



HR Source

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President's Employee Excellence Awards

Nominations are now being accepted for the 2022-2023 President's Employee Excellence Awards. The award is presented annually to recognize outstanding contributions by WSU administrative professionals and classified employees. Staff at all WSU locations are eligible to be nominated for this award. Award criteria includes outstanding contributions made by the employee regarding the productivity of the University; innovative problem-solving; positive working relations, and university and community service. Award recipients each receive \$2,500 and will be recognized at the annual Showcase event to be held in the spring of 2023. The nomination form can be found on the [Employee Excellence Award site](#).

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MODERNIZATION

Modernization Updates

Updates to RCW 41.06.070 resulted in the creation of new employee types, including Nonpermanent Scheduled and Nonpermanent Non-scheduled, as well as changes to current employee types.

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BENEFITS

Benefits Updates

The annual Open Enrollment period for faculty and staff ended Wednesday, November 30, 2022. If you made changes to your medical/dental plans or dependent coverage, or enrolled/re-enrolled in

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Save the Date!

SAVE THE DATE

2022 Employee Recognition Reception

The Employee Recognition Reception is an annual, system-wide celebration to recognize the contributions of faculty and staff at Washington State University.

The Reception will be broadcast live from the following locations:

- WSU Pullman
- WSU Everett
- WSU Global Campus
- WSU Spokane
- WSU Tri-Cities
- WSU Vancouver

All WSU employees, not just those who reached milestones in 2022, are invited. All locations are open to all employees, and refreshments will be served at all the concurrent celebrations.

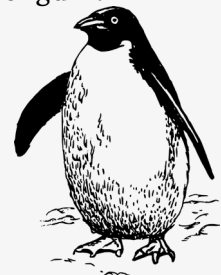
Wednesday, February 22, 2023
2:30 to 4:00 p.m.

For more information, please contact Human Resource Services at hrs.employee@wsu.edu or 509-335-5098
hrs.wsu.edu/employee-recognition-reception

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Winter Safety Tips

Be safe on snow and ice, walk like a penguin!



Nominate for Crimson Spirit!

Find more info on the



Paydays

Friday, December 9

Friday, December 23



LEARNING AND ORGANIZATIONAL DEVELOPMENT UPDATES

Are you a new employee?

New Employee orientation dates are available for 2023! It is highly recommended new faculty and staff attend NEO within their first 30 days. Registrations can be submitted through the [NEO form](#). Important information, resources and support can be accessed on our new [New Employee Onboarding page](#), and new employees can learn about what to do on their first day, and their first 30 days.

Reminders and Updates for Instructors

- Now available is the [WSU Instructors-Manage Live Courses in Skillsoft Percipio Channel](#)! Watch, read, practice and attend to learn all about your instructor privileges within Skillsoft Percipio
- Completion of attendance within 10 business days is necessary for accuracy in year-end reporting and for completeness in employee training records. A zoom report can be sent upon request if needed
- Learners receive a confirmation email upon registering for a session with the date, time and details to connect to the session. A reminder email is sent three days prior to the session. If changes are made to the session such as date, time or Zoom meeting details, an email is sent highlighting the changes. Instructors are encouraged to connect directly with registrants if changes are made to a session regarding date/time or when sending materials or information about the course

Thank you for being an instructor!

President's Employee Excellence Awards

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Nominations may be submitted online or a form printed from the site can be submitted to the attention of HRS Employee Recognition, 139 French Administration Building, Pullman, WA 99164-1014. Nominations will be accepted through Thursday, December 8, 2022 at 5:00 PM. □

Modernization Updates

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These new employee types launched in Workday on **December 1, 2022.**

Learn more about these changes and access training materials on the [Nonpermanent Positions web page](#).

Prepare for January 2023 HR mass actions

In January, 2023, HRS will process several [mass actions in Workday](#). Departments are encouraged to prepare for these blackout dates by reviewing the [January 2023 HCM Mass Action Timelines and Options guide](#). □



Benefits Updates continued

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the Flexible Spending Account (FSA) or the Dependent Care Assistants Program (DCAP) benefits, you will see these changes go into effect January 1, 2023. Pending plan changes can be viewed through the Benefits Application in Workday by clicking View Benefit Elections as of Date. Changes in premiums or new contribution rates for the FSA and DCAP benefits will first be seen on your January 10, 2023 paycheck. □

Winter Safety Tips

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- Point your feet out slightly, like a penguin
- Bend your knees just a little
- Extend your flippers to the sides
- Take short steps or shuffle for stability
- Walk flat footed and slowly like...you know
- Before you even leave the house, prepare for slippery conditions by wearing boots or shoes with traction. *Text adapted from an [Ohio State University safety brief](#).* □

Save the Date!

□ [continued from p. 1](#)

The [Employee Recognition Reception is on 2/22/2023](#). Each year, the Employee Recognition Reception honors the University's staff and faculty for their service and exceptional efforts. The reception recognizes the contributions of approximately 950 WSU staff and faculty members who achieved length-of-service milestones or received Crimson Spirit awards during the 2022 calendar year. The next Employee Recognition Reception will be held Wednesday, February 22, 2023, from 2:30–4:00 PM. □

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WASHINGTON STATE UNIVERSITY
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