



MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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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

Monday,
January 11

Monday,
January 25

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



COVID-19 Workplace Safety

COVID-19 has transformed how we accomplish tasks in our daily lives and the way we operate at Washington State University. Everyone may be experiencing COVID fatigue; however, it is extremely important not to get complacent as we are entering the season where we tend to spend more time indoors. In the face of these changes, we must stay diligent on safety measures consistent with [WSU's return to work expectations](#).

As a reminder to all faculty and staff across the system reporting to a WSU work location:

- 1) Wear a face covering
- 2) Practice social distancing
- 3) Wash your hands
- 4) Complete [attestation](#)
- 5) Complete [WSU COVID-19 Safe Return to Work](#) training

Please contact HRS at (509) 335-4521 or hrs@wsu.edu with questions.

Benefits Reminders

New Medical Insurance Rates Will be Reflected on the January 1, 2021 Paycheck

With the start of a new insurance plan year, premium rates have changed for most medical plans. To view the 2021 rates, visit hrs.wsu.edu/medical-insurance.

PERS 3 Transfer Window—January 2021

PERS 2 participants who established membership prior to March 1, 2002 are eligible to switch to PERS 3 every January. To learn more about this option, visit the [DRS website](#). If you decide you would like to change plans, contact the HRS Benefits Staff at 509-335-4521 or at hrs@wsu.edu.

Join a Pre-Retirement Seminar

Are you thinking of retiring in 2021? If so, consider attending a Pre-Retirement Seminar! These are held monthly and are hosted virtually via Zoom for the time being. See the schedule and learn more at hrs.wsu.edu/retirement-information.

Questions? Please contact Human Resource Services at 509-335-4521 or hrs@wsu.edu.



Be safe on ice and snow— walk like a penguin!

- ◆ Point your feet out slightly, like a penguin.
- ◆ Bend your knees just a little.
- ◆ Extend your flippers to the sides.
- ◆ Take short steps or shuffle for stability.
- ◆ Walk flat footed and slowly like... you know.

Before you even leave the house, prepare for slippery conditions weather by wearing boots or shoes with traction.



Modernization Initiative

Using Workday Mobile

The University community can download the Workday Mobile app to request time off, view reports, record hours worked, and view their Workday inbox. The app is compatible on iPhones, iPads, and Android devices. View this [article](#) to learn more.

Need to update your Workday security roles?

It is important to check if your security roles fit your needs in Workday. If you need to change these roles, communicate with your manager or supervisor. For the full scope of how to make security role changes, visit this [web page](#).

What's changing for payroll?

Now that Workday is used University-wide, here are a few items to note before your first paycheck comes from Workday on January 11, 2021. Payslips (Workday's term for earnings statements) will be available three days before payday and can only be accessed in Workday, not previous systems. Find a complete list of changes [here](#).

Reporting in Workday

Workday reporting will consist of over 350 custom reports written by WSU. Workday will shift the way we find and report on data. Visit the reporting resources [web page](#) for tables of helpful reports and a recording from report trainings hosted by Jason Stucki in early December. Visit the [Reporting in Workday](#) page to learn more.

Questions about Workday?

As you begin to use Workday, you can visit the [Workday Support Desk](#) to answer any relevant questions. The new service desk replaced the previous ModHelp service desk in December.

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](#)

[Equal Opportunity Issues for Supervisors](#)

[Foundations of Academic Advising](#)

[Customer Service at WSU](#)

[Ally Training](#)

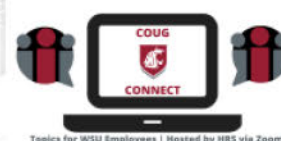
[Workday Expert Q&A: Accounting](#)

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

[Workday Expert Q&A: Time and Absence](#)

[Workday Expert Q&A: Grants](#)

Questions?



[Coug Connect](#)

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

Featured Online Training

[Avoid Procrastination by Getting Organized Instead](#)

Library ID:
pd_32_a02_bs_enus



In this course, you'll learn about the reasons people procrastinate, and the benefits of organizing your time. You'll learn how to build self-discipline and combat time wasters, as well as how to bring more organization to your day. And finally, you'll explore how to set priorities and how to say no when you need to.

Featured Online Book

[Productivity: Get Motivated, Get Organized and Get Things Done](#)

Library ID: 145782

Being productive involves finding your own rhythm and getting things done in a way that works best for you. This book helps you to identify what might currently be getting in the way of you being more productive.



Minimum Wage Information

Effective January 1, 2021, the Washington minimum wage will increase to \$13.69 per hour.

Starting January 1, 2021, minimum wage increases will be calculated annually by the [Washington Department of Labor and Industries](#) using a formula tied to the rate of inflation.

Additional Information

HRS monitors employee hourly pay rates to ensure compliance with minimum wage. However, departments must be aware of minimum wage requirements and are responsible for monitoring their employees to ensure pay rates are in accordance with appropriate state or city requirements.

