

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

Friday,
October 8

Monday,
October 25

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COVID-19 Vaccination Verification

State of Washington Governor's Proclamation [21-14.1](#) mandates all WSU employees, graduate assistants, and affiliates, regardless of work location, to be fully vaccinated by October 18, 2021, or obtain a medical or religious exemption. **Vaccination verification information, the Workday verification and exemption processes, and frequently asked questions are available on the HRS website at hrs.wsu.edu/covid-19/vax-verification.**

QUARTER CENTURY CLUB



The Quarter Century Club (QCC) is WSU's longest running employee recognition program, having been active since 1934. The QCC currently comprises more than 2,400 individuals who have worked at WSU for 25 years or more in benefit-eligible positions. While not all of those members are still active employees, they are, or have been, the backbone of the University community, giving their commitment and dedication to the institution. WSU is proud to honor the 59 individuals joining the QCC in 2021. To view the names of these honorees, please visit: hrs.wsu.edu/quarter-century-club.

Benefits Reminders

The annual benefits open enrollment period is almost here!

The November Annual Open Enrollment period is coming soon. Keep an eye on the [HRS Open Enrollment page](#), where information and resources will be posted as they become available. Additional resources to watch for include the PEBB For Your Benefit newsletter, direct emails from HRS Benefits, and [WSU Insider/announcements](#).

Is your address up to date?

WSU, the Public Employees Benefits Board (PEBB), and the Health Care Authority occasionally mail important information regarding your benefits, open enrollment periods, and potential changes to your benefits. With Open Enrollment coming up in November, it is important to make sure your address is up to date to ensure you do not miss important communications you may need to take action on.

DRS Participants: Thinking of retiring sooner than planned?

With all the changes we've experienced over the last two years, a lot of plans have changed for a lot of people. If you're thinking you may retire sooner than you had anticipated, please join HRS for an in-depth retirement seminar for those participating in a PERS or TRS plan with the Department of Retirement Systems, October 4 from 2-4:30 PM. More information and Zoom info can be found on the [Retirement Presentations webpage](#).



Modernization Initiative

Updates on Travel Reference Guides

After receiving feedback from the community, we've updated the Reference Guides for several Travel and Expense processes to ensure their accuracy and ease of use. Specifically, there are detailed steps on how to complete specific expenses items (e.g., air transportation, per diem, lodging, etc.) and new reports to support Central Travel Account Card (CTA) reconciliation.

Check out the updated guides:

- [Create External Committee Member](#)
- [Create Expense Report](#)
- [Reconciling a Central Travel Account Card \(CTA Transaction\)](#)
- [Create Spend Authorization](#)

Learning Opportunities

ILTs this month - via Zoom

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

- [Award Administration: Part 1B-MyResearch](#)
- [Budgeting for Sponsored Projects](#)
- [Effective Communications Part 1](#)
- [Effective Communications Part 2](#)
- [Emotional Intelligence](#)
- [Inclement Weather Suspended Operations: Employees](#)
- [Inclement Weather Suspended Operations: Managers](#)
- [Position Descriptions, Expectations, and Performance Evaluations](#)
- [Supervisor as Leader](#)

Questions?

Call (509) 335-4521

or send an email to hrstraining@wsu.edu

Featured Online Course

[Verifying and Building on Creative Ideas](#)

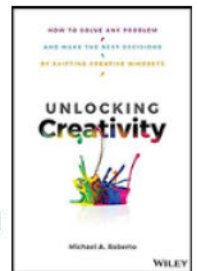
The initial stages of idea generation require an open approach uninhibited by rationale and critique. But sometimes to put those ideas into practice, you need to make sure they'll actually work. This course covers a variety of techniques used to verify and build on creative ideas. It outlines when to use research and when to use simulations to check the workability of an idea. In addition, it discusses ways to build on ideas effectively.



Featured Online Book

[Unlocking Creativity: How to Solve Any Problem and Make the Best Decisions by Shifting Creative Mindsets](#)

Highly relevant to the growth crises many enterprises face in today's economic landscape, this insightful and informative book examines how to break barriers to spark creativity and foster new ideas.



Inclement Weather

Winter is just around the corner!

Resources for information regarding personnel processes during times of inclement weather and/or periods of suspended operations are available via the [Inclement Weather webpage](#). Additionally, information sessions for Inclement Weather training are currently available for enrollment:

[Inclement Weather Suspended Operations: Employees](#)—October 27, 9-10:30am

[Inclement Weather Suspended Operations: Managers](#)—October 6, 2-3:30pm



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