Welcome to Washington State University!

Congratulations! Congratulations! . . . on your new appointment!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit

History

WSU Employment

Learning & Organizational Development

Policies & Resources
Medical Benefits

Retirement Plan Information

• 1:30-2:30
  Faculty & Administrative Professionals

• 3:00-4:00
  Civil Service Employees

Humble Beginnings

1862: The Morrill Act

1890: Washington State Agricultural College and School of Science (WAC)

1892: Doors open to 59!

1905: Washington State College (WSC)

Class of '97
Colors, Mascots, and Names, Oh My!

- 1900 • Crimson & Gray
- 1919 • Cougars
- 1927 • Our first real cougar! • Butch
- 1959 • Washington State University

Current Profile

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!
- Over 31,159 students
- Over 2,600 faculty
- Over 4,200 employees

Leadership

Kirk Schulz
11th President

WSU Strategic Plan
Core Values and broad mission of Washington State University

Office of the President - French Admin, Room 422
strategicplan.wsu.edu
Kirk Schulz
11th President

Drive-to-25
“Washington State University will be recognized as one of the nation’s top 25 public research universities, preeminent in research and discovery, teaching, and engagement by 2030.”

Office of the President - French Admin, Room 422
wsu.edu/drive-to-25

Leadership

Parking permits may be required, depending on your campus
• Annual and daily permits available

Parking and Transportation

Parking Services, in Pullman
corner of Cougar Way and D Street
WSU Pullman: transportation.wsu.edu
WSU Spokane: https://spokane.wsu.edu/facilities/parking

Parking and Transportation

Leadership

Parking and Transportation
**Payroll Information**

**Semi-Monthly Lagged Paycycle**

- **Work done on 1st – 15th**
  - Paid on 25th or closest business day of the current month
- **Work done on 16th – end of month**
  - Paid on 10th or closest business day of the following month

*Payroll Services Office - French Admin, Room 236*
*payroll.wsu.edu*

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**Payroll Information**

- Self-Guided Orientation
- Pay Schedule
- Direct Deposit
- W-4 Employee Withholding
- Earnings Statements
- Workday

*Payroll Services Office - French Admin, Room 236*
*payroll.wsu.edu*

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**Paycheck questions or concerns:**

Contact your immediate supervisor or Payroll Services.

*Payroll Services Office - French Admin, Room 236*
*payroll.wsu.edu*
The Modernization Initiative is a business process improvement and system implementation project. The scope of the project is to implement Workday software to support finance (including post-award grant management), payroll, and human resources business functions.

Getting Started

Go to Modernization the site for overview and to locate resources
Training Resources will be listed in the Quick Links menu on the left side of main Modernization page
**Annual Leave**

* Faculty appointments must be 12 month appointments

- Full-time earn 16.67 hours per month
- Maximum accrual: 352 hours

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**Annual Leave**

- Full-time earn 9.33 hours per month first year (progressively increasing)
- Maximum accrual: 240 hours (original hire date)

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**Sick Leave**

- Full-time employees earn 8.00 hours per month
- No maximum accrual
Medical Leave and Accommodation Information

WSU provides a variety of medical leaves and reasonable accommodations for employees who may need them.

See HRS Disability Services website for information including policies, processes and employee rights regarding Family & Medical Leave Act, Reasonable Accommodation and other medical leave provisions through WSU hrs.wsu.edu/Disability-Services.

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10 University Holidays

PAY STATUS vs. LWOP

<table>
<thead>
<tr>
<th>Faculty and AP</th>
<th>Civil Service</th>
<th>Bargaining Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any part of work shift prior to holiday</td>
<td>Full work shift prior to holiday</td>
<td>Check Collective Bargaining Agreement</td>
</tr>
</tbody>
</table>

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Personal Holiday

<table>
<thead>
<tr>
<th>Faculty and AP</th>
<th>Civil Service</th>
<th>Bargaining Unit</th>
</tr>
</thead>
<tbody>
<tr>
<td>Immediately available for use Jul 1 – Jun 30</td>
<td>Immediately available for use Jan 1 – Dec 31</td>
<td>Immediately available for use Jan 1 – Dec 31</td>
</tr>
</tbody>
</table>

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WSU will close all non-essential business operations and associated buildings at all locations during the period covering the December Holiday Reduced Operations.

Plan ahead and work with your supervisor.

**Leave Information**

**December Holiday Reduced Operations**

**Overtime Provisions**

**Are you eligible for overtime?**

- 1½ times compensation over 40 hrs.
- 30 min. meal period within 5 hrs.
- 15 min. rest period for every 4 hrs.

**FLSA**

**Fair Labor Standards Act**
Employees who have been instructed to report to work on a WSU work location must:

1. Complete the Safe Return to Work training module prior to reporting to WSU work location
2. Effective June 29, 2020, conduct Employee symptom self-attestation form every day before reporting to a WSU work location

Contact hrs.training@wsu.edu for the PDF slide deck
Visit the COVID-19 Leave and Work Information webpage for more information.
hrs.wsu.edu
Customer Service at WSU

Cougar Nation

Greet
Receive
Offer
Walk that extra mile

Together, we can exceed expectations by engaging all members of our University Community, including students, parents, faculty, staff and visitors!

Let's GROW together!

hrs.wsu.edu

Learning & Organizational Development

Elective learning

Release Time for Training Policy

• 96 hours per fiscal year
• Paid release time during working hours

hrs.wsu.edu

History

WSU Employment

Learning & Organizational Development

Policies & Resources
University Policies

- Business Policies and Procedures
- Safety Policies and Procedures
- Educational Policies and Procedures
- Executive Policies

Office of Procedures, Records, & Forms
policies.wsu.edu

State Ethics Law

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis – Infrequent, occasional use
- Ignorance is Not a Defense

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu

Whistleblower Act

- Provides a safe avenue for state employees to report suspected improper governmental action
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Reports issued at sao.wa.gov

Office of Internal Audit - Info Tech Bldg., Rm 2127
internalaudit.wsu.edu
**Public Records Act**

- We are each creating University Records in the daily course of doing our jobs
  - Documents
  - Email
  - Notes
  - Physical
  - Electronic
  - Etc.

- These records may be requested by a member of the public.

*Office of Public Records - Info Tech Bldg., 3033 public-records.wsu.edu*

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**Safety Resources**

- Safe Environment Resources
- WSU Police
- my.wsu.edu
- WSU Alert
- Update emergency contacts
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities, Everett & Vancouver

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**Employee Assistance Program**

The EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement

*Employee Assistance Program dop.wa.gov/eap*
Employee Assistance Program

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

- Up to three free visits per issue followed by community referrals
- Appointments are considered to be time worked
- Supervisory approval for appointment times is required
- Actual visits are confidential

Employee Assistance Program
diap.wa.gov/eap

Retirement Orientation

1:30-2:30  Faculty and Administrative Professionals
3:00-4:00  Civil Service and Bargaining Unit Employees

Thank You!