



# HR Source

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## 89th Annual Quarter Century Club Celebration

The 89th Annual Quarter Century Club celebration will be held on Tuesday, November 1, 2022 at 10:00 A.M. in the M.G. Carey Senior Ballroom in the Compton Union Building on the beautiful Washington State University Pullman Campus. The WSU Quarter Century Club (QCC) recognizes

faculty and staff who have reached the impressive milestone of 25 years of service in benefit-eligible positions with WSU. General attendee registration for this celebration will be available soon. Please visit the [HRS Quarter Century Club page](#) for details. ■

### NEWS

#### Hazing Prevention Course

On March 10, 2022, the Washington State Legislature passed Second Substitute House Bill 1751 – [Concerning Hazing Prevention and Reduction at Institutions of Higher Education](#).

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### BENEFITS

#### Open Enrollment and SmartHealth Changes

The annual benefits open enrollment period is almost here! The November Annual Open Enrollment period is coming soon. Keep an eye on the [HRS Open Enrollment page](#) and [Percipio](#) where information and resources

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## Staff Mentoring

Applications are now available for both mentor and mentee participants through 10/28/2022: For eligibility details and to apply, please

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## WSU Weeknight Football Game

Washington State University is hosting a Thursday night football game on October 27, 2022. Preparations for the weeknight matchup will affect Pullman campus operations throughout the day.

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## Nominate for Crimson Spirit!

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



## Paydays

Friday, October 7  
Tuesday, October 25





## LEARNING OPPORTUNITIES

## WSU Training for Supervisors

Per [WAC 357-34-055](#) employees newly appointed to a permanent supervisory or management position are required to successfully complete entry-level supervisory training. WSU offers a Supervisory Series for new supervisors/managers that meets this statutory requirement. The program has been

updated and improved with the implementation of [Skillsoft Percipio](#). Packaged into a Journey, the guided learning path comprises of tracks of content in a recommended order. Learners can easily manage their learning and see a visual of their progress.

WSU recognizes that the impact of front-line supervisors and managers have on the quality of work, level of productivity, and work attitude of the

employees they direct. This means that effective supervision training supports the success of WSU.

Please help us by reminding your new supervisors of this requirement. They can enroll through Percipio. Questions can be directed to the HRS Learning & Organizational Development Team at [hres.training@wsu.edu](mailto:hres.training@wsu.edu).

## New Hazing Prevention Course Requirement

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All newly hired WSU faculty, administrative professional, civil service, bargaining unit, and graduate student employees are required to complete the Hazing Prevention course within the first six months of employment. The Hazing Prevention course (approximately 30 min) can be completed through the Percipio Compliance platform.

The goal of this course is to assist WSU in maintaining a safe and respectful working and learning environment. It defines hazing, identifies key WSU Executive Policies addressing these topics, gives examples of “look-fors” for managers when supervising staff, and provides links to resources avail-

able to help in cases of alleged hazing incidents. The training also highlights employee and supervisor responsibilities when hazing misconduct is reported or observed. ■

## Football Game

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Pullman campus parking lots will need to be cleared of employee and student vehicles by 3:00 PM on Thursday, October 27, 2022, to accommodate the Cougar fans and others arriving for the evening game.

For more information, visit the [Frequently Asked Questions page](#). ■



## Mentoring Program

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visit the [WSU Staff Mentoring Program page](#).

The purpose of the Staff Mentoring Program is to develop relationships and facilitate interaction among staff, resulting in a stronger, more collaborative environment. The goal is to provide new and existing staff with a valuable resource, a mentor, who offers support and encouragement, and is a point of reference for additional resources.

The system-wide program will run one cohort per year, during the 2022-2023 semesters, and is open to all WSU Administrative Professional and Classified Staff. Those interested in being a mentor or being mentored can [apply on the WSU Staff Mentoring Program page](#). Space is limited.

Reach out directly to [kristi.zinn@wsu.edu](mailto:kristi.zinn@wsu.edu) with any questions. ■



## BENEFITS

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will be posted as they become available. Additional resources to watch for include the PEBB for Your Benefit newsletter, direct emails from HRS Benefits, and [WSU Insider/announcements](#).

## Is your address up to date?

WSU, the Public Employees Benefits Board (PEBB), and the Health Care Authority occasionally mail important information regarding your benefits, open enrollment periods, and potential changes to your benefits. With Open Enrollment coming up in November, it is important to make sure your address is up to date in [Workday](#) to ensure you do not miss important communications you may need to take action on.

## Thinking of retiring soon?

Please join HRS for an in-depth retirement seminars, held monthly. More information and Zoom info can be found on the [Retirement Presentations webpage](#).

## New SmartHealth login requirement

Beginning October 1, SmartHealth users will access the program through Secure Access Washington (SAW), the state's secure single sign-on portal for external users. Being able to access SmartHealth through SAW is an important security enhancement, and it is a requirement of the State Office of Cybersecurity. In the coming weeks, SmartHealth members will receive additional reminders about the change. For now, here is what you need to know:

1. If you have not done so already, please create a [SAW account](#).

2. After October 1, you will be prompted to match your SAW account to your existing SmartHealth account.
3. You no longer need to log into SmartHealth with a unique email address and password; instead, you will use your SAW credentials for SmartHealth.
4. All points, levels, activities, and Well-Being Assessment results achieved in SmartHealth this year will be unaffected by the update.

The deadline to earn points for 2023 for most employees is November 30. Take action now to make sure you are ready for this change, and stay on track to earn your wellness incentive! ■

