



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



Notice of Summer Hours

It's time for managers to make plans for summer schedules. Washington State University's business hours are 8 a.m. to 5 p.m. year round.

In keeping with a long-standing practice, WSU will observe a schedule known as summer hours for as many

employees as possible, while still meeting the requirement to serve the public from 8 a.m. to 5 p.m. Summer hours will be 7:30 a.m. to 4 p.m., with 30 minutes for lunch, during the period from Monday, May 9, through Friday, August 12. It is the responsibility of the supervisors and staff of each

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WORKDAY

Timely Termination Actions

Departments need to submit a Termination action in Workday for employees whose appointments end May 15 and who are not returning Fall 2022. In the

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BENEFITS

Summer Insurance Premiums

Faculty and staff on academic or less than 12-month appointments will have summer medical and life insurance premiums, and any associated surcharges, collected over

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Featured Online Course

In this course, you'll explore strategies to help you become an advocate for diversity, equity, and inclusion.

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Featured Online Book

How to Be an Ally humanizes diversity and inclusion and facilitates greater empathy.

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WellCoug Recipes

Interested in healthier eating or need some inspiration for your next meal? Check out [Well-Coug Recipes](#) to add to your cooking repertoire!



Nominate for Crimson Spirit!

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



Paydays

Tuesday, May 10
Friday, May 25





LEARNING OPPORTUNITIES

Upcoming Instructor Led Courses

Featured Learning Opportunities are updated 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!

LOD Reminder: Are you registering a new employee for New Employee Orientation? Remember the email address you enter for the employee's contact information is where the reminder and Zoom info will be sent. Be sure to provide the reminders to the employee, or send us an email with the employee's new WSU email address prior to orientation.

Summer Hours

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area to provide service to the public during the noon hour and from 4 p.m. to 5 p.m. during this period. Summer hours are approved at the department level.

Managers may approve an employee to work a flexible work schedule, including a 4-day/10-hr-per-day work schedule. The manager is

Featured Online Course



[Becoming a DEI Ally and Agent for Change](#)

To understand and appreciate diversity in the workplace, we must de-

velop an understanding of ourselves and the diverse ways we view the world. Working in a diverse and inclusive workforce has many personal and professional benefits, from improved wellness and personal health to engagement and community and innovation and creativity. Equally important is the ability to leverage each of our unique talents, skills, and contributions. In this course, you'll explore strategies to help you become an advocate for diversity, equity, and inclusion within the workplace.

Featured Online Book



[How to Be an Ally: Actions You can Take for a Stronger, Happier Workplace](#)

Uniquely insightful and extremely timely, *How to Be an Ally* humanizes diversity and inclusion and facilitates greater empathy and understanding between people of all identities. It teaches us that every individual can learn about the imbalance in opportunity and work to correct it.

The key to true diversity, equity, and inclusion is allyship. This one-of-a-kind guide provides everything you need to use allyship to create a better workplace for ourselves and our colleagues.

responsible for determining the work schedule in accordance with operational needs, and applicable rules or policies.

Information on flexible scheduling:

hrs.wsu.edu/managers/flexible-scheduling ■



BENEFITS

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two paychecks*.

- Life insurance premiums for the summer break will be taken from the May 10th check.
- Medical premiums and the tobacco or spouse surcharges (if applicable) will be taken from the May 25th check.

*Deduction dates may vary for employees with appointment terms other than nine months.

HRS will send a direct email to the impacted employees in the next couple of weeks informing them of the summer premium collection schedule, and provide additional details.

HRS has created a website, with FAQ's and additional information: hrs.wsu.edu/employees/benefits/summer-premium-collections ■



Termination Actions

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event a faculty member will not be returning for Fall 2022, but they will have a summer appointment, an Additional Job or Period Activity Pay will be submitted and the Termination will be submitted once the additional job/PAP ends.

If an individual is not returning to work in the fall semester, benefits should end with the academic or cyclic appointment, which normally falls on May 31.

In the event these individuals have a summer appointment following the end of the academic/cyclic appointment, please contact HRS

Benefits to determine if the summer appointment will extend benefit eligibility beyond May, since that may not always be the case.

Additionally, if you have a nine-month faculty member or cyclic employee who has submitted a resignation letter stating they will not be returning to employment for Fall 2022, or after their cyclic break, the resignation date should reflect the last day of their paid academic or appointment, i.e. May 15, 2022.

Departments must not accept resignation letters which reflect dates that do not correspond with the paid appointment.

In support of the university's budget efforts, one way to efficiently manage WSU funds is to cease employer contributions towards benefits for employees who are no longer eligible in a timely manner.

Contact HRS at hrs@wsu.edu or 509-335-4521 with questions. ■

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WASHINGTON STATE UNIVERSITY
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