Welcome to Washington State University!
WSU System Orientation

Acknowledgement of America’s First Peoples

Washington State University acknowledges that its locations statewide are on the homelands of Native peoples, who have lived in this region from time immemorial. Currently, there are 43 tribes, 36 of which are federally recognized, that share traditional homelands and waterways in what is now Washington state. Some of these are confederacies that represent multiple tribes and bands. The University expresses its deepest respect for and gratitude to these original caretakers of the region. As an academic community, we acknowledge our responsibility to establish and maintain relationships with these tribes and Native peoples, in support of tribal sovereignty and the inclusion of their voices in teaching, research, and programming. We also pledge that these relationships will consist of mutual trust, respect, and reciprocity.

Congratulations!

• Faculty
• Administrative Professional
• Civil Service
**Humble Beginnings**

- 1862: Justin Morrill enacted the Morrill Act that allowed the creation of the state land-grant institution.
- 1890: Washington State Agricultural College and School of Science was formed. It took two years to add buildings and staff.
- 1897: This marked the year of our very first graduating class. It was a class of 7, pictured here with members of the faculty.
- 1905: Name changes to Washington State College. Five colleges and four schools were created; this was key to the eventual designation as a University.
- 1917: 1897 marked the year of our very first graduating class.

**Evolution and Growth**

- 1959: Name change to Washington State University.
- 1970: Washington State University quadruples in size to 16,000 students with an influx of students from the Baby Boomer generation.
- 1972: Martin Stadium Opens.
- 1989: System expansion to include extension branches and campuses – Vancouver, Spokane, Tri-Cities and Everett. This expansion allowed WSU to reach every county in the state.
- 2023: System expansion to include extension branches and campuses – Vancouver, Spokane, Tri-Cities and Everett.

**Colors, Mascots & Names!**

- 1900: Crimson & Gray
- 1919: Cougars
- 1927: Our first real cougar!
- 1959: Butch
Washington State University
Campus System

With over 60 locations statewide and a Global campus, we strive to reach every corner! We are one university, one Cougar Nation!

WSU’s Current Profile

<table>
<thead>
<tr>
<th>Locations</th>
<th>Students</th>
<th>Faculty</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>60</td>
<td>30,000</td>
<td>2,600</td>
<td>4,200</td>
</tr>
</tbody>
</table>

WSU Vancouver

- 1989 - the Washington State Legislature formally established WSU Vancouver.
- 1991 - The Salmon Creek site was purchased as the permanent home for WSU Vancouver.
- 1997 – The first commencement at the Salmon Creek site was held outdoors on campus.
- 2004 – The School of Engineering and Computer Science became WSU Vancouver’s first independently accredited school.
- 2018 – Commencement was livestreamed for the first time.
- 2019 – A rare corpse flower housed at WSU Vancouver bloomed for the first time.
- 2020-2022 – WSU Vancouver strategically planned and executed during the Covid Pandemic and is now focused on bringing students and faculty back to the community.
WSU Tri-Cities

- 1946 – Founded as a partnership between WSU, UNK and Oregon State University and known as General Electric School of Nuclear Engineering.
- 1958 became the Joint Center for Graduate Studies in the land we are currently on was donated by the Atomic Energy Commission.
- 1965: WSU Tri-Cities was formally established as a WSU campus to focus on the land-grant mission of directly supporting and educating our regional community and beyond.
- 2015 – Dignitaries
- 1922 – WSU’s
- 2017 – The
- 1941 – The
- 1989 – Leading
- 1990 – Firsst
- 1996 – Phase
- 2007
- 2008 – First
- 2010 – WSU
- 2013 – Pharmaceuti cal
- 2007 – College
- 2009 – First
- 2010 – WSU Board of Regents designate WSU Spokane the University’s Health Sciences campus.
- 2013 – Pharmaceutical and Biomedical Sciences building opens. WSU part of consortium to create Teaching Health Center on Campus.
- 2017 – Spokane Teaching Health Clinic opens on Campus.

WSU Spokane

- 1949 – Governor signs legislation creating WSU Spokane.
- 1950 – First WSU Spokane Commission.
- 1966 – Phase One Classroom Building is dedicated, first new building on campus.
- 2001 – Jensen-Byrd Building is acquired.
- 2002 – Health Science Building opens; College of Pharmacy moves the clinical education from Pullman to Spokane.
- 2003 – Academic Center building opens. Sleep research laboratory opens.
- 2008 – First-year medical degree education added to Spokane campus through University of Washington.
- 2009 – College of Nursing building dedicated and College moves to campus from Flat George Wright Drive.
- 2012 – WSU Board of Regents designate WSU Spokane the University’s Health Sciences campus.
- 2013 – Pharmaceutical and Biomedical Sciences building opens. WSU part of consortium to create Teaching Health Center on Campus.
- 2017 – Spokane Teaching Health Clinic opens on Campus.

WSU Everett

- 1942 – The primary source of higher education in the county was Everett Community College, serving over 15,000 students annually.
- 2002 – WSU Snohomish County began offering classes for a Mechanical Engineering degree through the Everett University Center.
- 2005 – Dignitaries in North Puget Sound break ground on WSU Everett, across the street from the Everett Community College.
- 2007 – The newest of our campus system, Everett opened in June 2007. It enrolled a record 2,200 students for its Fall 2007 semester.
- Today – Programs - WSU Everett overwhelmingly serve, innovative ways to higher education. All programs options based on students needs and are designed specifically for transfer students. From engineering to organic and sustainable agriculture, data analytics, cybersecurity, business, and strategic communications, our programs are built to empower career-ready, citizen-ready graduates who will continue our community’s growth.
WSU Global

- 1992 - WSU offers distance degree completion programs.
- 1997 - WSU offers first online course.
- 2006 - WSU Distance Degree Programs goes fully online.
- 2010 - WSU accepts online Freshman.
- 2012 - Global Campus becomes WSU’s fifth campus.
- 2019 - Global Campus’ first Chancellor is appointed.
- Present - WSU Global Campus is a national leader in online learning offering 21 undergraduate degrees and 13 graduate degrees.

Leadership

Washington State University

Leadership Collaborative

Kirk Schulz
11th President

- WSU Strategic Plan
- Core Values and broad mission of Washington State University

Office of the President - French Admin, Room 422
**Washington State University Strategic Plan, Core Missions & Values**

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**WSU Strategic Plan**

Washington State University will deepen and expand its impact by building on the strengths of each campus and location for a stronger Washington state and global community.

Kirk Schulz - 11th President

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**Core Missions**

**Education**
To help students become more informed, aware, engaged, and creative.

**Scholarly**
Through betterment of human existence through the uncovering of new information, problem solving, and creative expression of the human experience.

**Outreach**
By serving Washingtonians by sharing expertise and helping residents integrate that knowledge into their daily lives.
Core Values

• Land grant ideals
• Community – representing a "Cougar" spirit
• Integrity, trust, and respect
• Equity, diversity, inclusion, and belonging
• Global citizenship
• Freedom of expression
• Wellbeing

Part II – Getting Started

Getting Started

WSU Employee Information

WSU Modernization/Workday

WSU Employee Leave
## Employee Information

![Washington State University](image)

## Employee Handbooks

<table>
<thead>
<tr>
<th>Faculty</th>
<th>Civil Service</th>
<th>Administrative Professional</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Bargaining Unit</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Appropriate Collective Bargaining Agreement</td>
<td></td>
</tr>
</tbody>
</table>

## Network ID (NID)

![Network ID (NID)](image)

*Your Network ID (or NID) is your point of access to WSU's computing and network services.*
Cougar Card
• Official University ID
• Building Access
• Library card
• Pullman/Spokane bus pass
• Discount at the Bookie
• Cougar CASH
• Payroll Deductible
• CougarCard Maxx
• WSU ID Number

Payroll Information
At WSU, we are on a SEMI-monthly lagged payroll leave period

<table>
<thead>
<tr>
<th>Work on 1st–15th</th>
<th>Work on 16th–end of month</th>
</tr>
</thead>
<tbody>
<tr>
<td>Paid on 25th of closest business day of the current month</td>
<td>Paid on the 10th or closest business day of the following month</td>
</tr>
</tbody>
</table>

Payroll Services Office–French Admin, Room 216

Payroll Information
• Pay Schedule
• Direct Deposit
• W-4 Employee Withholding
• Payslips
• Workday
WSU

Payroll Information

Contact your immediate supervisor

or

Payroll Services:

payroll@wsu.edu

Washington State University

Modernization

Modernization Update

WSU has replaced our mainframe system, AIS, with Workday, which has transformed our administrative processes.

Benefits include:

• real-time reporting,
• standardized and streamlined business processes and;
• minimizing the administrative work for the University community.
WSU Modernization Initiative

Getting Started
Go to Modernization the site for overview and to locate resources
Training Resources will be listed in the Quick Links menu on the left side of main Modernization page

My Apps Dashboard

Navigate to: login.wsu.edu

WSU Modernization Initiative

Workday Training Resources
Recordings & Course Materials
Knowledge Base
Service Desk
Employee Leave

Annual Leave

Faculty* and Administrative Professionals

- Full-time earn 16.67 hours per month
- Maximum accrual: 352 hours
- *Faculty appointments must be 12 month appointments

Annual Leave

Civil Service and Bargaining Unit

- Full-time earn 9.33 hours per month first year (progressively increasing)
- Maximum accrual: 240 hours (original hire date)
**Sick Leave**

Full-time employees earn 8.00 hours per month

No maximum accrual

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**Medical Leave & Accommodations**

See HRS Disability Services website for information including policies, processes and employee rights regarding:

- Family & Medical Leave Act
- Reasonable Accommodation and;
- other medical leave provisions

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**University Holidays**

Pay STATUS vs. LWOP

- Faculty & Ap: Any part of work shift prior to holiday
- Civil Service: Full work shift prior to holiday
- Bargaining Unit: Check Collective Bargaining Agreement

WSU observes 11 paid holidays each year
**University Holidays**

**Personal Holiday**

- **FACULTY & AP**
  - Immediately available for use

- **CIVIL SERVICE**
  - Immediately available for use

- **BARGAINING UNIT**
  - Immediately available for use

**July 1–June 30**

**Jan 1–Dec 31**

**Part III – Professional Development Policies & Resources**

**Overtime Provisions**

*Are you eligible for overtime*

- 1 1/2 times compensation for over 40 hrs.
- 30 min. meal period within 5 hrs.
- 15 min. rest period for every 4 hrs.

*Check CBA*

**Part III – Professional Development Policies & Resources**
Finding upcoming development opportunities:

- LOD Home Page and Skillsoft Percipio
- Twitter
- Facebook
- LinkedIn
- HR Source Newsletter
Professional Development

Variety of learning opportunities

- Web-Based Courses
- Live Courses
- Aspire Journeys
- Academic Courses

Professional Development

- Directed Learning
  - Discrimination, Sexual Harassment and Sexual Misconduct Prevention
  - Ethics in Public Service
  - Hazing Prevention
  - Cyber Security
- Additional Courses
  - Safety
  - Procurement and Contracts

Professional Development

- Elective Learning
  - Release Time for Training Policy
  - 96 hours per fiscal year
  - Paid release time during working hours
Washington State University

Employee Policies

University Policies

State Ethics Law

• Conflicts of Interest
• Special Privileges
• Gifts are Restricted
• Political Activities
• State Resources
• De Minimis–Infrequent, occasional use
• Ignorance is not a defense
Whistleblower Act

- Provides a safe avenue for state employees to report suspected improper governmental action.
- Makes retaliation against whistleblowers (and witnesses participating in an investigation) unlawful, and authorizes remedies for occurrence.
- Report issues at sao.wa.gov.

Public Records Act

We are each creating University Records in the daily course of doing our jobs.

These records may be requested by a member of the public.

Documents  Physical
Email       Electronic
Notes       Etc.

Safe Environment Resources

- Safe environment resources
  - WSU Police
  - my.wsu.edu
  - WSU Alert
- Update emergency contact info
- Environmental Health and Safety
- Department specific information
- Tobacco-free campus in Pullman, Spokane, Tri-Cities, Vancouver and Everett.
Employee Assistance Program

The EAP can help with a wide range of issues including but not limited to:

- Depression
- Stress
- Anxiety
- Addictions
- Anger
- Marital or relationship issues
- Parenting issues
- Grief & loss
- Caregiving
- Eldercare
- Coping with change
- Workplace issues
- Self-improvement

Revised July 2022
Employee Assistance Program

The EAP provides confidential assistance in identifying, managing and resolving personal and work-related problems that may affect job performance or quality of life issues.

• Up to three free visits per issue followed by community referrals
• Appointments are considered to be time worked
• Supervisory approval for appointment times is required
• Actual visits are confidential

Retirement Orientation

1:30-2:30
Faculty and Administrative Professionals
3:00-4:00
Civil Service and Bargaining Unit Employees

Thank you!