Welcome to Washington State University!
Congratulations! . . . on your new appointment!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit

WASHINGTON STATE UNIVERSITY
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
1862: The Morrill Act

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

1892: Doors open to 59!

1905: Washington State College (WSC)
Colors, Mascots, and Names, Oh My!

1900 • Crimson & Gray

1919 • Cougars

1927 • Our first real cougar! • Butch

1959 • 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
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 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
You must log in to continue

Network ID or Friend ID:

Butch.Cougar @wsu.edu

Password:

Continue
# Payroll Information

## Semi-Monthly Lagged Paycycle

<table>
<thead>
<tr>
<th>Work done on 1\textsuperscript{st} – 15\textsuperscript{th}</th>
<th>Paid on 25\textsuperscript{th} or closest business day of the current month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work done on 16\textsuperscript{th} – end of month</td>
<td>Paid on 10\textsuperscript{th} or closest business day of the following month</td>
</tr>
</tbody>
</table>

**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.
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
Workday Training Resources
Training Catalog
Knowledge Base
Service Desk

https://modernization.wsu.edu/training/
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
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
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

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
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
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
Directed Learning

- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Additional Courses

- Safety
- Procurement and Contracts
- State Ethics Law
- Customer Service
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
• 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
• 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
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/
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
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
Retirement Orientation

1:30-2:30 Faculty and Administrative Professionals

3:00-4:00 Civil Service and Bargaining Unit Employees
Thank You!