu.edu

WSU ID

012345678
WASHINGTON STATE UNIVERSITY

Network ID (NID)

You must log in to continue
Network ID or Friend ID: Butch.Cougar @wsu.edu
Password: ********

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu

Semi-Monthly Lagged Paycycle

Work done on 1st – 15th
Paid on 25th or closest business day of the current month

Work done on 16th – end of month
Paid on 10th or closest business day of the following month

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu
Payroll Information

- Self-Guided Orientation
- Pay Schedule
- Direct Deposit
- W-4 Employee Withholding
- Earnings Statements
- My.wsu.edu

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

Payroll Information

WSU Modernization Initiative

The Modernization Initiative is a business process improvement and system implementation project. The scope of the project is to implement Workday software to support finance (including post-award grant management), payroll, and human resources business functions.

modernization.wsu.edu
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Revised: 11/16/2020

Leave Information

Annual Leave
Faculty* and Administrative Professionals

* Faculty appointments must be 12 month appointments

Full-time earn 16.67 hours per month

Maximum accrual: 352 hours

Leave Information

Annual Leave
Civil Service and Bargaining Unit

Full-time earn 9.33 hours per month first year (progressively increasing)

Maximum accrual: 240 hours (original hire date)
WASHINGTON STATE UNIVERSITY

Sick Leave

Full-time employees earn 8.00 hours per month
No maximum accrual

Medical Leave and Accommodation Information

WSU provides a variety of medical leaves and reasonable accommodations for employees who may need them

See HRS Disability Services website for information including policies, processes and employee rights regarding Family & Medical Leave Act, Reasonable Accommodation and other medical leave provisions through WSU hrs.wsu.edu/Disability-Services

10 University Holidays
PAY STATUS vs. LWOP

Faculty and AP
Any part of work shift prior to holiday

Civil Service
Full work shift prior to holiday

Bargaining Unit
Check Collective Bargaining Agreement

hrs.wsu.edu
Leave Information

Personal Holiday

Faculty and AP
Immediately available for use Jul 1 – Jun 30

Civil Service
Immediately available for use Jan 1 – Dec 31

Bargaining Unit
Immediately available for use Jan 1 – Dec 31

hrs.wsu.edu

Leave Information

December Holiday Reduced Operations

WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.

Plan ahead and work with your supervisor.

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Overtime Provisions

Are you eligible for overtime?

• 1½ times compensation over 40 hrs.
• 30 min. meal period within 5 hrs.
• 15 min. rest period for every 4 hrs.

Monthly Time Report

FLSA
FAIR LABOR STANDARDS ACT
Learning & Organizational Development

- Online Learning
- Instructor-Led Training
- Academic Classes (Tuition Fee Waiver Policy)

Directed Learning
- COVID-19 Safe Return to Work
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Additional Courses
- Safety
- Procurement and Contracts
- State Ethics Law
- Customer Service

hrs.wsu.edu
Employees who have been instructed to report to work on a WSU work location must:

1. Complete the Safe Return to Work training module prior to reporting to WSU work location
2. Effective June 29, 2020, conduct Employee symptom self-attestation form every day before reporting to a WSU work location

Visit the COVID-19 Leave and Work Information webpage for more information.

hrs.wsu.edu

Customer Service at WSU

Cougar Nation

Greet
Receive
Offer
Walk that extra mile

Let's GROW together!

hrs.wsu.edu

Learning & Organizational Development

Elective learning

Release Time for Training Policy

• 96 hours per fiscal year
• Paid release time during working hours

hrs.wsu.edu

hrs.wsu.edu

hrs.wsu.edu
University Policies

- Business Policies and Procedures
- Safety Policies and Procedures
- Educational Policies and Procedures
- Executive Policies

Office of Procedures, Records, & Forms
policies.wsu.edu

State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis – Infrequent, occasional use
- Ignorance is Not a Defense

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu
**Whistleblower Act**

- Provides a safe avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at [sao.wa.gov](http://sao.wa.gov)

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

**Public Records Act**

- We are each creating University Records in the daily course of doing our jobs
  - Documents
  - Email
  - Notes
  - Physical
  - Electronic
  - Etc.
- These records may be requested by a member of the public.

Office of Public Records - Info Tech Bldg., 3033
public-records.wsu.edu

**Safety Resources**

- Safe Environment Resources
- WSU Police
- [my.wsu.edu](http://my.wsu.edu)
- WSU Alert
- Update emergency contacts
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities, Everett & Vancouver
Employee Assistance Program

The EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Retirement Orientation

1:30-2:30 Faculty and Administrative Professionals
3:00-4:00 Civil Service and Bargaining Unit Employees