



# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



## Meet our Talent Acquisition Team!

### Tiffany Bascomb, Talent Acquisition Specialist:

I have a background in hiring, staffing, and recruitment. My previous experience has been working with multiple K-12 school districts as a Human Resource Business Partner and as a

### Lead Sourcing Recruiter.

I am happy to be a part of the WSU Human Resource Services Team and look forward to engaging with you and learning more about the recruitment needs of the system.

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## WORKDAY

### Mass Time Submission

On Saturday, October 8, 2022, HR initiated a mass time submission event. This automated action submitted time to Time Approvers for all time entries with the status of **Not Submitted**,

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## BENEFITS

### Benefits Open Enrollment November 1-30, 2022

Open Enrollment is the one time each year when you can make changes to, and enroll in, certain benefits for the upcoming plan year. Step-by-step instructions, important

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## End to COVID-19 Emergency Orders

On September 8, 2022, Governor Inslee [announced an end to the remaining COVID-19 emergency orders](#) and state of emergency by October 31, 2022.

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## Fair Labor Standards Act: Impact to Research Faculty Positions

HRS has schedule system-wide training sessions focused on impacts to Research Faculty Positions.

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## Nominate for Crimson Spirit!

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



## Paydays

Thurs., November, 10  
Wed., November 23





## 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 [hrs.training@wsu.edu](mailto:hrs.training@wsu.edu).

## Fair Labor Standards Act: Impact to Research Faculty Positions

In preparation for the January 1, 2023, updates to the overtime exemption

salary threshold HRS has schedule system-wide training sessions focused on impacts to Research Faculty Positions. This course is for WSU Administrators, Managers, Faculty and employees who may be impacted or work with those who may be impacted. Please note, if you would like a department specific training, please work directly with [your assigned HR Consultant](#) to schedule a time for them to meet with your group to present the information.

Dates/Times: Wednesday; November 9, 2022 – 9am-10am, Tuesday; December 6, 2022 – 11am-12pm

## Talent Acquisition Team

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**Lauren Kirkpatrick, Talent Acquisition Assistant:**

I have recently graduated from Washington State University with my Master's Degree in Natural Resources, where I focused on improving policy communication. I am very excited at the opportunity of continuing my career at WSU

Human Resources and contributing to the recruitment team.

**Contact the Talent Acquisition Team:**

[tiffany.bascomb@wsu.edu](mailto:tiffany.bascomb@wsu.edu) or 509-335-2116

[lauren.kirkpatrick@wsu.edu](mailto:lauren.kirkpatrick@wsu.edu) or 509-335-5848 ■



## BENEFITS

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information on upcoming benefit changes, and many other resources can be found on [Percipio](#). All changes are made online through Workday.

During Open Enrollment, benefit eligible faculty and staff can:

- Change medical and/or dental plans.
- Reinstate previously waived coverage without proof of loss of coverage.
- Waive eligible family members from their coverage.
- Enroll eligible family members without proof of loss of coverage.
- Enroll or re-enroll in a Flexible Spending Arrangement (FSA) and/or Dependent Care Assistance Pro-



gram (DCAP) for 2023.

- Change medical premium deductions to pre- or post-tax (IRC Section 125).
- Change tax status of a domestic partner or dependent (IRC Section 152) by completing the Declaration of Tax Status form.
- Re-attest to the Spousal Premium Surcharge Questionnaire

## Benefits Fairs and Presentations

HCA Benefits Fairs will be held both

virtually and in-person this year. You can [visit the virtual benefits fair](#) by computer, tablet, or smartphone at any time through the end of November to access videos, webinars, downloadable content, and other information to help you choose the right benefits. [See the schedule of in-person benefits fairs.](#)

HRS Benefits Staff and the HCA will be holding a variety of webinars throughout and leading up to Open enrollment. To see the schedule of events and register to attend, visit Percipio and click Attend. ■

## Emergency Orders End

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[President Schulz announced](#) on Friday, October 21, 2022, Washington State University will eliminate the employee, contractor, and volunteer vaccine requirement in coordination with Governor Inslee's announcement. Review the Frequently Asked Questions (FAQs) regarding the [end to COVID-19 emergency orders](#) and state of emergency. ■

## Mass Time Submission

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**Denied, or Sent Back** for the period of December 16, 2020 through August 31, 2022.

New resources are available to address frequently asked questions and provide guidance in completing processes related to this event, including:

- [Mass Submit Time FAQs](#)
- [Approving or Certifying Zero \(0\) Hours](#)

- [Reassigning a time entry task from My Tasks](#)

Additional questions may be submitted to the [Workday Service Desk](#). ■

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**Human Resource Services**