

## 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](https://go.wsu.edu/CrimsonSpirit).

### Paydays

Thursday,  
June 10

Friday,  
June 25

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### Leading in Cougar Country

Join us on Tuesday, June 8, 2021, as WSU Human Resource Services hosts a virtual half-day event (8:30 am - 12:00 pm) for WSU leaders called "Leading in Cougar Country".

Leading in Cougar Country is intended for faculty and staff leaders at various levels within the WSU system, including but not limited to: academic chairs and directors, non-academic directors, managers, supervisors, and administrative managers.

More information regarding this event, including registration will be communicated on the [Leading in Cougar Country](#) page.

### COVID-19 Employee Vaccination Declaration

WSU employees who wish to no longer wear facial coverings or socially distance on a WSU work location must be fully vaccinated and declare their fully vaccinated status through Workday. Information regarding the processes for employee vaccination declaration and supervisory responsibilities are found [here](#).

Supervisors will have access, through Workday, to the names of employees who have declared full vaccination status only. Providing falsified information regarding vaccination status is grounds for disciplinary action, up to and including termination from employment.

If an employee declines to provide verification of their fully vaccinated status through Workday, they are not considered fully vaccinated, and must continue to wear a facial covering and maintain distance. Employees who are fully vaccinated and have declared that status through Workday, but still wish to wear a facial covering are welcome to do so. Supervisors are not permitted to ask for reasons why an employee is or is not vaccinated or chooses not to complete the declaration in Workday.

Employees will begin reporting their vaccination status Thursday, May 27, 2021.

A VIRTUAL EVENT FOR WSU WORKPLACE LEADERS

## LEADING IN COUGAR COUNTRY

Tuesday, June 8, 2021 | 8:30 am - 12:00 pm

[REGISTER](#)

*Keynote Speakers*



**Celestina Barbosa-Leiker**  
Vice Chancellor for Research  
WSU Health Sciences Spokane



**Elizabeth S. Chilton**  
Provost & Executive Vice President  
Washington State University

JOIN HRS & A LINE-UP OF PRESENTERS TO EXPAND YOUR LEADERSHIP TOOLKIT WITH PANEL & BREAKOUT SESSIONS!

- Inclusion in the workplace - **Group Panel Discussion!**
- Intro into mindfulness-based anti racism for leaders - **Breakout!**
- Leading virtual teams - **Breakout!**
- And many more!

Hosted by Human Resource Services

### FSA/DCAP Limited Change Opportunity

If you are enrolled in a Medical Flexible Spending Arrangement (FSA) or Dependent Care Assistance Program (DCAP) for 2021, you can change your elections during the month of June without a qualifying event. This opportunity only applies to those already enrolled in a FSA or DCAP who wish to increase or decrease their election within the annual limits. More information can be found at [HCA COVID-19 Relief: FSA/DCAP](#).





# Modernization Initiative

## Check out these Modernization new releases

On the Modernization website, you can find recently released articles and videos about using Workday. This new video about [Workday support and resources](#) highlights places you can go if you run into questions or issues. You can also follow the [Workday tips and tricks](#) series to view weekly posts that discuss topics like updating [employee workspaces](#) and turning on [notifications](#).

## Comp time payout

It's almost time to pay out unused compensatory (comp) time. [A new article](#) outlines information about completing the process and where you can find reports for your area in Workday. Comp time must be paid out by June 30, 2021.

## Join us for open office hours!

The Modernization Team is hosting open Zoom sessions throughout the next few months. This is a time to have your questions answered by experts in their respective Workday fields. Each meeting covers a different topic, such as grant management, general finance, and time/leave/absence/payroll. You can find all of the events [here](#).

### Featured Online Training

#### [Making Change Stick](#)

Library ID: pe\_03\_a01\_bs\_enus

Facing change deployment challenges can help changes succeed long-term. In this course, you'll learn how make change more comfortable, communicate change to different groups, and use training and performance management to make change last. 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

#### [Switch: How to Change Things When Change is Hard](#)

Library ID: 120999

In Switch, Chip and Dan Heath analyze our internal struggles when dealing with change in our professional and personal lives, and enthusiastically share anecdotal proof of successful strategies for achieving lasting



## 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](#)

[Hostile Intruder Training](#)

[State Ethics Law](#)

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

[Overview of Recruitment and Selection at WSU](#)

[Coaching the Van Driver](#)

[Supervisor as Safety Manager](#)

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

[Emotional Intelligence](#)

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

### Questions?

Call 509-335-4521

or send an email to

[hrstraining@wsu.edu](mailto:hrstraining@wsu.edu).

## June is National Safety Month

Injuries are the leading cause of death for Americans ages 1 to 40. During National Safety Month, we encourage you to learn more about important safety issues like preventing poisonings, transportation safety, and heat safety precautions.

- **Poisonings:** Nine out of 10 poisonings happen right at home. You can be poisoned by many things, like cleaning products or another person's medicine. Visit [poison.org](https://poison.org).
- **Transportation safety:** Doing other activities while driving—like texting or eating—distracts you and increases your chance of crashing. Almost 1 in 6 crashes where someone is injured involve distracted driving. Click [here](#) for more information.
- **Heat safety precautions:** Heat is a leading weather-related killer, resulting in hundreds of U.S. fatalities each year. Never leave a child, elderly adult, or pet alone in a car. Heat deaths in cars can—and do—happen in winter, because car interiors get much hotter than the outside air. Visit [weather.gov/safety/heat](https://weather.gov/safety/heat) for guidelines and resources.

