



WASHINGTON STATE UNIVERSITY



Medical Benefits

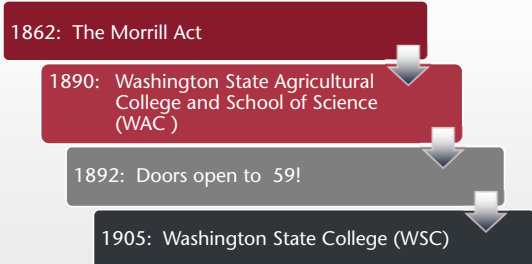
Retirement Plan Information

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

HUMAN RESOURCE SERVICES

WASHINGTON STATE UNIVERSITY

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)


HUMAN RESOURCE SERVICES

WASHINGTON STATE UNIVERSITY

Class of '97



Colors, Mascots, and Names, Oh My!



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

HUMAN RESOURCE SERVICES

Current Profile WASHINGTON STATE UNIVERSITY

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 WASHINGTON STATE UNIVERSITY



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

Leadership 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

WASHINGTON STATE UNIVERSITY



History

WSU Employment

Learning & Organizational Development

Policies & Resources

HUMAN RESOURCE SERVICES

Parking and Transportation WASHINGTON STATE UNIVERSITY

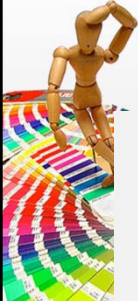


- Parking permits may be required, depending on your campus
- Annual and daily permits available



*Parking Services in Pullman
corner of Cougar Way and D Street
transportation.wsu.edu*

HUMAN RESOURCE SERVICES



Employee Handbooks

WASHINGTON STATE UNIVERSITY

- **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

WASHINGTON STATE UNIVERSITY

- 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

WASHINGTON STATE UNIVERSITY

Ø12345678

HUMAN RESOURCE SERVICES
WASHINGTON STATE UNIVERSITY

Network ID (NID)
WASHINGTON STATE UNIVERSITY

Network Authentication

You must log in to continue

Network ID or Friend ID:
Butch.Cougar@wsu.edu

Password:
.....

Continue

WASHINGTON STATE UNIVERSITY



Payroll Information
WASHINGTON STATE UNIVERSITY

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 WASHINGTON STATE UNIVERSITY

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

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



Payroll Information WASHINGTON STATE UNIVERSITY

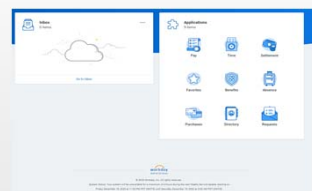
Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

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

WSU Modernization Initiative WASHINGTON STATE UNIVERSITY

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 HUMAN RESOURCE SERVICES

WSU Modernization Initiative

WASHINGTON STATE UNIVERSITY

MODERNIZATION

Getting Started

Go to Modernization the site for overview and to locate resources

Training Resources will be listed in the Quick Links menu on the left side of main Modernization page

modernization.wsu.edu

HUMAN RESOURCE SERVICES



Leave Information

WASHINGTON STATE UNIVERSITY

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

HUMAN RESOURCE SERVICES

Leave Information WASHINGTON STATE UNIVERSITY

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)

HUMAN RESOURCE SERVICES

Leave Information WASHINGTON STATE UNIVERSITY

Sick Leave



Full-time employees earn 8.00 hours per month

No maximum accrual

HUMAN RESOURCE SERVICES

Leave Information WASHINGTON STATE UNIVERSITY

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.

hrs.wsu.edu/Disability-Services

Leave Information
WASHINGTON STATE UNIVERSITY

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
WASHINGTON STATE UNIVERSITY

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
WASHINGTON STATE UNIVERSITY

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.



hrs.wsu.edu HUMAN RESOURCE SERVICES

Overtime Provisions
WASHINGTON STATE UNIVERSITY

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




HUMAN RESOURCE SERVICES

WASHINGTON STATE UNIVERSITY



History

WSU Employment

Learning & Organizational Development

Policies & Resources


HUMAN RESOURCE SERVICES

Learning & Organizational Development

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



Learning & Organizational Development

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

Learning & Organizational Development

COVID-19 Safe Return to Work

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

WASHINGTON STATE UNIVERSITY

Cougar Nation

Greet
Recieve
Offer
Walk that extra mile

Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!

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 HUMAN RESOURCE SERVICES

WASHINGTON STATE UNIVERSITY

History

WSU Employment

Learning & Organizational Development

Policies & Resources

HUMAN RESOURCE SERVICES

University Policies

WASHINGTON STATE UNIVERSITY

- 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

WASHINGTON STATE UNIVERSITY

- 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

WASHINGTON STATE UNIVERSITY

- 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

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

Public Records Act


WASHINGTON STATE UNIVERSITY

- We are each creating University Records in the daily course of doing our jobs
 - Documents - Physical
 - Email - Electronic
 - Notes - 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 WASHINGTON STATE UNIVERSITY


- Safe Environment Resources
- WSU Police
- 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 WASHINGTON STATE UNIVERSITY

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



Employee Assistance Program
dop.wa.gov/eap

Employee Assistance Program WASHINGTON STATE UNIVERSITY

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

Employee Assistance Program
dop.wa.gov/eap

Retirement Orientation

WASHINGTON STATE UNIVERSITY



1:30-2:30 Faculty and Administrative Professionals

3:00-4:00 Civil Service and Bargaining Unit Employees

