Welcome to Washington State University!

Revised January 2021

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!**

<table>
<thead>
<tr>
<th>Year</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900</td>
<td>Crimson &amp; Gray</td>
</tr>
<tr>
<td>1919</td>
<td>Cougars</td>
</tr>
<tr>
<td>1927</td>
<td>Our first real cougar!</td>
</tr>
<tr>
<td>1959</td>
<td>Butch</td>
</tr>
<tr>
<td>1999</td>
<td>Washington State University</td>
</tr>
</tbody>
</table>

**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

Parking and Transportation
• 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
WSU Spokane: https://spokane.wsu.edu/facilities/parking
**Employee Handbooks**

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

hrs.wsu.edu

**Cougar Card**

- 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

**Network ID (NID)**

You must log in to continue

Network Department ID: Butch.Cougar @wsu.edu

Password: * * * * * * * * Continue

CougarCard Center - Compton Union Building, cougarcard.wsu.edu
**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

---

**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

---

**Paycheck questions or concerns:**

Contact your immediate supervisor or Payroll Services.

Payroll Services Office - French Admin, Room 236
payroll.wsu.edu
WSU has replaced our mainframe system, AIS, with Workday, which has transformed our administrative processes. Benefits include real-time reporting, standardized and streamlined business processes, and minimizing the administrative work for the University community, which will support WSU in achieving its core mission and the Drive to 25.

modernization.wsu.edu

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

MODERNIZATION

LEARN

Workday Training Resources

Training Catalog
Knowledge Base
Service Desk

https://modernization.wsu.edu/training/
WASHINGTON STATE UNIVERSITY

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

Faculty* and Administrative Professionals
* Faculty appointments must be 12 month appointments

Leave Information

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)
**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

**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
**Personal Holiday**

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

hrs.wsu.edu

---

**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

---

**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.
Learning & Organizational Development

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

registrar@wsu.edu

Learning & Organizational Development

Directed Learning

- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Additional Courses

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

hr@wsu.edu
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 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

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
WASHINGTON STATE UNIVERSITY

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

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.

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
COVID-19 Safe Return to Work Protocols

Visit the WSU COVID-19 Employee Information webpage for more information.

https://hrs.wsu.edu/covid-19/

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
dop.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!