



MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

THIS ISSUE

Page 1:

- Annual Reviews
- Benefits Reminders
- Inclement Weather

Page 2:

- Modernization Initiative
- Learning and Development
- Featured Training & Book
- Crimson Spirit

Inclement Weather

As winter weather approaches, faculty 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->

Paydays

Wednesday,
February 10

Thursday,
February 25

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



Annual Reviews

Reviews are an important part of the administration of each area, and are required in the **BPPM 60.55**.

Administrative Professional

Administrative professional personnel are evaluated annually on a calendar year (January 1 to December 31) or an academic year basis, as determined by the senior executive for the area and in accordance with guidance in the **Administrative Professional Handbook**.

Civil Service

Supervisors must provide feedback and formally evaluate the performance of (a) probationary employees or permanent employees serving trial service or transition review periods before they attain permanent status in their positions; and (b) permanent employees at least once annually prior to each employee's scheduled Periodic Increment Date (PID). See **WAC 357-28-050** and **-056** for information about the PID.

Employees covered by collective bargaining agreements, please refer to the **applicable agreements** for information regarding performance evaluations.

Faculty

Faculty are reviewed annually in accordance with policies and regulations in the **Faculty Manual**.

Questions? Contact HRS at 509-335-4521 or hrs@wsu.edu.



Benefits Reminders

WSURP participants: Are you contributing all you can?

Are you a WSURP participant over the age of 50? Did you know you can choose to contribute at an increased rate of 10% and that WSU will match this increase in full? Your current contribution rate can be verified in [Workday](#) under [Benefits](#). If you have not yet elected to contribute at the 10% rate and wish to do so, please complete the [applicable age 50 WSURP Optional Enrollment benefits change event in Workday](#).

Interested in lowering your taxable income?

Did you know? WSU offers two voluntary investment plans that can help lower your taxable income now, as well as help you save for the future. Information on the DRS Deferred Compensation Plan and TIAA Voluntary Investment Plan, as well as details on how to enroll, can be found at the [HRS VIP page](#). You can contribute as little as \$15 a pay period, pre- or post-tax, up to the annual IRS limits.

Questions can be directed to [HRS Benefits](#).



Modernization Initiative

Assign Organizations process information

Details and step-by-step instructions on assigning Foundation Data Model (FDM) defaults when completing the Assign Organizations task in Workday are available in this [Knowledge Base article](#).

New blog series: Workday Tips & Tricks

A new feature, Workday Tips and Tricks, will appear in the Modernization blog weekly for #workdaywednesday. Check out the Tips & Tricks articles at modernization.wsu.edu/tag/workdaywednesday.

Clarifications for Hire process

We've added new [knowledge base articles](#) and updated Reference Guides to help clarify the steps in the hiring process.

Using Workday for Mobile

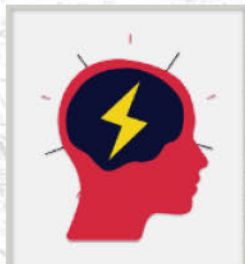
University employees and managers have the option to download Workday on their iPhones, iPads and Android devices. Learn more with [this article](#) about tasks and actions you can take on the go.

Featured Online Training

[Take a Deep Breath and Manage Your Stress](#)

Library ID:
pd_30_a03_bs_enus

This course explains the physiological, behavioral, and psychological signs and symptoms of stress and where it can come from. It outlines strategies for maintaining work/life balance and managing stress. It also covers ways to change your responses to stress and make them more positive and how to use relaxation techniques and adopting mindfulness to help you focus.

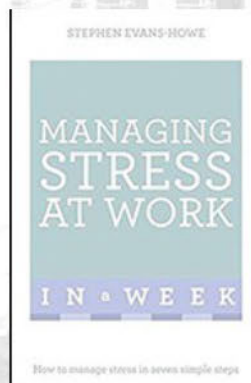


Featured Online Book

[Managing Stress at Work in a Week: How to Manage Stress in Seven Simple Steps](#)

Library ID: 145518

This book was written as a simple, practical guide to the principles and techniques for managing stress at work.



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 Zoom videoconferencing.

[Electronic Forms System Training](#)

[Coaching the Van Driver](#)

[Research Administration Series: Life Cycle of a Sponsored Project](#)

[Foundations of Academic Advising: Part 2](#)

[myWSU 3C Training: Communications, Comments, and Checklists Part 1](#)

[Equity 101](#)

[myWSU 3C Training: Communications, Comments, and Checklists Part 2](#)

[Supervising Student and Hourly Workers](#)

[Purchasing Card: New Cardholders Training](#)

Questions?

Call 509-335-4521



Topics for WSU Employees | Hosted by HRIS 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!



Nominate someone for the Crimson Spirit Recognition today!

The Crimson Spirit Award is a special commendation for Washington State University faculty and staff who have provided superior customer service. To learn about recent honorees and their contributions to the WSU community, or to submit a nomination, please visit go.wsu.edu/CrimsonSpirit.