

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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**Nominate
someone for the
Crimson Spirit
award 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.

Paydays

Wednesday,
March 10

Thursday,
March 25

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509-335-4521
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2020 Length-of-Service Honorees

Due to challenges related to COVID-19, we have a significant backlog updating the honoree list and processing length of service gifts.

We are sorry for the delay in recognizing your remarkable achievement and commitment to Washington State University. Please know Human Resource Services is diligently working towards resolving this backlog. We thank you for your understanding during this unprecedented time, and sincerely appreciate your patience.



Benefits Reminders

Flexible Spending Arrangement and Dependent Care Assistance Program Reminders

The Health Care Authority is offering extra flexibility for the 2020 and 2021 Flexible Spending Arrangement (FSA) and Dependent Care Assistance Program (DCAP) accounts. For more information on this, visit the [COVID-19 Changes for FSA and DCAP](#) webpage.



If you had a 2020 FSA and still have funds remaining in your 2020 account, you have until March 15 to incur expenses to claim toward last year's balance. If you switched to a Consumer Directed Health Plan and Health Savings Account for 2021, you are unable to claim your 2020 FSA funds.

All eligible expenses incurred between January 1, 2020 and March 15, 2021 must be submitted for 2020 FSA reimbursement no later than March 31, 2021. After that date, any funds left in your 2020 account will be forfeited.

To submit your claim(s), you may use the 2020 [Navia Benefit Solutions claim form](#), [submit your claim online](#) or utilize your Navia Benefits debit card.

FSA-related questions can be directed to Navia Benefit Solutions at 800-669-3539, or visit the [Navia website](#).

1095 Tax Forms Will Arrive Soon

If you were eligible for WSU health benefits in 2020, you will be provided with 1095 Form(s) no later than early March 2021. The 1095 Form reports information about your health care coverage as required by the Affordable Care Act. This form may not be needed to file your taxes, but you should keep it with your 2020 tax documentation.

More information is available on the [HRS Affordable Care Act- Form 1095 website](#) and the [IRS Health Care Information Forms website](#). For additional help or guidance, please consult a qualified tax advisor.

Modernization Initiative

Workday Tips & Tricks moves locations

The blog series, *Workday Tips and Tricks*, now has its own web page. This will make the articles easier to find. Visit modernization.wsu.edu/tag/tipsandtricks to follow the series.

Modernization redesigns home page

If you visit the Modernization website, you may notice the home page looks a little different. The team revamped the organization of the home page and the navigation menu so that it's easier to find things on the website. This includes a new feature called the issue tracker, an up-to-date feed of known issues in Workday. You can find this resource at modernization.wsu.edu/tag/issues.

Workday Release 1 coming soon

Workday has two significant updates each year: one in March and one in September. The first update will take place on March 13, 2021. The Modernization Team will provide guidance for the WSU community as we learn more specific details about this update. Check out the [Modernization website](https://modernization.wsu.edu) for more information.

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.

[Introduction to Performance Evaluations](#)

[Electronic Forms System Training](#)

[Position Descriptions, Expectations, and Performance Evaluations](#)

[Coaching the Van Driver](#)

[Foundations of Academic Advising: Part 1](#)

[Academic Integrity: Plagiarism Labyrinth](#)

[myWSU: BI-Data Warehouse 12c Analytics](#)

[Career Steps After WSU](#)

[myWSU: Query Foundations](#)

[myWSU: Advanced Query Techniques](#)

Questions?

Call 509-335-4521

or email hrstraining@wsu.edu.



Topics for WSU Employees | Hosted by HRS via Zoom

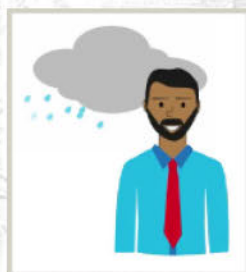
[Coug Connect](#)

Join us monthly for 45-60 minute sessions! Topics will highlight various concepts, departments, and campus activities.

Featured Online Training

[Forging Ahead with Perseverance and Resilience](#)

Library ID:
pe_03_a01_bs_enus



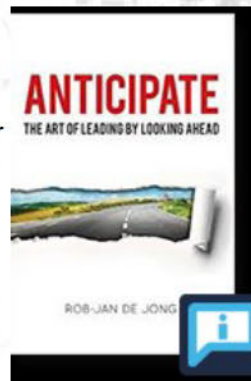
Business today is a complex undertaking. Accomplishing tasks and staying focused on achieving your goals requires grit and persistence. An adaptive mindset helps you focus through the distractions, information overload, demanding pace, and the accompanying stresses that can often pull you off task. In this course, you'll learn to develop personal resiliency, adaptability, and perseverance. You'll explore the resources and people it takes to sustain perseverance, and you'll discover actions to help you build a work-life balance, sharpen your focus, and foster the resilience and perseverance to face and overcome setbacks.

Featured Online Book

[Anticipate: The Art of Leading by Looking Ahead](#)

Library ID: 119952

Anticipate provides practical techniques for leaders to develop their vision for the future of their business, enabling them to anticipate change and thus gain strategic advances over their competitors. In this Summary, we discuss the salient points of the book based on our Interpretation of its contents.



Inclement Weather



During winter weather, 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/>