



# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



## New Employee Orientation

New to WSU? Orientation sessions are available to help you learn more about your position at Washington State University. All new employees are encouraged to attend within their first 30 days of employment. Orientation is divided into two sessions:

Part 1: New Employee Orientation occurs from 8:30 AM–12:30 PM and provides information on medical, dental, life and disability insurance information, as well as information on payroll, employment basics, resources and leave processes.

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### MODERNIZATION

## Workday Support Network

Connect with a university-wide community of Workday users, ask and answer questions, and engage in conversation about common Workday topics when you join the new Workday Support

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### BENEFITS

## PEBB Newsletter & FSA Spending Deadline

Benefit Eligible Employees: The Public Employees Benefits Board (PEBB) Program's For Your Benefit Newsletter is your source for information and updates about your health benefits. This edition includes

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## Russia/Ukraine Conflict

From the EAP: "The news out of the Russia/Ukraine region is disturbing and disheartening. As the conflict escalates

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## FSA Spending Deadline Approaching

For 2021 FSA participants, the grace period deadline to spend unused 2021 FSA funds is approaching.

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## 1095 Tax Forms Will Arrive Soon

If you were eligible for WSU health benefits in 2021, you will be provided with 1095 Form(s) no later than early March 2022.



## Nominate for Crimson Spirit!

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



## Paydays

Thursday, Mar. 10  
Friday, Mar. 25





## LEARNING OPPORTUNITIES

## Upcoming Instructor Led Courses

Featured Learning Opportunities are updated quarterly on the [Learning & Organizational Development home page](#). Here, you can access:

- New courses and learning programs.
- Upcoming instructor led-sessions.
- Employee Assistance Program resources including instructor-led sessions, and live and on-demand webinars.

*Register for a course today!*

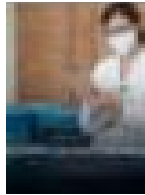
### Skillsoft Tip of the Month:

Did you know you can withdraw yourself from an instructor-led session if you are unable to attend? If a scheduling conflict arises, you can withdraw yourself before the session begins by following the instructions outlined in the [Skillsoft Knowledge Base for Learners](#).

### Friendly reminder:

Many of our courses have individuals on a waitlist; by withdrawing ahead of time, you are opening a spot for someone to participate in a learning opportunity or a required course they need for their position.

## Featured Online Course



### [Navigating the Post-pandemic Workplace](#)

In the aftermath of the worst of it, the world is

struggling to create an evolving new normal. What that will look like for businesses and employees as we unplug from working remotely and return to work? How will we reconnect with our coworkers and reestablish working routines? How can we help create a safe working environment by following new procedures? This course focuses on how employees can foster their flexibility and resiliency in the post-pandemic workplace.

## Featured Online Book



### [Virtual Training: The Art of Conducting Powerful Virtual Training that Engages Learners and Makes Knowledge Stick](#)

This book is the definitive guide to delivering virtual training that engages learners and makes new skills and behavioral changes stick. Jeb Blount, one of the most celebrated trainers and authors of our generation, walks you step-by-step through the seven elements of effective, engaging virtual learning experiences.

Find new courses and more learning opportunities for Spring on the [Featured Learning Opportunities page](#).

## BENEFITS

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information on:

- Reminders for the new plan year
- Deadlines for FSA and DCAP funds
- Website updates
- Diabetes
- Heart health
- And more

[Read the full issue.](#)

## FSA Grace Period Spending Deadline Approaching

For 2021 Flexible Spending Arrangement (FSA) participants, the grace period deadline to spend unused 2021 FSA funds is approaching. This grace period allows you to continue to incur eligible Medical FSA expenses and use your 2021 funds through March 15, 2022. All 2021 claims must be submitted to

Navia Benefit Solutions by March 31, 2022; any funds not claimed within these deadlines are forfeited back to the plan administrator, the Health Care Authority.

To determine if you have unspent 2021 FSA funds, log into your account through the [Navia portal](#) or call Navia at 425-452-3500. Claims can be submitted online through the Navia portal, or by [email](#) or [paper form](#).

Questions can be sent to [Navia Benefit Solutions](#) or [WSU Benefits](#).

## 1095 Tax Forms Will Arrive Soon

If you were eligible for WSU health benefits in 2021, you will be provided with 1095 Form(s) no later than early March 2022. The 1095 Form reports



information about your health care coverage as required by the Affordable Care Act. This form may not be needed to file your taxes, but you should keep it with your 2021 tax documentation. More information is available on the [HRS Affordable Care Act-Form 1095 website](#) and the [IRS Health Care Information Forms website](#). For additional help or guidance, please consult a qualified tax advisor. ■

## Workday Support Network

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Network on Slack.

The Workday Support Network is open to all WSU employees who use Workday in any capacity as part of their jobs.

To join, Workday users must sign up for a Slack account using their WSU email address, and follow a set of community guidelines, available in

Slack.

Join the Workday Support Network workspace.

New to Slack or have questions about joining the Workday Support Network? Join us for a Q&A session on Feb. 15.

Questions? Submit a ticket in the Workday Service Desk. ■



## New Employee Orientation

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Part 2: New Employee Retirement Orientation occurs as follows:

- Faculty and Administrative Professional retirement information 1:30–2:30 PM
- Civil Service and eligible hourly employee retirement information 3:00–4:00 PM

[Register Here for New Employee Orientation](#)

Interested in other training opportunities? [Visit the WSU Training Website.](#) ■

## Russia/Ukraine Conflict Crisis Support

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and as violence becomes a reality, the emotional toll for many – especially those with strong connections to the region – is heavy. You, your coworkers, your colleagues and your teams may experience stress and anxiety in the days ahead. The Washington State Employee Assistance Program (EAP) offers the below suggestions, resources and tools to support you as you navigate this very difficult time.”



For a list of helpful suggestions and a list of resources, please [visit the link here.](#) ■

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