Welcome to Washington State University!

Congratulations on your new position!

- 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!

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

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
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.

Office of the President–French Admin, Room 422

Revised October 2021

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Policies & Resources

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

Revised October 2021
Employee Handbooks

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

Cougar Card

- 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)

You must log in to continue

Network ID or Print ID: Butch.Cougar @wsu.edu

Password: ********

Continue
Payroll Information

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

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Payroll Information

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

Payroll Services Office–French Admin, Room 236

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Payroll Information

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

Payroll Services Office–French Admin, Room 236
Modernization Update

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.

WSU Modernization Initiative

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

My Apps Dashboard

Navigate to: login.wsu.edu info
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
**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)

**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.
Leave Information

11 University Holidays
Pay STATUS vs. LWOP

Faculty and AP
- Any part of work shift prior to holiday
- Full work shift prior to holiday

Civil Service
- Full work shift prior to holiday

Bargaining Unit
- Check Collective Bargaining Agreement

Leave Information

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

Leave Information

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

December Holiday Reduced Operations
Overtime Provisions

Are you eligible for overtime?

- 1 ½ times compensation for over 40 hrs.
- 30 min. meal period within 5 hrs.
- 15 min. rest period for every 4 hrs.

FLSA
FAIR LABOR STANDARDS ACT

WSU Revised October 2021

History

WSU Employment

Learning & Organizational Development

Policies & Resources

Learning & Organizational Development

- 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

Learning & Organizational Development

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

History

WSU Employment

Learning & Organizational Development

Policies & Resources
University Policies

- Business Policies and Procedures
- Safety Policies and Procedures
- Educational Policies and Procedures
- Executive Policies

Office of Procedures, Records and Forms
Revised October 2021

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 Building Room 2127

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
- Report issued at sao.wa.gov

Office of Internal Audit, Info Tech Building, Room 2127
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

Office of Public Records–Info Tech Building, Room 3033

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Safe Environment 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, Vancouver and Everett

SAFETY FIRST

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COVID-19 Work Protocols

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

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