



HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES



Celebrating Black History Month

[Black History Month](#) is an annual celebration of achievements by African Americans and a time for recognizing their central role in U.S. history. Additionally, February also provides an opportunity to reflect and take action to create truly diverse, equitable, and inclusive cultures

where everybody can thrive. Here are some resources and ways you can honor Black History Month:

- Determine your baseline and identify the actions you can take to advance your Diversity and Inclusion journey with the [COMMIT self-assessment](#).

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WORKDAY

Employee Performance for CS now in Workday

Classified staff, their Managers, and Talent Partners can now [initiate and complete employee performance reviews in Workday](#). This functionality is

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BENEFITS

Take a moment for your wellbeing with WellCoug

Wellbeing is not just a feel-good optional part of your work day, it's vital to sustaining our work as public servants! There are so many tools and resources available to us,

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Employee Recognition

2024 Crimson Spirit Award submissions are open!

Do you have a colleague or know a current WSU faculty or Staff member who provides exceptional service, exceeds expectations, and represents WSU well to internal and external constituencies? [Nominate them for a Crimson Spirit Award!](#)

Period one nominations are being accepted now through March 15, 2024.



Nominate for Crimson Spirit!

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



Paydays

Friday, February 9
Monday, February 26





LEARNING OPPORTUNITIES

Participant Evaluations for Instructor-Led Course



Learning and Organizational Development recently launched course evaluations for live, instructor-led offerings. Participants who attend instructor-led courses can expect to receive a follow-up email with a link to a brief survey. LOD, along with our partner instructors, are committed to providing relevant and targeted content, delivering the best possible experience. We hope you will take this opportunity to share your feedback, pros/cons and tidbits so that we can continue to meet learners' needs.

Course Content Updates

We are excited to be transitioning many of the live courses for the supervisor series training: [WSU Training for Supervisors](#), to an on-demand option, allowing participants across the WSU community schedule friendly

flexibility as well as an easy to refer to resource. As these courses transition from live to on-demand, those enrolled in the live course will receive email notification of the on-demand offering upon availability. Additionally, follow-up roundtable discussions coupled with Q&A sessions will be scheduled for online attendance, ranging from twice to four times a year, based on the topic. Stay tuned for further updates!

Thrive at Work: Mind, Body, Emotion, and Relationships: February Wellness Journey

Wellness is more than physical health. Utilizing resources encouraging a comprehensive approach to develop skills and increase your feelings of health, resilience, and well-being, provides balance, and reduces stress. This journey is designed with a variety of resources, allowing you to pick a topic that feels right for you, and in ten minutes a day, lay the groundwork for a healthier you!

It's important to regularly assess what activities contribute to your wellbeing and which ones detract. To get you started, here are some things to think about:

1. What are some wellness practices that you currently engage in, and how have they benefited you?
2. What are some areas of your life where you could improve your wellness, and

what steps can you take to do so?

3. How do you manage stress and maintain a healthy work-life balance?

If you are ready to embark on a journey toward personal wellness, consider launching [Thrive at Work: Mind, Body, Emotion, or Relationships](#), and choose a track that appeals most to you.

Content Credit: Carey Musburger, Learning and Organizational Development Assistant



Workday

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scheduled to go live for Administrative Professionals in February.



Provide your feedback on Workday training & communications

We're [seeking your thoughts](#) on Workday training, communications,

and support via the [2024 Workday Training and Communications Survey](#) to help in the planning and development of Workday training and communications for this year, and beyond.

Important update to Classified Steps and Classified Grade Profile Steps

Following the recent [January 1 MSI](#), a number of Classified Grade Steps and Classified Grade Profile Steps (Seattle) are now below minimum wage, and [should not be used moving forward](#).

Changes to entering Leave Without Pay for some employees

Moving forward, when [requesting Leave Without Pay \(LWOP\)](#), employees holding multiple positions must select a position for which the LWOP applies. ■

Content Credit: Emily Akin, Change Management Communications Coordinator

Black History Month

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- Learn how the [Blues moved the civil rights movement](#), or take in Dr. Martin Luther [King's famous "I Have a Dream" speech](#).

Engage in the following resources highlighting topics centered on racial equity and identity, racial injustice, and inspirational stories of achievement:

WATCH: [MIT SMR: BRAVE Conversations about Race](#): Join diversity and inclusion experts as they discuss factors to consider when planning productive conversations in the workplace about race, such as audience,

timing, and purpose.

READ: [Research Anthology on Racial Equity, Identity, and Privilege](#): Analyzing



overcome them.

READ: [A Letter to my White Friends and Colleagues](#): Through the life, professional experiences, and research of former Harvard Business

the impact past racial inequality has on society today, this selection also discusses the barriers created throughout history, and ways to

School professor, Steven Rogers investigate the causes of racial wealth disparity in the United States and discover solutions for addressing it. ■

Content Credit: Carey Musburger, Learning and Organizational Development Assistant and Ariana McDonnell, Learning and Organizational Development Analyst



BENEFITS

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but without the chance to take a pause, reflect, and assess, these tools won't do us any good.

WellCoug is here to help make wellbeing part of our regular workplace rhythms at WSU- rather than something we only seek out once we're already burnt out and overloaded.

If the past 4 year haven't taught you yet, there are *so many things* outside of our control that can affect our daily reality in big ways. In the short term, we figure out a way to manage and move forward- often by shifting priorities/placing other things on the back burner. But when these changes affect you long term, eventually we'll see that our existing self-care practices are inadequate- that's your "I can't keep going like this" moment. This is where reflection, assessment, and change are crucial.

WellCoug is here to equip you with the knowledge, tools, and support to make personalized changes that support your everyday wellbeing needs. No matter which [aspect of](#)

[your wellbeing](#) needs attention, we have resources to get you on the right path. Take a look at our [WellCoug webpage](#) for more information on core programs, latest resources, news and updates, or if you have a specific need you'd like help with, [contact Benefits!](#)

WSURP participants: Are you contributing all you can?

Are you a WSURP participant over the age of 50? Did you know you can choose to contribute at an increased rate of 10% and that WSU will match this increase in full? Your current contribution rate can be verified in Workday under Benefits and Pay. If you have not yet elected to contribute at the 10% rate and wish to do so, please complete the applicable age 50 WSURP Optional Enrollment benefits change event in Workday.

Interested in lowering your taxable income or saving more for your future?

Did you know WSU offers two voluntary investment plans that can help lower your taxable income now, as well as help you save for the future? Information on the DRS Deferred Compensation Plan and TIAA Voluntary

Investment Plan, as well as details on how to enroll, can be found at the [HRS VIP page](#). You can contribute as little as \$15 a pay period, pre- or post-tax, up to a possible 2024 annual maximum of \$23,000 for those under 50, and \$30,500 for those 50 and older.

DRS Quarterly Newsletter: PERS, TRS and LEOFF participants: don't miss the latest [DRS newsletter](#) for up-to-date information about your retirement plan, coming Feb. 2024.

1095 Forms coming soon

If you were eligible for WSU health benefits in 2023, you will be provided with 1095 Form(s) no later than early March, 2024. The 1095 Form reports information about your health care coverage as required by the Affordable Care Act. More information is available on the [HRS Affordable Care Act- Form 1095 page](#) and the [IRS Health Care Information Forms website](#). For additional help or guidance, please consult a qualified tax advisor. ■

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

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