



# HR Source

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## A look back at Elevating Cougs 2023

On October 19 & 20, nearly 800 WSU staff and faculty, as well as speakers from other universities and organizations, joined Modernization and HRS' Learning & Organizational Development for the first-ever Elevating Cougs conference. We'd like to thank the WSU community for making

Elevating Cougs a success. By attending, presenting, or supporting planning efforts, you helped make this unique event possible!

By the numbers: The 2023 Elevating Cougs conference was the largest in-house employee development event

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### WORKDAY

#### How to use HR Person Types in Workday

Person Types are a fundamental building block of an HR record in Workday. They determine whether the person can be paid, how they can be paid,

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### BENEFITS

#### Benefits Open Enrollment November 1-30, 2023

Open Enrollment is the one time each year when you can make changes to, and enroll in, certain benefits for the upcoming plan year. Step-by-step instructions,

[continued on page 4](#)

### Leadership Development Programs

#### Leadership Development Programs

Don't miss this is an incredible opportunity to participate in a one year facilitated networking group focusing on advancing your professional development. [Leadership Transitions](#),

[continued on page 3](#)

### Employee Recognition

President's Employee Excellence Award Nominations are now being accepted for the 2023-24 President's Employee Excellence Awards. The award is presented annually to recognize outstanding contributions by WSU administrative

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#### Nominate for Crimson Spirit!

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



#### Paydays

Thursday, Nov. 9  
Wednesday, Nov. 22



## LEARNING OPPORTUNITIES

## New Percipio Channel: Diversity and Allyship at WSU

Our newest custom channel [Diversity and Allyship at WSU](#), focuses on improving diversity in your work at Washington State University. This channel provides resources and courses targeted at tackling tough topics featuring powerful and practical instruction. Start with a skills benchmark to gauge how you actively participate in, and advocate for DEI, or take one of the several targeted courses.

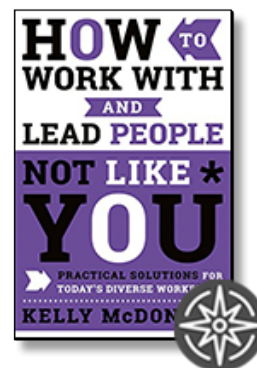
## Develop your conversation skills with CAISY

Hone conversation skills and challenging interactions with Percipio's newest tool: CAISY (Conversation AI Simulator). This interactive conversation simulator offers users a safe environment to develop skills by providing real-time responses, based on your actions throughout the simulation. With scenarios such as Coaching an Absent Employee, Irrate Customer, and Cultivating Empathy and Connection, the provided library has something for everyone, covering a range of mind and toolsets. Once a scenario is completed, the AI provides feedback

on the session, recognizing areas and responses the user excelled in, as well as useful takeaways to promote growth. Users also have the ability to change the difficulty level of the AI response allowing them to continually challenge themselves as they develop their skillset. CAISY is a useful resource to build your soft skill toolbox. Check out the [CAISY channel](#) along with full scenario library- start expanding your conversation skills today!

## Managing Diversity: November's featured Watch, Read and Listen

We believe in and strive to provide an inclusive and equitable work environment that values and leverages the unique qualities, experiences, and perspectives of all our employees, regardless of their demographic characteristics such as race, gender, age, ethnicity, sexual orientation, disability, or cultural background.



Managing diversity effectively is a critical aspect of modern workplaces, essential for unlocking the full potential of a diverse workforce. In an increasingly interconnected world, diverse teams

not only foster innovation and creativity but also ensure organizations like ours can effectively navigate the complexities of a global marketplace.

Here are some questions to ask yourself as you start to think about your approach to managing diversity within on your team:

- How does your own background and experience influence the way you interact with team members from different backgrounds?
- Do you create a safe space that encourages open and honest feedback from team members?
- Reflect on the overall dynamics in your team, do certain individuals or groups dominate discussions and is there an opportunity for you to encourage more balanced participation?

To learn more, consider one of the recommended featured assets:

WATCH: [Leading Across Cultures](#)

READ: [WOLFPACK: How to Come Together, Unleash Our Power, and Change the Game](#)

LISTEN: [How to Work with and Lead People not Like You: Practical Solutions for Today's Diverse Workplace](#)

*Content Credit: Carey Musburger, Learning and Organizational Development Assistant*

## Modernization

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what kind of security roles may be assigned to them, and what kind of organizations they may be a part of. Learn more about [using HR Person Types in Workday](#).

## September Feature Release roundup

Workday delivers two large updates, called Feature Releases, per year. The second Feature Release of 2023 took place September 8-9. Explore the highlights from this Feature Release:

- [New Expenses Hub makes managing expense tasks easier](#).
- [New tools for Time Approvers](#).
- [Improved home page experience for managers](#).
- [September Feature Release brings several Workday user interface updates](#).
- [Enhancements to MyTasks expands organizational capabilities](#). ■

*Content Credit: Emily Akin, Change Management Communications Coordinator*

## Leadership Development

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[Leader to Self](#) is targeted in supporting supervisors who have completed



their WSU New Supervisor training and want to learn additional skills and tools to be successful in their role. [Leadership Mastery, Leader of Teams](#) targets the support of individuals recently transitioned to a director role, or who are seeking to increase their skills to become a director. Visit the [Leadership Development Cohorts](#) page for details and informative FAQ. Applications are being accepted for our two remaining leadership cohorts, thru Nov. 30th. Both series will launch January 2024. ■

## Employee Recognition

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professionals and classified employees. Staff at all WSU locations are eligible to be nominated for this award. Award criteria include 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 2024.

The nomination form is available at [hrs.wsu.edu/employee-excellence-award/](https://hrs.wsu.edu/employee-excellence-award/). ■

*Content Credit: Lexie Murray, Employee Recognition Assistant*

## BENEFITS

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important information on upcoming benefit changes, and many other resources can be found on [Percipio](#).

All changes are made online through Workday.

During Open Enrollment, benefit eligible faculty and staff can:

- Change medical and/or dental plans
- Reinstate previously waived coverage without proof of loss of coverage
- Waive eligible family members from their coverage
- Enroll eligible family members without proof of loss of coverage
- Enroll or re-enroll in a Flexible Spending Arrangement (FSA) and/or Dependent Care Assistance Program (DCAP) for 2024
- Change medical premium deductions to pre- or post-tax (IRC Section 125)
- Change tax status of a domestic partner or dependent (IRC Section 152) by completing the Declaration of Tax Status form
- Re-attest to the Spousal Premium Surcharge Questionnaire

### Benefits Fairs and Presentations

HRS Benefits Staff and the HCA will be holding a variety of webinars throughout and leading up to Open enrollment. To see the schedule of events, register to attend, or events or watch recordings of past presentations, visit the [HRS Open Enrollment website](#) or [Percipio](#).

Presentations provided are: Open Enrollment Overview; Consumer Directed Health Plans and Health Savings Accounts; and Flexible Spending Arrangements – Medical and Limited FSA; other covered topics include premium increases for 2024 and a plan comparison overview.

HCA Benefits Fairs will be held both virtually and in-person this year. You can visit the [virtual benefits fair](#) by computer, tablet, or smartphone at any time through the end of November to access videos, webinars, downloadable content, and other information to help you choose the right benefits. Live benefit fairs will be held around the state: Pullman, Nov 3; Everett, Nov 7; Spokane, Nov 1; Pasco, Nov 6; Vancouver, Nov 1. See the [schedule of all in-person benefits fairs](#), which provides the location and times of the fairs.

### SmartHealth Deadline Approaching

If you carry medical insurance through



WSU, you can earn \$125 each year towards medical expenses through SmartHealth. Complete an annual well-being assessment and choose activities to participate in to earn points toward

your annual incentive. The deadline for most employees is November 30, so head over to [SmartHealth](#) and pick up some points today!

### Voluntary Retirement Contributions

If you wish to make pre-tax or Roth contributions to either of the two [voluntary retirement plans](#) offered through WSU before the end of the year, there is still time to do so. Since these are voluntary plans you can participate at any time, and elect to stop or change contributions throughout the year as well. If you wish to calculate the maximum you can contribute to the [Voluntary Investment Program](#), calculators are now available. For those that want to do the maximum in the [Deferred Compensation Program](#), you will work with DCP directly at 888-327-5596.

### Retiree Re-employment

HRS-Benefits has posted the updated [Retire/Rehire Guidelines and Directives](#). This information needs to be reviewed and processes followed if a retiree is being considered to be rehired at WSU. ■

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



# Elevating Cougs 2023

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in WSU history, with:

- 790 participants across all tracks and sessions
- 92 speakers
- 80 sessions

Many attendees focused on developing their soft skills by attending Leading and Developing as a Cougar tracks. Of the 50 sessions offered between the two tracks, there were on average 45 participants per session. The top three Developing as a Cougar sessions include: Pivot Tables as a Tool, Emotional Intelligence 101, and Improving Work/Life Balance. In Leading as a Cougar, the top three sessions include: The Emotionally Intelligent Leader, Managing Conflict, and Clarifying Expectations.

The Workday Success Stories track was heavily attended as well with 55 participants on average per session, and 115 questions answered

across all sessions. Nearly 30 Workday sessions were offered over the two-day conference with the top three being: Discussion Panel with Other Workday Schools, WSU Workday Reporting Evolution, Past & Future, and Workday Finance FAQ.

In the event you did not have an opportunity to attend, or would like to explore other tracks and sessions, don't worry!! WSU employees can access all of the recorded tracks, sessions and additional resources curated by event speakers as well as Learning and Organizational Development in the Elevating Cougs Journey within Percipio. Each session is broken in to a Journey track, complete the track and earn a badge!

We are excited this first-ever event was a smashing success and have already begun to plan for next year. If you attended Elevating Cougs, we encourage you to complete the [anonymous survey](#).

Your feedback and suggestions on what worked, what didn't, as well as session topics you'd like to see will help make next year's event even better.

Those of us in Learning and Organizational Development, as well as Modernization are so appreciative of those who supported this year's conference. To each attendee, presenter, and organizer, THANK YOU! ■

*Content Credit: Emily Akin, Change Management Communications Coordinator and Carey Musburger, Learning and Organizational Development Assistant*

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