



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

Open March 29 – April 12, 2023

WASHINGTON STATE UNIVERSITY
Human Resource Services

WSU FACULTY & STAFF EMPLOYEE ENGAGEMENT SURVEY

Check your WSU
Email for Your
Employee
Engagement Survey
Invitation

More information at:
www.hrs.wsu.edu
(509)335-4521



Employee Engagement Survey

On Monday, March 29, 2023, Human Resources Services will invite all employees system-wide on active Faculty, Administrative, and Classified Staff appointments to participate in the biennial Employee Engagement Survey. This survey is an opportunity for employees to allow their voices

to be heard related to the strengths and weaknesses of their workplace. Employees will receive the survey at their WSU email address. Employees who wish to receive the survey on paper will have that option available.

More information is available on the

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WORKDAY

Fair Chance Act

The Fair Chance Act changes the background check process during hiring. Since February 8, 2023, HR Partners must identify if positions are federally grant or contract funded during the Create Position process, which may

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BENEFITS

HRS WellCoug Awarded 2022 Zo8 Award

The WellCoug Wellness Program administered by Human Resource Services Benefits has been awarded the Zo8 Award for 2022 by the Washington State Health Care Authority!

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Employee Assistance Program

Are you caring for an aging parent? As parents age and need help navigating life decisions, many adult children find themselves “parenting”

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International Women's Day

International Women's Day (IWD) is celebrated annually on March 8th and has evolved into a day to commemorate how far women have progressed in society, politics, and economics.

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Nominate for Crimson Spirit!

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



Paydays

Friday, March 10
Friday, March 24



LEARNING OPPORTUNITIES

Percipio Tips For the Best Learning Experience

Plan to complete required Learning Program training modules/courses in one sitting. This is due to potential issues with the LMS not recording progress and completion data correctly.

Use either Google Chrome or Mozilla Firefox browser. Microsoft Edge is not a supported browser and training will not be recorded as completed if using Edge.

Ensure your web browser is updat-

ed and meets the “[Percipio for Web Requirements](#).”

- If using Chrome, you may need to your settings to [Allow Pop-Ups](#).
- If using Firefox, access the URL to [Enable Autoplay](#).

Clear your browser cache.

- [In Google Chrome](#).
- [In Mozilla Firefox](#).

If you previously accessed the Learning Program or Course and the training was disrupted for any reason, and you did not complete the training, before beginning training again, access the URLs to clear your browser cache, and then restart the training from the beginning.

Go through each slide of the training, allowing all voiceovers play to the end, including on any quiz question slides and on the final slide.

- Even if navigation of the slides is not restricted, do not drag the playback seek bar ahead or skip to the next slide until the voiceover for that slide is complete.
- If the training includes playback speed functionality, you may adjust the speed for that particular training’s voiceovers.
- When you reach the final slide, do not exit the training until the entire voiceover for that training slide is complete. If there is an “Exit Course” button, ensure you exit the training using that button as instructed.

National Reading Month

In honor of Dr. Seuss’ birthday, March is designated as National Reading Month - a month to motivate people of all ages to read every day.

Reading is fun and has many benefits, regardless of your age. It’s a key component of education and professional development. It also has immediate and long-lasting health benefits such as increased cognitive function, memory, vocabulary, empathy and decreased levels of stress. Take a look at the following assets that highlight reading:

- Watch: [Improving Your Reading Comprehension](#).
- Read: [Blind Ambition: How to Envision Your Limitless Potential and Achieve the Success You Want](#).
- Listen: [You Are What You Read: A Practical to Reading Well](#).





Modernization continued

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impact the timing of background check initiation. [Read more about the Fair Chance Act changes.](#)

New Workday home page card notifies employees of unsubmitted time.

Employees who have entered, but not submitted, time on their time entry calendars will now receive a reminder to submit their time via a new card on the Workday home page. [Learn more about the new home page card.](#)

Access training directly from Workday

via Global Navigation.

Employees may now access the training they need quickly and efficiently directly from Workday. We've added links to training and resources pages to the Global Navigation menu. [Find out more.](#) ■

Employee Assistance Program

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their parent. This month, the [Employee Newsletter](#) looks at some of the ways you can seek support, protect your well-being, and preserve your relationship with your parent.

[March's Supervisor Newsletter](#) kicks off a five-part series that focuses on the U.S. Surgeon General's [Framework for Workplace Mental Health and Well-being](#). Issued in response to impacts of the pandemic, the Framework describes five essentials for reimagining workplaces. In the coming months, the newsletter will take a look at how these five essentials relate to your workplace and the work you do, beginning this month with the first essential, "[protection from harm](#)."

In March, the EAP Work/Life site features the topic of healthy boundaries, offering tools and resources to help us understand what healthy



boundaries are, why they're important, and how to set them. This month's on-demand seminar, "Set Boundaries and Boost Your Wellbeing", is available beginning Tuesday, 3/21. [Access the Work/Life site](#) by logging in with your Organization Code, WSU.

And if you're struggling, or looking for helpful resources, our [EAP](#) is here for you: don't hesitate to reach out at 1-877-313-4455 or [online](#).

Administrative, and Classified Staff appointments to participate in the biennial Employee Engagement Survey. This survey is an opportunity for employees to allow their voices to be heard related to the strengths and weaknesses of their workplace. Employees will receive the survey at their WSU email address. Employees who wish to receive the survey on paper will have that option

available.

The Employee Engagement Survey website is coming soon! For questions about the WSU Employee Engagement Survey, please contact Human Resource Services at 509-335-4521 or hrs@wsu.edu. ■



Employee Engagement Survey

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[2023 WSU Faculty & Staff Employee Engagement Survey page](#). For questions about the survey, please contact Laura Hamilton at l.hamilton@wsu.edu. ■

IWD 2023

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Its purpose is to recognize and honor women's accomplishments, increase awareness of women's equality, and push for gender equity.

The IWD 2023 campaign theme is to [#EmbraceEquity](#). We can all challenge gender stereotypes, call out discrimination, draw attention to bias, and seek out inclusion. Collective activism is what drives change.

Here are some things you can do for IWD to truly make a positive difference:

- Celebrate tech women and their innovative accomplishments.
- Applaud equality for women in sports.
- Educate women on health choice decisions.
- Build inclusive workplaces where women can thrive.
- Increase visibility of creative women and artists.
- Help to forge women's empowerment worldwide.

**MARCH 16, 2023
12-1PM ET**

LEADERCAMP

**WOMEN IN LEADERSHIP—
LET'S MOVE THE NEEDLE**

SHWETA MOGHA
DEI EVANGELIST, LEADERSHIP
COACH, & GLOBAL SPEAKER

Check out the following resources:

- Watch: [The Pink Pandemic: A Recovery Plan for Women, Allies, and Organizations](#)
- Read: [It's Not You, It's the Workplace: Women's Conflict at Work and the Bias that Built It](#)
- Listen: [The Next Smart Step: How to Overcome Gender Stereotypes and Build a Stronger Organization](#)

[Women in Leadership: Let's Move the Needle Leadercamp](#) with Shweta Mogha

Women leaders need to take charge of their growth by identifying their Superpowers, finding sponsors, and networking. In this Leadercamp, cofounder of [eWOW](#) and DEI evangelist Shweta Mogha focuses on these elements to ensure that women leaders carve their own path to success and have a seat at the table. Contact hrs.training@wsu.edu for the Leadercamp guide. ■



BENEFITS

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The award is granted to employers who aim to help employees and their family members focus on reducing health and injury-related risks and improving overall well-being. Read more about this award and the [WellCoug Wellness Program on the WSU Insider](#).



DRS Retirement Outlook Newsletter

The Winter 2023 Edition of the [DRS Retirement Outlook Newsletter](#) is now available. Read on for valuable information about DRS programs (PERS, TRS, LEOFF and DCP), benefits, and services for active and retired customers.

State of Washington's Long-Term Care (LTC)

The state of Washington's Long-Term Care (LTC) program and the associated payroll tax that will be used to fund the LTC Benefit Trust are set to start in July 2023. These

programs were initially implemented in January 2022 then paused to allow time for legislative adjustments, primarily to address program exemptions. An overview of the program and the aforementioned [updates can be found at WSU Insider](#).

Information, Videos/Webinars, FAQ's, and updates will be posted to [WSU Long Term Care](#).

[Questions can be sent to WA Cares Fund](#).

2022 DCAP and FSA

For 2022 Dependent Care Assistance Program (DCAP) and Flexible Spending Arrangement (FSA) participants that were *not able* to carry over funds to 2023, the deadline to submit claims is approaching.

All claims for expenses incurred by December 31, 2022 must be submitted to Navia Benefit Solutions by March 31, 2023; any funds not claimed within these deadlines are forfeited back to the plan administrator, the Health Care Authority, if not eligible for the FSA carry over.

To determine if you have unspent 2022

funds, log in through the Navia portal or call Navia at 425-452-3500. Claims can be submitted online through the [Navia portal](#), by [email](#), or [paper form](#).

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

1095 Tax Forms have been sent and will arrive soon

If you were eligible for WSU health benefits in 2022, you will be provided with 1095 Form(s) no later than early March 2023. 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 2022 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. ■

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