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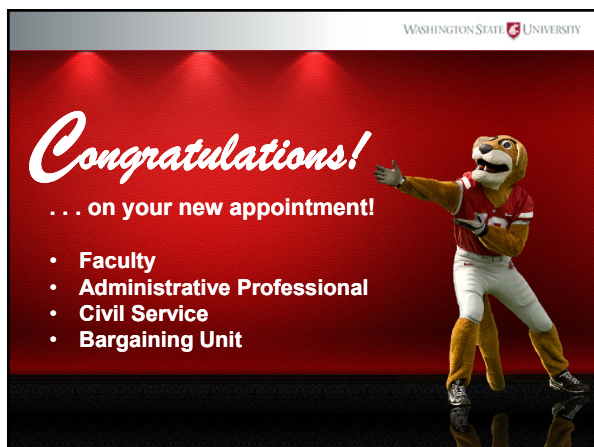
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WASHINGTON STATE UNIVERSITY



### Medical Benefits

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### Retirement Plan Information

- **1:30-2:30**  
**Faculty & Administrative Professionals**
- **3:00-4:00**  
**Civil Service Employees**

HUMAN RESOURCE SERVICES

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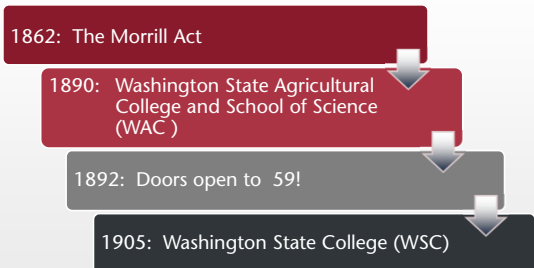
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WASHINGTON STATE UNIVERSITY

### 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)

HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY

### Class of '97




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### Colors, Mascots, and Names, Oh My!



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

HUMAN RESOURCE SERVICES

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### Current Profile

WASHINGTON STATE UNIVERSITY

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




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### Leadership

WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> President

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

Office of the President - French Admin, Room 422  
[strategicplan.wsu.edu](http://strategicplan.wsu.edu)

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**Leadership** WASHINGTON STATE UNIVERSITY



**Kirk Schulz**  
11<sup>th</sup> 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](http://wsu.edu/drive-to-25)

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WASHINGTON STATE UNIVERSITY



**History**

**WSU Employment**

**Learning & Organizational Development**

**Policies & Resources**

HUMAN RESOURCE SERVICES

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**Parking and Transportation** WASHINGTON STATE UNIVERSITY



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



*Parking Services in Pullman  
corner of Cougar Way and D Street*  
[WSU Pullman: \[transportation.wsu.edu\]\(http://WSUPullman.transportation.wsu.edu\)](http://WSUPullman.transportation.wsu.edu)  
[WSU Spokane: \[spokane.wsu.edu/facilities/parking\]\(http://spokane.wsu.edu/facilities/parking\)](http://WSUSpokane.transportation.wsu.edu/facilities/parking)

HUMAN RESOURCE SERVICES

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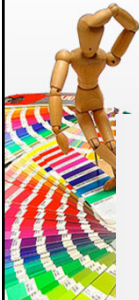
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### Employee Handbooks

WASHINGTON STATE UNIVERSITY

- **Faculty**
  - Faculty Manual
- **Administrative Professional**
  - Administrative Professional Manual
- **Civil Service**
  - Washington Administrative Code (WAC) 357
- **Bargaining Unit**
  - Appropriate Collective Bargaining Agreement

[hrs.wsu.edu](http://hrs.wsu.edu)

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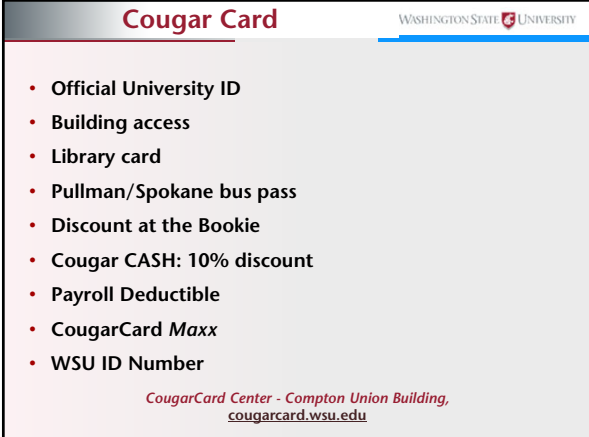
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### Cougar Card

WASHINGTON STATE UNIVERSITY

- Official University ID
- Building access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH: 10% discount
- Payroll Deductible
- CougarCard Maxx
- WSU ID Number

*CougarCard Center - Compton Union Building,  
[cougarcard.wsu.edu](http://cougarcard.wsu.edu)*

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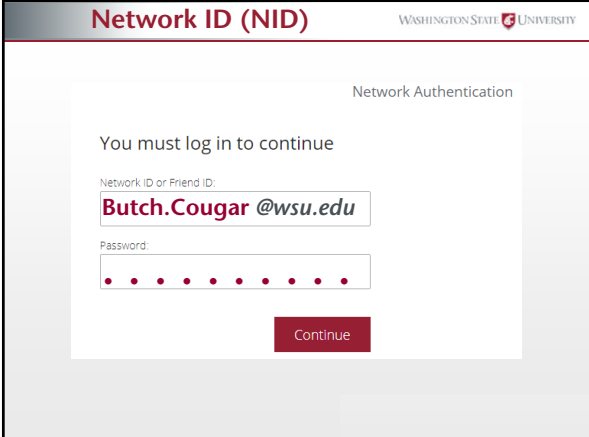
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### Network ID (NID)

WASHINGTON STATE UNIVERSITY

Network Authentication

You must log in to continue

Network ID or Friend ID:  
**Butch.Cougar@wsu.edu**

Password:  
.....

Continue

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Payroll Information

WASHINGTON STATE UNIVERSITY

Semi-Monthly  
Lagged Paycycle

Work done on 1<sup>st</sup> – 15<sup>th</sup>

Paid on 25<sup>th</sup> or closest business day of the current month

Work done on 16<sup>th</sup> – end of month

Paid on 10<sup>th</sup> or closest business day of the following month

Payroll Services Office - French Admin, Room 236

[payroll.wsu.edu](http://payroll.wsu.edu)

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Payroll Information

WASHINGTON STATE UNIVERSITY

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

Payroll Services Office - French Admin, Room 236

[payroll.wsu.edu](http://payroll.wsu.edu)

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Payroll Information

WASHINGTON STATE UNIVERSITY

Paycheck questions or concerns:

Contact your immediate supervisor or Payroll Services.

Payroll Services Office - French Admin, Room 236

[payroll.wsu.edu](http://payroll.wsu.edu)

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WSU Modernization Initiative

WASHINGTON STATE UNIVERSITY

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.



[modernization.wsu.edu](https://modernization.wsu.edu)

HUMAN RESOURCE SERVICES

Supporting the WSU Community

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WSU Modernization Initiative

WASHINGTON STATE UNIVERSITY



MODERNIZATION

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

[modernization.wsu.edu](https://modernization.wsu.edu)

HUMAN RESOURCE SERVICES

Supporting the WSU Community

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Leave Information

WASHINGTON STATE UNIVERSITY

### Annual Leave

Faculty\* and Administrative Professionals



\* Faculty appointments must be 12 month appointments

**Full-time  
earn 16.67 hours  
per month**

**Maximum accrual: 352 hours**

HUMAN RESOURCE SERVICES

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Leave Information

WASHINGTON STATE UNIVERSITY

### Annual Leave

Civil Service and Bargaining Unit



**Full-time earn 9.33  
hours per month first  
year  
(progressively increasing)**

**Maximum accrual:  
240 hours  
(original hire date)**

HUMAN RESOURCE SERVICES

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Leave Information

WASHINGTON STATE UNIVERSITY

### Sick Leave



**Full-time employees  
earn 8.00 hours  
per month**

**No maximum accrual**

HUMAN RESOURCE SERVICES

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Leave Information
WASHINGTON STATE UNIVERSITY

### 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](https://hrs.wsu.edu/Disability-Services).*

[hrs.wsu.edu/Disability-Services](https://hrs.wsu.edu/Disability-Services)

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Leave Information
WASHINGTON STATE UNIVERSITY

### 10 University Holidays

PAY STATUS vs. LWOP

Faculty and AP

*Any part of work shift prior to holiday*

Civil Service

*Full work shift prior to holiday*

Bargaining Unit

*Check Collective Bargaining Agreement*

[hrs.wsu.edu](https://hrs.wsu.edu)

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Leave Information
WASHINGTON STATE UNIVERSITY

### Personal Holiday

Faculty and AP

*Immediately available for use* Jul 1 – Jun 30

Civil Service

*Immediately available for use* Jan 1 – Dec 31

Bargaining Unit

*Immediately available for use* Jan 1 – Dec 31

[hrs.wsu.edu](https://hrs.wsu.edu)

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**Leave Information** WASHINGTON STATE UNIVERSITY

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**December Holiday Reduced Operations**

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.



[hrs.wsu.edu](https://hrs.wsu.edu) HUMAN RESOURCE SERVICES

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**Overtime Provisions** WASHINGTON STATE UNIVERSITY

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*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.



HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY

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**History**

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**WSU Employment**

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**Learning & Organizational Development**

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**Policies & Resources**



HUMAN RESOURCE SERVICES

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**Learning & Organizational Development**

- ✓ Online Learning
- ✓ Instructor-Led Training
- ✓ Academic Classes  
(Tuition Fee Waiver Policy)



registrar@wsu.edu

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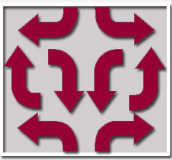
**Learning & Organizational Development**

**Directed Learning**

- COVID-19 Safe Return to Work
- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Additional Courses

- Safety
- Procurement and Contracts
- State Ethics Law
- Customer Service



hrs.wsu.edu

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**Learning & Organizational Development**

**COVID-19 Safe Return to Work**

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](mailto:hrs.training@wsu.edu) for the PDF slide deck

Visit the COVID-19 Leave and Work Information webpage for more information.

[hrs.wsu.edu](https://hrs.wsu.edu)

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Customer Service at WSU WASHINGTON STATE UNIVERSITY

## Cougar Nation

**G**reet  
**R**ecieve  
**O**ffer  
**W**alk 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](https://hrs.wsu.edu)

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Learning & Organizational Development

### Elective learning

**Release Time for Training Policy**

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



[hrs.wsu.edu](https://hrs.wsu.edu) HUMAN RESOURCE SERVICES

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WASHINGTON STATE UNIVERSITY



History

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WSU Employment

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Learning & Organizational Development

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**Policies & Resources**

HUMAN RESOURCE SERVICES

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**University Policies** WASHINGTON STATE UNIVERSITY

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

*Office of Procedures, Records, & Forms*  
[policies.wsu.edu](http://policies.wsu.edu)

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**State Ethics Law** WASHINGTON STATE UNIVERSITY

- 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](http://internalaudit.wsu.edu)

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**Whistleblower Act** WASHINGTON STATE UNIVERSITY

- 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](http://sao.wa.gov)



*Office of Internal Audit - Info Tech Bldg., Rm 2127*  
[internalaudit.wsu.edu](http://internalaudit.wsu.edu)

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**Public Records Act**

WASHINGTON STATE UNIVERSITY

- We are each creating University Records in the daily course of doing our jobs
  - Documents      - Physical
  - Email            - Electronic
  - Notes           - Etc.
- These records may be requested by a member of the public.

Office of Public Records - Info Tech Bldg., 3033  
[public-records.wsu.edu](http://public-records.wsu.edu)

**Safety Resources**

WASHINGTON STATE UNIVERSITY

- Safe Environment Resources
- WSU Police
- [my.wsu.edu](http://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

**Employee Assistance Program**

WASHINGTON STATE UNIVERSITY

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](http://dop.wa.gov/eap)

Employee Assistance Program
WASHINGTON STATE UNIVERSITY

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  
[dop.wa.gov/eap](http://dop.wa.gov/eap)

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Retirement Orientation
WASHINGTON STATE UNIVERSITY



1:30-2:30 Faculty and Administrative Professionals

3:00-4:00 Civil Service and Bargaining Unit Employees

HUMAN RESOURCE SERVICES  
WASHINGTON STATE UNIVERSITY

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