



# HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



## Jennifer Klein Interim Senior Associate Vice President for HRS

Human Resource Services is pleased to announce Jennifer Klein as Interim Senior Associate Vice President for Human Resource Services. Jennifer has been a part of the HRS team for 15 years with previous HR experience in the private sector. Jennifer

has served in a variety of HR roles during her tenure at Washington State University, including a Senior HR Consultant on both the Pullman and Spokane campus', oversaw Disability Services, and led major project efforts including the Workday

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### WORKDAY

## Ensuring Summer Benefits Charge Correctly for Academic Faculty

Between May 16 and August 15, 2023, Workday will enable WSU to charge Employer Benefits Package Contribu

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### BENEFITS

## Get Free and Reduced Cost Help with your Taxes

With tax day just around the corner, take advantage of a tax preparation resource offered through the Employee Assistance Program (EAP). TaxSlayer offers free or

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## Employee Engagement Survey

On Monday, March 29, 2023, Human Resources Services relaunched the system-wide Employee Engagement Survey with a direct email invitation to each active Faculty, Admin

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## Notice of Summer Hours

It is 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,

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## Nominate for Crimson Spirit!

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



## Paydays

Monday, April 10  
Tuesday, April 25





## LEARNING OPPORTUNITIES

## LOD Article

We are now on LinkedIn! We've joined the WSU Careers page, be sure to follow us at [WSU Careers!](#)

And don't forget Twitter! Catch our tweets at [@CareersWSU](#).

### Feature: [Leadercamp on Setting Professional Boundaries](#)

In today's business landscape we're giving more of ourselves each day. We're working longer hours and are hesitant to take personal time off (PTO). We aren't preserving our mental and emotional wellbeing. And we aren't setting appropriate boundaries. Setting boundaries can be challenging, especially professional boundaries. But the consequences of not doing so can lead to burnout, loss of self-esteem, and impact mental health. In this Leadercamp, cofounder of eWOW and DEI

evangelist Shweta Mogha focuses on the importance of establishing clear lines between our personal and professional lives as a means of protecting our mental health and wellness.

Contact [hws.training@wsu.edu](mailto:hws.training@wsu.edu) to obtain leader guide.

Three new custom on-demand trainings to allow additional supportive best practices for recruitment are posting in Percipio Compliance. We were asked to post in compliance so those individuals supporting a search who are not on the core side of Percipio are able to participate in the trainings.

We are unable to direct link hyperlinks in Percipio Compliance, but if you scroll to the bottom of the optional list,



you will see the following optional courses:

- WSU HRS Addressing Unconscious Bias in Recruitment
- WSU HRS Minimum Qualifications Review
- WSU HRS Preparing for a Successful Search

Please see our FAQ "[How do I access my required and optional trainings?](#)" to learn how to navigate to the Compliance Platform.

## Jennifer Klein

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implementation. Jennifer will continue to serve as the Director of Human Capital Management on the Modernization team. Jennifer's collaborative leadership style, depth and breadth of knowledge, business process alignment skills

coupled with her project management experience will serve the university well.

Jennifer has been married to her husband Steve for 19 years, and they have lived in six states including Ohio, Michigan (twice), Colorado, Idaho, Washington and West Virginia. In her spare time,

Jennifer does copious amounts of laundry for her three very sporty kids, she and her family love to travel and attend sporting events, and she loves musicals. It's probably because she's named after a Barbara Streisand song! ■

## Employee Engagement Survey

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istrative, and Classified Staff employees. This survey is an opportunity for employees to allow their voices to be heard related to both the strengths and the weaknesses of their workplace.

Human Resource Services worked collaboratively with the Office of the Provost and Faculty Senate to ensure updates were made to the survey questions to understand each employee's experience more fully, but also to ensure the questions have little to no crossover with other system-wide surveys. Based on this important input, this year's survey contains added questions that are specific to WSU Faculty. These additional questions will automatically launch for anyone who identifies themselves as faculty



under the employee type question at the beginning of the survey.

Employees who wish to receive the survey on paper may make that request at the website below.

If you have questions, visit the [WSU Employee Engagement Survey page](#), or contact Human Resource Services at 509-335-4521 or [hrrs@wsu.edu](mailto:hrrs@wsu.edu).

For anyone seeking information on how

to increase employee engagement, HRS is offering a course for those in supervisory roles on Wednesday, April 19 taught by Heather Burchell, HR Consultant. Register [here](#). ■

## Workday

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tions – BENEFITS PKG to the Worker Position Costing Allocation of benefits-eligible Academic faculty members during pay periods wherein they receive no earnings. [Learn more about this new functionality](#) and review the [Summer Benefits FAQs page](#).

### Changes to Recruiting Process

### Improve Efficiency

HRS has made a variety of system and practice changes to the recruiting process to promote efficiency, improve the candidate experience, reduce handoffs, and increase primary recruiters' control. [Learn more about the changes now in effect](#).

### March Workday Feature Release Recap

Workday issues two major updates, called "Feature Releases," per year. The first Feature Release of 2023, also called "R1," took place March 10-11. This Feature Release included a variety of improvements to My Tasks, and in areas in finance, time and leave, reporting, and human resources. [Learn more about what's new in Workday](#). ■

## Flexible Scheduling

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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 8, 2023 through Friday, August 11, 2023.

It is the responsibility of the supervisors and staff of each 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 4/10s work schedule. The manager is responsible for determining the work schedule in accordance with the needs of the operations, and applicable rules or policies. ■



## Appointments Ending May 15

Departments need to submit a Termination action in Workday for employees whose appointment ends May 15th and are not returning Fall 2023. In the event a faculty member will not be returning for Fall 2023, 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, benefits should end with the academic or cyclic appointment, normally being May 31, and will occur with the submission of the Termination action. In the event these individuals have a summer appointment following the end of the academic/cyclic appointment, please notify HRS-Benefits by April 30, 2023 so they can determine if the summer appointment will extend benefit eligibility beyond May.

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 2023, or after their cyclic break, the resignation date should reflect the last day of their paid academic or appointment, i.e. May 15, 2023. Departments are not to accept resignation letters which reflect dates that do not correspond with the paid appointment.

One way to manage our funds, in light of the university's budget efforts, is to timely cease the employer contribution towards benefits for employees who are no longer eligible.

Questions? Call 509-335-4521, or email [hrs@wsu.edu](mailto:hrs@wsu.edu).



## BENEFITS

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discounted assistance with federal tax prep and e-filing. Visit the [EAP Worklife website](#), enter “WSU” as the organization code, and select “TaxSlayer” from the list of Centers midway down the webpage.

## Summer Benefits Premium Collections

Faculty and staff on academic or 9-month appointments will have summer premiums and surcharges collected from the last paychecks of the spring semester.

- Summer premiums for life insurance will be collected from the first May paycheck.
- Medical premiums and any surcharges will be collected from the second May paycheck.

The lump sum premium will be the equivalent of seven pay periods (one May contribution, and all June, July, and August premiums).

For individuals on other less-than-12-month appointments (9.5-, 10-, or 11-month appointments), deduction dates will vary based on when the break occurs. Visit [Summer Premium Collections](#) for more informa-

tion, an example, and FAQs. Questions can be directed to HRS Benefits at 509-335-4521 or [hrs.benefits@wsu.edu](mailto:hrs.benefits@wsu.edu).



## SmartHealth Wellbeing Program

Take time for yourself with SmartHealth! This free, confidential, online wellbeing program is included with your benefits to help you manage stress, build resiliency, and adapt to change. Get started by taking the wellbeing assessment to identify ways you can improve your overall health and wellbeing. Eligible employees who participate and achieve 2000 points by November 30 can earn \$125 toward medical expenses for 2024; to learn more visit [SmartHealth for PEBB](#) or [log in/create an account](#) to get started!

## Upcoming Retirement Seminars

### Pre-Retirement

If you are planning to retire within the next five years, join HRS Benefits and TIAA to learn about WSU Retirement Processes, insurance options, income

options, Medicare and the Supplemental Retirement Plan benefit. Sessions available on April 19 and 20 from 9:00 a.m. to 12:00 p.m. [Connect via Zoom](#) or join in person in Lighty 405.

## Benefits and Retirement Check-In

For those not retiring soon, join us if you wish to have a review of the various benefit and retirement options available through WSU. Sessions will include discussion of the Health Savings Plan, Flexible Spending Accounts, the voluntary retirement plans, and how to find ways to save for your current and future needs. [Connect via Zoom](#) or join in person in Lighty 405. ■

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