



WASHINGTON STATE UNIVERSITY
Human Resource Services

Welcome to Washington State University!


Revised October 2021

Congratulations on your new position!

- Faculty
- Administrative Professional
- Civil Service
- Bargaining Unit



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WSU

- History
- WSU Employment
- Learning & Organizational Development
- Policies & Resources

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WSU

Medical Benefits

Retirement Plan Information

- 1:30-2:30
Faculty & Administrative Professionals
- 3:00-4:00
Civil Service Employees

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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)

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Class of '97



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WSU

Colors, Mascots and Names! WSU



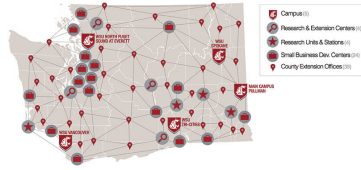
- 1900 • Crimson & Gray
- 1919 • Cougars
- 1927 • Our first real cougar!
• Butch
- 1959 • Washington State University

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Current Profile WSU

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



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Leadership WSU

Kirk Schulz
11th President

WSU Strategic Plan
Core Values and broad mission of
Washington State University



Office of the President–French Admin, Room 422

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WSU

Leadership

Kirk Schulz
11th President

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.



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History

WSU Employment

Learning & Organizational Development

Policies & Resources

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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


Employee Handbooks WSU

Faculty Faculty Manual and Provost's Office	Civil Service Washington Administrative Code (WAC) 357
Administrative Professional Administrative Professional Manual	Bargaining Unit Appropriate Collective Bargaining Agreement

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Cougar Card WSU

- Official University ID
- Building Access
- Library card
- Pullman/Spokane bus pass
- Discount at the Bookie
- Cougar CASH
- Payroll Deductible
- CougarCard Maxx
- WSU ID Number



Cougar Card Center—Compton Union Building

Network ID (NID) WSU

Network Authentication

You must log in to continue

Network ID or Friend ID:

Butch.Cougar@wsu.edu

Password:

• • • • •

Continue

Payroll Information

WSU

Semi-Monthly Lagged Paycycle

Work done on 1st–15th

Paid on 25th of closest business day of the current month

Work done on the 16th–end of month


Paid on the 10th or closest business day of the following month

Payroll Services Office–French Admin, Room 236

Payroll Information

WSU

- Pay Schedule
- Direct Deposit
- W-4 Employee Withholding
- Earning Statements
- Workday



Payroll Services Office–French Admin, Room 236

Payroll Information

WSU

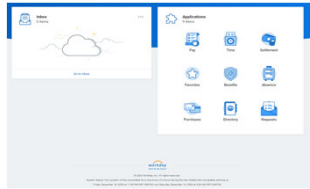
Paycheck questions or concerns:
Contact your immediate supervisor or
Payroll Services: payroll@wsu.edu

Payroll Services Office–French Admin, Room 236

Modernization Update

WSU

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.



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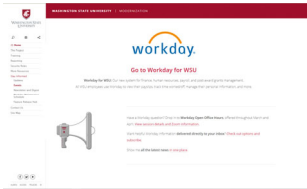
WSU Modernization Initiative

WSU

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

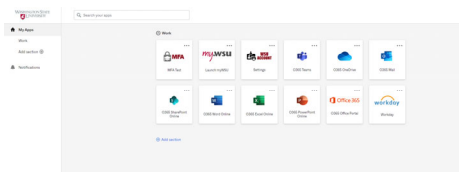


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My Apps Dashboard

WSU

Navigate to: login.wsu.edu/info



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WSU Modernization Initiative







Workday Training Resources

- Training Catalog
- Knowledge Base
- Service Desk

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Leave Information





Annual Leave

Faculty* and Administrative Professionals

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

*Faculty appointments must be 12 month appointments

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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)



WSU


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Leave Information

Sick Leave

Full-time employees earn 8.00 hours per month

No maximum accrual



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Leave Information

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.

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Leave Information

WSU

11 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

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Leave Information

WSU

Personal Holiday

Faculty and AP

Immediately available for use July 1–June 30

Civil Service

Immediately available for use Jan 1–Dec 31

Bargaining Unit

Immediately available for use Jan 1–Dec 31

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Leave Information

WSU

December Holiday Reduced Operations

WSU will close all non-essential business operations and associated buildings at all locations during the period covering December Reduced Operations.

Plan ahead and work with your supervisor




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Overtime Provisions WSU

Are you eligible for overtime?

- 1 1/2 times compensation for over 40 hrs.
- 30 min. meal period within 5 hrs.
- 15 min. rest period for every 4 hrs.



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History WSU

WSU Employment

Learning & Organizational Development

Policies & Resources

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Learning & Organizational Development WSU

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



Learning & Organizational Development

Directed Learning

- Discrimination, Sexual Harassment and Sexual Misconduct Prevention

Additional Courses

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

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Learning & Organizational Development

Elective Learning

- Release Time for Training Policy
 - 96 hours per fiscal year
 - Paid release time during working hours

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WSU

History

WSU Employment

Learning & Organizational Development

Policies & Resources

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University Policies

WSU

Business Policies and Procedures

Safety Policies and Procedures

Educational Policies and Procedures

Executive Policies

Office of Procedures, Records and Forms

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State Ethics Law

WSU

- Conflicts of Interest
- Special Privileges
- Gifts are Restricted
- Political Activities
- State Resources
- De Minimis—Infrequent, occasional use
- Ignorance is not a defense

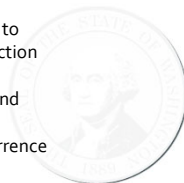


Office of Internal Audit—Info Tech Building Room 2127

Whistleblower Act

WSU

- 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
- Report issued at sao.wa.gov



Office of Internal Audit—Info Tech Building, Room 2127

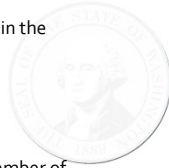
Public Records Act

WSU

- 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 Building, Room 3033

Safe Environment Resources

WSU

- 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, Vancouver and Everett



COVID-19 Work Protocols

WSU

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

Employee Assistance Program WSU

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 WSU

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 WSU



1:30-2:30 Faculty and Administrative Professionals
3:00-4:00 Civil Service and Bargaining Unit Employees

