

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

Tuesday,
August 10

Wednesday,
August 25

Human Resource Services
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Postsecondary Educational Institutions-Sexual Misconduct Statement Process

Effective Thursday, July 1, 2021, prior to an official offer of employment to an applicant, HRS must request in writing that the applicant's current and past postsecondary educational institution employers disclose to WSU any sexual misconduct committed by the applicant. To ensure WSU complies with Washington State Law, it is critical departments continue to receive official approval from HRS before making offers of employment to candidates.

As a reminder, an "applicant" means: a person applying for employment as faculty, instructor, staff, advisor, counselor, coach, athletic department staff, and any position in which the applicant will likely have direct ongoing contact with **students** in a supervisory role or position of authority. **Applicant** does not include enrolled students who are applying for temporary student hourly employment. Visit [RCW 28B.112](https://rcw.wa.gov/rcw28B112) for more information.

Wildfire and Air Quality Reminder

Wildfire season is quickly approaching. In the event there are wildfires impacting the air quality near you, please review/save these specific resources for reference.

Information and Frequently Asked Questions

[Employee Resources | Wildfire and Air Quality](#)

[WSU Office of Environmental Health and Safety | Wildfire Smoke and Air Resources](#)

WSU Alerts

If there is a wildfire near you, visit the appropriate WSU Alerts website for further information:

Pullman: [WSU Pullman Campus Alerts](#) or the Hotline 509-335-2345

Spokane: [WSU Spokane Campus Alerts](#)

Vancouver: [WSU Vancouver Campus Alerts](#)

Tri-Cities: [WSU Tri-Cities Campus Alerts](#)

Everett: [WSU Everett Campus Alerts](#)



Benefits Reminders

New Employees: Sign up for [New Employee Orientation](#) to learn about the benefits offered through your employment at WSU!

Be sure to review the due dates **for your benefit elections in Workday**. If you miss your deadlines, you will be auto-enrolled into medical and dental coverage, placed into a default retirement plan, and must go through underwriting to request **additional** life or disability insurance.

Departments are encouraged to enter new employee **appointment** data in **Workday** as soon as possible! HRS relies on **this data** to identify benefit-eligible employees and inform them of their benefit elections and due dates.

Additional or Loss of Coverage:

Will you or your dependents be experiencing a change in jobs that results in the loss or addition of health coverage? That may create a Special Open Enrollment event—visit the [benefit changes](#) page for more information. A Special Enrollment event allows you to make changes to some of your benefits within 60 days of the event. Act early to prevent breaks in coverage and avoid paying premiums you may not owe.

Modernization Initiative

Sick Leave Accrual for 9 month Faculty Working Over the Summer

In Workday, 9 month faculty do not automatically earn sick leave over the summer.

If a 9 month faculty member is eligible for sick leave during the summer months based on the policy in the [Faculty Manual](#), please have the department administrator submit a ticket through the Workday Service Desk using the ["Leave Balances or Leave Accrual is incorrect" button](#) at the end of each summer month for HRS to manually update the sick balances for the faculty member.

Workday Reporting Basics training offered throughout the summer

Workday Reporting Basics training will be offered monthly through September. These virtual instructor-led sessions provide basic information on how to access and navigate the Workday reporting tool, including finding and running reports, setting preferences, and other basic functionality. View session information and register to attend training [here](#).

Learning Opportunities

ILTs this month - via Zoom

You may be required to login with your WSU network ID and password

- [Access Center Services](#)
- [Business Policies, Procedures and Records Retention](#)
- [Communicating for Results](#)
- [Electronic Forms System Training](#)
- [Public Records and Records Requests](#)
- [State Ethics Law](#)
- [Students in Crisis](#)
- [Whistleblower Act](#)
- [WSU Return to the Workplace Guidance-Employees](#)
- [WSU Return to the Workplace Planning Guidance-Supervisors](#)

Questions?

Call 509-335-4521

or send an email to hrstraining@wsu.edu

Featured Online Course, provided by the EAP:

[Transitioning into the New Work Life: Strategies for Responding to Change](#)

Over the past year plus, we've faced challenges we never could have imagined prior to March 2020. As our state continues to open up, you may find yourself experiencing uncertainty, stress, and a mixture of emotions.



Featured Online Book

[Change Management Training](#)

Presenting a complete lineup of workshop resources and tools needed to conduct effective change management training, this innovative resource will help managers understand their expanded role, practice new management techniques, and demystify the people side of change.



August is National Immunization Awareness Month

*"Immunizations (also called vaccinations or shots) help prevent dangers and sometimes deadly diseases"—
Health.gov*

Vaccine basics can be found at [vaccines.gov](https://www.vaccines.gov) and [healthfinder.gov](https://www.healthfinder.gov) provides this information: "It's important to know which shots you need and when to get them...Everyone age 6 months and older needs to get a flu vaccine every year. Other types of shots work best at specific ages or life stages.

- If you have a child under age 6 or younger, learn which [shots your child needs](#)
- Find out which [shots you need as an adult](#)
- Use this chart for adults to see if you are [up to date on your shots](#)
- If you're pregnant, check out the [guidelines for vaccinating pregnant women](#)."