



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



More than 900 Faculty, Staff Reach Milestones in 2021

WSU Human Resource Services recognizes length-of-service milestones in five-year increments. The department encourages the community to celebrate WSU employees who have reached milestones and thanks employees for their service and commitment. Three WSU employees reached

45 years of service to the university:

- James Evermann, professor and microbiologist at the College of Veterinary Medicine
- Michael Griswold, Regents Professor and director of the School of Molecular Biosciences
- Fred Loaiza, animal care facilities manager (large animal supervisor) at the College of Veterinary Medicine

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MODERNIZATION

New Process: Monthly Workday Updates

Things have moved fast since we launched Workday. We've heard your feedback about processes changing too frequently, so going forward, we're going to group Workday changes that

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BENEFITS

Open Enrollment Ends November 30

The annual Open Enrollment period for faculty and staff ends Tuesday, November 30, 2021. If you need to make changes still, you have until midnight November 30 to do so through Workday. Visit the [Open Enrollment](#)

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Dec. Holiday

WSU will be closed Friday, December 24, 2021; Monday, December 27, 2021; and Friday,

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WA Cares Fund

The WA Cares Fund tax will be collected from pay beginning January 1, 2022. Find more information about exemption requests on page 2.

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Inclement Weather

Fall and winter are around the corner! [Brush up on inclement weather policies.](#)



Nominate for Crimson Spirit!

[Find more info on the HRS website.](#)



Paydays

Friday, Nov. 10
Thursday, Nov. 23



LEARNING OPPORTUNITIES

Upcoming Instructor Led Courses

You may be required to log in with your WSU network ID and password.

- [Coaching the Van Driver](#)
- [Conversations on Implicit Bias](#)
- [Electronic Forms System Training](#)
- [Hostile Intruder Training](#)
- [Overview of Recruitment Selection at WSU](#)
- [Purchasing Card: New Cardholders](#)
- [Understanding Conflict](#)
- [UndocuAlly Training](#)
- [Workday Procurement: Verify Procurement Card Transaction](#)
- [Workday Reporting: Workday Reporting Basics](#)

Featured Online Course



[Managing a Project to Minimize Risk and Maximize Quality](#)

This course will help you sort out all these considerations by explaining common methods and best practices related to risk management, quality management, and procurement.

Featured Online Book



[8 Ways to Achieve More by Using Deadlines](#)

Discussing the importance of establishing work-life balance goals, this book helps you to become a well-rounded career professional who is more effective on the job while having a greater sense of participation and enjoyment in life.

Open Enrollment

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page for more information and instructions on how to make changes.

If you made changes to your medical/dental plans or dependent coverage, or enrolled/re-enrolled in the Flexible Spending Account (FSA) or the Dependent Care Assistance Program (DCAP) benefit, you will see these changes go into effect January 1, 2022.

Changes in premiums or new contribution rates for the FSA and DCAP benefits will first be seen on your January 10, 2022 paycheck.

WA Cares Fund Tax

The WA Cares Fund tax will be collected from pay beginning January 1, 2022. If you already had alternative Long Term Care insurance in place by October 31, 2021 and wish to be exempted from this tax, submit an exemption request to [Employment Security Department](#) (ESD). Approved exemption letters should be sent to Payroll for processing.

Please note that declining the Long Term Disability coverage through Workday does not exempt you from this tax; Long Term Care and Long Term Disability are not the same thing.

Employee Assistance Program

The Washington State Employee Assistance Program (EAP) is a free, confidential program created to promote the health, safety and well-being of public employees. More than 100,000 public employees have access to EAP services to help them address work and personal concerns.

Visit the HRS [Employee Assistance Program page](#) to access additional information, resources and contact information. ■



Monthly Workday Updates

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aren't as time-sensitive into monthly batches.

The first Monthly Workday Update took place the first week of November. To see what's in store, visit the [Monthly Workday Updates Schedule](#). ■

Faculty, Staff Reach Milestones

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For a complete list of the more than 900 Washington State University faculty and staff who reached length-of-service milestones in 2021, visit the [HRS Length-of-Service Awards page](#). ■

December Holiday Reduced Operations

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December 31, 2021 in observance of University holidays. Reduced operations will be in effect on Tuesday, December 28, 2021; Wednesday, December 29, 2021; and Thursday, December 30, 2021. Most University operations and services will be unavailable on these days.

Employees are encouraged to discuss scheduling needs and options with their supervisors and managers as soon as possible.

Departments are encouraged to be



as flexible as possible when determining schedules during reduced operations and for the December holidays.

For more information, refer to the following resources:

- [Reduced Operations Schedule](#)
- [Reduced Operations FAQ](#) ■

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