



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



August Wildfires

On August 19, 2023, Governor Jay Inslee issued an [Emergency proclamation – August Wildfires](#), #23-05, which directs state agencies and departments to utilize state resources to respond to and recover from the event. On August 24, 2023 the State Human Resource Office issued an

emergency rule change to amend [WAC 357-31-255](#) to allow an employer to grant up to three days leave with pay to an employee who is experiencing extraordinary or severe impacts from the 2023 wildfires. This is not additional accrued leave but an

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WORKDAY

Workday Feature Release coming Sept.

Workday delivers two Feature Releases per year, which include system improvements, new features, and bug fixes. The next Feature Release takes

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BENEFITS

New Employee, Benefit and, Retirement Orientations

Fall semester is always a busy time for onboarding new faculty and staff. As a reminder, the New Employee, Benefit and

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December Holiday Operations

Remember to begin planning for [December Holiday Reduced Operations](#).

WSU campuses will be closed Monday, December 25, 2023; Tuesday, December 26, 2023; and Monday, January 1, 2024,

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2023 QCC Breakfast Registration

2023 WSU Quarter Century Club Breakfast Registration is open now through Sept. 19.

You are invited to attend the 90th annual Quarter Century Club event in Pullman. The event is open to the public and

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Nominate for Crimson Spirit!

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



Paydays

Monday, September 11
Monday, September 25



LEARNING OPPORTUNITIES

WSU Staff Mentoring

and Professional Development Program

- Learn new practices and skills to grow professionally
- Develop new, collegial relationships
- Improve quality of services provided to the campus community

WASHINGTON STATE UNIVERSITY
Human Resource Services

WSU Staff Mentoring and Professional Development Program

Are you in a place in your career journey with WSU where you could benefit from a mentor? Or perhaps you are a leader who desires to improve the quality of staff by being a mentor. This refreshed program has been updated to include more facilitated opportunities for mentors and mentees, as well as a continued partnership with Kathleen Cowin, Ed.D. and Associate Professor (Career Track) of Education Leadership at WSU and WSU Tri-Cities. Applications for both [mentors](#) and [mentees](#) are being accepted through September 15, 2023.

2023 Employee Engagement Survey Results

Thank you for your participation in the [2023 Employee Engagement Survey](#)! WSU recognizes the value in providing employees an opportunity to share their experience of

working at WSU, in addition to feedback as we continue to grow as an organization. [Detailed overall results](#) as well as [comprehensive results](#) for each college/area are now available.

Maintaining Good Browser Health

The start of a new semester is a great opportunity to refresh everyone on the importance of good browser health and best practices for a successful course completion via Percipio.

- Plan to complete the training course in one sitting due to potential issues with progress and completion data not being saved correctly in the Learning Management System.
- Use Google Chrome, Mozilla Firefox, or Safari browser if using a Mac, Edge is not a supported browser, and training will not be recorded as completed if using Edge.
- Ensure your web browser is updated to the most recent version and meets Percipio for Web Requirements.
- If using Chrome, access the link for instructions to adjust your settings to Allow Pop Ups.
- If using Firefox, access the link for instructions to Enable Autoplay.
- Clear your browser cache: in Google Chrome; in Firefox; in Safari for ALL TIME. Browsers typically default to the last hour.

- If you previously accessed the Course, and the training was disrupted or you did not complete the training for any reason, before beginning training again, access the links listed to clear your browser cache, and then restart the training from the beginning.
- Allow the voiceovers to play entirely on all slides before navigating to the next slide. When you reach the final slide, do not exit the training until the voiceover for that slide is complete.
- If there is an “Exit Course” button, exit the training using that button as instructed.

In the event you are still experiencing issues with course completion, or playback, contact hrs.training@wsu.edu for assistance. So that your error can be resolved with the best efficiency, please include screenshots of the error(s) you are encountering.

National Online Learning Day- September 15th

National Online Learning Day is an annual observance that celebrates the transformative power of digital education and emphasizes the accessibility and flexibility that online platforms offer. It serves as a reminder of the continuous evolution of education, of bridging geographical gaps, and providing opportunities for lifelong learning.

Participating in National Online



Learning Day can be a rewarding and educational experience. Here are some practical ways you can get involved:

- **Reflect and Plan:** Take time to reflect on your learning goals and plan your educational path.
- **Engage in Online Courses:** There are thousands of courses available to you through our partnership with Skillsoft. Explore subjects that align with your passions or professional goals.
- **Explore Online Resources:** Discover new online resources to expand your digital toolkit, such as educa-

tional apps, podcasts, YouTube channels, and blogs.

- **Share Your Story:** If you have found success or committed to an online learning journey, share it on your socials! Your experience could help raise awareness in online learning options and inspire others to embark on their own online learning journey.

“Online learning is not the next big thing. It is the now big thing” – Donna J. Abernathy

Featured Assets

WATCH: [Cultivating a Passion for Learning in Yourself and Others](#)

READ: [Minds at Work: Managing for Success in the Knowledge Economy](#)

LISTEN: [How We Learn: The Surprising Truth About When, Where, and Why It Happens](#)

Content Credit: Carey Musburger, Learning and Organizational Development Assistant

Reduced Operations

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in observance of University Holidays.

December Holiday Reduced Operations will be:

- Wednesday, December 27;
- Thursday, December 28, 2023; and
- Friday, December 29, 2023.

Most university operations and services will be unavailable during this time.

Departments are encouraged to be as flexible as possible when deter-

mining schedules during the December Holiday Reduced Operations. ■

2023 QCC Breakfast

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the celebration recognizes WSU employees who

have reached the impressive milestone of 25 years of service.

This is an excellent opportunity

to recognize these individuals for their valuable contributions to WSU and to congratulate them on their induction into the Quarter Century Club. We hope you can join us to recognize the [2023 Quarter Century Club honorees](#).

General attendee registration for the



Quarter Century Club Celebration on Thursday, Oct. 5, is now available. Registration is \$18.95 per person and includes a buffet-style breakfast. The M.G. Carey Senior Ballroom doors located within the Compton Union Building (CUB) will open at 9 a.m. and the program will begin at 10 a.m.

If you would like to attend, [please register by Tuesday, Sept. 19](#).

We hope to see you on Oct. 5.

Please contact hres.employee.recognition@wsu.edu or 509 335 5098 for questions. ■



Workday

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place September 8-9, 2023. [Learn more about what's coming](#), and visit the [Feature Release Hub](#) in the coming weeks for more updates.

Register now for the Elevating Cougs conference

[Registration is now live](#) for the Elevating Cougs conference, which will be held virtually October 19 & 20, 2023. Learn more about the



conference, register, and explore tracks and sessions on the [Elevating Cougs website](#).

Prepare for October Mass Salary Increase blackout dates

HRS will process a [Mass Salary Increase](#) for Administrative Professional and Faculty employees, effective October 1, 2023. Departments are encouraged to prepare for these blackout dates by reviewing the [October 2023 HCM Mass Action Timelines and Options reference guide](#).

New guide focuses on Time Entry Codes

Modernization has created a [new reference guide](#) providing information

about Time Entry Codes available to WSU employees on the Time Entry Calendar in Workday.

Workday Success Stories: Workday drastically reduces paper use

Since moving to Workday's paperless processes, WSU has saved resources and reduced waste by removing paper from dozens of business processes. Read about [how much paper has been saved](#) by switching to Workday, and how going paperless helps WSU in a variety of ways. ■

Content Credit: Emily Akin, Change Management Communications Coordinator

Wildfires

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approved use of leave currently accrued or leave without pay.

Should you have questions about leave related to the recent wildfires, please refer to the [HRS Inclement Weather FAQs](#) or reach out to your [HR Service Teams](#).

If you or someone you care about has been affected by the devastating fires in Eastern Washington, EAP is here to support you through

this difficult time. They have provided a [resource guide](#) containing self-care tips, articles, and resources in addition to crisis support contact information. ■

Inclement Weather

Fall and winter are around the corner! These personnel processes will help you stay prepared:

Information regarding personnel processes during inclement weather and/or suspended operations are available on the [Inclement Weather webpage](#).

Please review the relevant Business Policies and Procedures (BPPM) (BPPMs [50.40](#), [60.40](#), [60.56](#), [60.57](#)) and plan and prepare for how your campus, area or department will address inclement weather and suspended operations. Additional inclement weather resources:

- [Pullman Alerts](#)
- [Spokane Alerts](#)
- [Vancouver Alerts](#)
- [Tri-Cities Alerts](#)
- [Everett Alerts](#)



BENEFITS

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Retirement Orientations are all [offered on-demand](#). Benefit eligible employees still need to make benefit elections within the first 31-days of hire via Workday, and if they miss the deadline they will be defaulted into a medical and dental plan, with associated premiums. If you manage a new employee, please build into their onboarding schedule time for them to attend the online sessions, and to make their benefit and retirement elections. Questions can be directed to the HRS Benefits unit, hirs.benefits@wsu.edu or 509-335-4521.

Suicide Awareness Month

Mental health conditions, suicidal thoughts, and circumstantial crises can affect anyone at any time, and it can be challenging to know what to do if you or someone you know is facing a crisis. Join us [September 12 from 2-3 PM for a training](#) aimed at helping you understand mental health, suicide prevention best practices, and what you can do now to care for yourself.

The following resources are also available to help you understand suicide, know appropriate action steps, and play a role in prevention.

[Suicide prevention and intervention resources](#) are available through the Employee Assistance Program and on the WSU Wellness [Mental Health Services website](#).

In the event of an immediate or life-threatening crisis, call or text 988 to reach the national [988 Suicide & Crisis Lifeline](#).

Pre-Retirement Seminars

If you are considering retiring in the coming months, join a Pre-Retirement Seminar! Held monthly, these seminars cover retiree insurance, medicare and social security, VEBA and leave payouts, retirement income/supplementation, and more. Sessions are split out by retirement plan; upcoming sessions and Zoom info can be found on the [Retirement Information page](#).

Take charge of your wellness with SmartHealth!

[SmartHealth](#) is Washington State's voluntary and confidential wellness

program, available for all benefit-eligible employees to participate. Medical plan subscribers are eligible to earn a Wellness Incentive in the amount of \$125, either as a reduction in your deductible or a



deposit into your HSA (depending on which plan you enroll in for 2024). Points must be earned by November 30 to qualify, so head over now and get going!

Voluntary Retirement

Are you looking to increase your retirement savings? [Voluntary Retirement Plans](#) through TIAA and DRS are a great way to set more aside for your future, and starting October 1, a Roth DCP option will be available as well. For more information on this option, visit [DRS News](#) or [attend a webinar](#). ■

Content Credit: Maria Royall, Benefits and Wellbeing Program Analyst & Ann Monroe, Director, HRS Benefits

Human Resource Services
PO Box 641014
Pullman, WA 99164-1014
(509) 335-4521



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Human Resource Services