

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

Monday,
May 10

Tuesday,
May 25

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



Notice of Summer Hours

With the academic year drawing to a close, it is time for managers to make plans for summer schedules. Washington State University's business hours are 8 a.m. to 5 p.m. year round.

In keeping with a long-standing practice, WSU will observe a schedule known as summer hours for as many employees as possible, while still meeting the requirement to serve the public from 8 a.m. to 5 p.m. Summer hours will be 7:30 a.m. to 4 p.m., with 30 minutes for lunch, during the period from Monday, May 10, through Friday, August 13.

It is the responsibility of the supervisors and staff of each area to provide service to the public during the noon hour and from 4 p.m. to 5 p.m. during this period. Summer hours are approved at the department level.

Managers may approve an employee to work a flexible work schedule, including a 4/10s work schedule. The manager is responsible for determining the work schedule in accordance with the needs of the operations, and applicable rules or policies.

Information on flexible scheduling: hrs.wsu.edu/managers/flexible-scheduling

Questions P: 509-335-4521 E: hrrs@wsu.edu



Summer Benefits: Premium Collections

Are you on a less-than-12-month appointment? If so, learn how premiums and surcharges will be deducted from your paychecks.

Faculty and staff on academic or cyclic appointments will have summer premiums and surcharges collected from the last paychecks of the spring semester.

Summer premiums for life insurance will be collected from the first May paycheck.

Medical premiums and any surcharges will be collected from the second May paycheck.

The lump sum premium will be the equivalent of seven pay periods (one May contribution, and all June, July, and August premiums).

For individuals on 9.5 or 10 month appointments, deduction dates will vary, based on when the summer break occurs. 11-month employees will have their premiums caught up following their break, if needed.



Visit [Summer Premium Collections](#) for more information, an example, and FAQs.

Please contact Human Resource Services at 509-335-4521 or hrrs.benefits@wsu.edu if you want to discuss your situation with a benefits specialist.

WSU System Plans for COVID-19 Vaccination

April 28, 2021, President Schulz [announced](#) WSU system wide plans for COVID-19 vaccination.

WSU intends to require the COVID-19 vaccination system-wide for all employees, volunteers and affiliates engaging in activities at a WSU work location.

The specific implementation date has yet to be determined. Details are still being developed and will be communicated once finalized.

[Employee COVID-19 Vaccination FAQs](#) are available on the [HRS website](#). Additionally, the WSU COVID-19 Response Team have posted a variety of basic vaccination FAQs online at [WSU COVID-19 FAQs](#). FAQs related to the announcement are being and will continue to be added and updated as we know more about the intended implementation.

For student-related questions and all other inquiries, please email covid-19.info@wsu.edu

For employee related questions please review [WSU COVID-19 Employee Information](#) or contact HRS at hrrs@wsu.edu or 509-335-4521



Modernization Initiative

New video: Updating your W-4

Check out this new video detailing steps on how to change your Federal W-4 Withholdings in Workday. You can easily update information such as marital status, deductions, and extra withholding amounts. Microsoft Stream will host a series of How-To videos for processes found in Workday. You can access the channel [here](#).

Coding transactions and worktags

For those working closely with financial tasks in Workday, [this handout](#) outlines important types of worktags, such as driver, related, and additional worktags. It also provides examples of each kind.

Check out these recent Reference Guides

The Modernization Team added new Reference Guides and articles to the Workday Knowledge Base ranging in topics from summer faculty work to [initiating shift differentials](#).

[This guide](#) provides steps to set up summer positions and compensation for academic faculty who will work during summer. Another guide addresses [summer graduate work](#).

[The Create Customer Request](#) guide goes through the process to initiate requests so you can get new customers added into Workday.

You can learn when to fill in the [Tax Code field](#) in Workday and when it should be left blank with this article. In addition, there are several P-Card transaction verification examples.

Workday Tips and Tricks

To receive weekly tips to make using Workday more efficient, follow this [article series](#). Recently, the series described how to [view notifications](#) in the system, as well as how to reduce errors when completing tasks in Workday using [multiple Internet tabs](#).

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.

[Staff Recruitment Basics](#)

[Whistleblower Act](#)

[Interpersonal Communication in the Workplace](#)

[WSU Return to the Workplace Planning Guidance-Employees](#)

[Purchasing Card: New Cardholders](#)

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

[myWSU: Query Foundations](#)

[myWSU: Advanced Query Techniques](#)

[Business Policies, Procedures and Records Retention](#)

[Leading Virtual Teams](#)

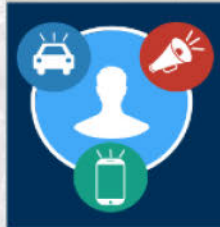
Questions?

Call 509-335-4521
or send an email to hrstraining@wsu.edu.

Featured Online Training

[Listening When it's Difficult to Listen](#)

Library ID:
pe_03_a01_bs_enus



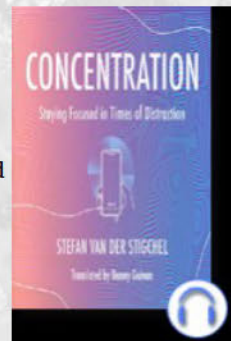
You'll learn common misconceptions about listening, how to hone your listening skills, and what to do when you encounter roadblocks to actively listening. You'll also learn how being receptive to what others are saying can go a long way to breaking down the barriers to clear communication.

Featured Online Book

[Concentration: Staying Focused in Times of Distraction](#)

Library ID: 151562

This audio edition explains how to concentrate in a world of beeping smartphones, channel surfing, live-tweeting, pop-up ads, and other distractions.



Appointments ending May 15

Departments need to submit a Termination action in Workday for employees whose appointment ends May 15th and are not returning Fall 2021 or have a summer appointment following this academic year. In the event a faculty member will not be returning for Fall 2021, but they will have a summer appointment, an Additional Job or Period Activity Pay will be submitted and the Termination will be submitted once the additional job/PAP ends.

If an individual is not returning to work in the Fall, benefits should end with the academic or cyclic appointment, normally being May 31. In the event these individuals have a summer appointment following the end of the academic/cyclic appointment, please contact HRS-Benefits to determine if the summer appointment will extend benefit eligibility beyond May, since that may not always be the case.

Additionally, if you have a nine-month faculty member or cyclic employee who has submitted a resignation letter stating they will not be returning to employment for Fall 2021, or after their cyclic break, the resignation date should reflect the last day of their paid academic or appointment, i.e. May 15, 2021. Departments are not to accept resignation letters which reflect dates that do not correspond with the paid appointment.

One way to manage our funds, in light of the university's budget efforts, is to timely cease the employer contribution towards benefits for employees who are no longer eligible.

