



HR Source

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2023 Employee Recognition Reception

The Employee Recognition Reception is an annual, system-wide celebration to recognize the contributions of faculty and staff at Washington State University.

The 2023 celebration was held on February 20, 2024, and honored

approximately 855 WSU employees who reached milestone years of service or received the Crimson Spirit Award in 2023.

The event spanned across 8 campuses system-wide, those being Pullman, Spokane, Tri-Cities, Everett,

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WORKDAY

Feature Release

Coming March 8-9: Workday issues two major updates, called “Feature Releases,” per year. The [first Feature Release of 2024](#), also called “R1,” takes place March 8-9.

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BENEFITS

Benefit Eligible Employees

The Public Employees Benefits Board (PEBB) Program’s [For Your Benefit Newsletter](#) is your source for information and updates about your health benefits. This edition includes information on SmartHealth updates, pediatric dentistry,

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International Women’s Day 2024: #InspireInclusion

International Women’s History Month has evolved into a way of commemorating how far women have progressed in society, politics, and economics. Its purpose is to recognize and honor women’s accomplishments, increase awareness of women’s equality, and push for gender equity.

While it spans the entire month, International Women’s Day, celebrated on March 8th, is often considered a focal point of the month-long observance. The 2024 campaign theme is to [#InspireInclusion](#). We can all challenge gender stereotypes, call out discrimination, draw attention to bias, and seek out

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Nominate for Crimson Spirit!

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



Paydays

Monday, March 11
Monday, March 25



LEARNING OPPORTUNITIES

Announcing Bite-Size Book Club!

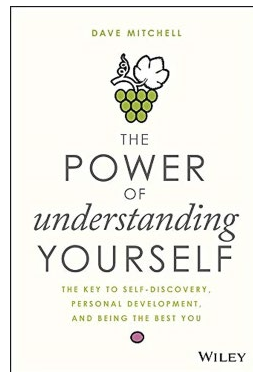
Just in time for March's celebration of National Reading Month, Learning and Organizational Development is excited for the launch of Bite-Size Book Club! It's not just about reading, the Bite-Size Book Club is about embracing change and nurturing a community committed to continuous improvement and self-discovery. Each title is thoughtfully selected to stimulate critical thinking, spark meaningful discussions, and inspire. Participants have the opportunity to expand their perspectives, gain valuable insights, and enhance their skills in various aspects of their professional and personal lives.

What to Expect:

1. **Diverse Selections:** We will explore a wide range of topics, carefully curated to reflect the diverse interests and backgrounds of our members.
2. **Thought-Provoking Discussions:** Each selection is mapped out into three monthly meetings, in Spring and Fall. Our monthly meets will provide a welcoming space for lively discussions, critical reflections, and the exchange of ideas, enriching our understanding of various topics and themes.
3. **Community Building:** Joining Bite-Size book club offers a unique opportunity to connect with colleagues across departments, forge new friendships, and

strengthen our sense of community within our landscape.

[Register for our Spring Selection:](#) *The Power of Understanding Yourself*, an empowering tool to help you



find your best possible self and flourish. Walla Walla Author, [Dave Mitchell](#) explores personal attributes related to interactive style providing

exercises for exploring how to connect your current life status to a desired future state and encourages readers to engage in a deep exploration of their core values, beliefs, mission, and vision to become their best self.

- Find the key to self-discovery and personal development.
- Uncover your true purpose.
- Use helpful exercises to reveal the best you.
- Develop strategies to maximize your potential.

We hope you'll join us, as we dive into the insightful pages of books!

New Learning Administrator Locator

Area Learning Administrators are your first point of contact for training-related assistance. With a robust library of resources, including the Learning

Administrator Community, and LOD, your area Learning Administrator has all the necessary tools to provide insight, basic Percipio troubleshooting, reporting and completion confirmations, as well as assign area and role-specific training. Unsure who your assigned Area Learning Administrator is? Utilize our new [Learning Administrator Look-up](#) tool on the [Learning Administrator webpage](#).

New Courses & Updates!

New! Conflict Resolution Live

Course: Understand the five main styles of conflict resolution, the six phases of the resolution process, and the ability to adapt the process for all types of conflicts. [Register for the upcoming session](#) scheduled April 30th, 12:30-3:30 pm.

New! Crucial Accountability Book

Review: As a follow-up course to the Crucial Conversations Book Review course (formerly Effective Communications), this companion course is focused on teaching participants how to deal with violated expectations in a way that solves the problem at hand without harming the relationship – and, in fact, even strengthens it. Learn tools for improving relationships in the



workplace and in life for resolving all problems – permanently.

[Register for the upcoming 2-part session](#), scheduled May 2nd, and May 21st.

WSU Training for Supervisors

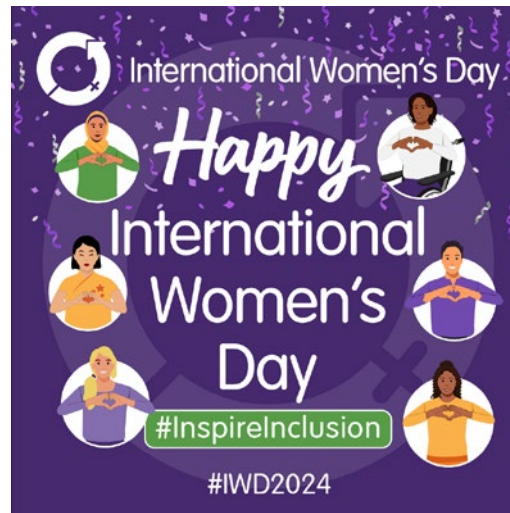
Journey: More exciting updates to our supervisor series training! Focusing on enhancing employee experience, and providing added flexibility to your learning journey, we're excited to share [Position Descriptions, Expectations, & Annual Reviews](#), as well as [Corrective Action and Discipline Processes](#) are now available on-demand! Offering our new and established supervisors participating in this series the ability to take these courses at the time and place most convenient for them with refreshed content. We're looking forward to sharing more updates to [WSU Training for Supervisors](#) as they become available- stay tuned!

Content Credit: Carey Musburger, Learning and Organizational Development Assistant

IWD

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inclusion. Collective activism is what drives change.



Here are some things you can do to truly make a positive difference:

- Celebrate tech women and their innovative accomplishments.
- Applaud equality for women in sports.
- Educate women on health choice decisions.
- Build inclusive workplaces where women can thrive.
- Increase visibility of creative women and artists.
- Help to forge women's empowerment worldwide.

READ: [It's Not You, It's the Workplace: Women's Conflict at Work and the Bias that Built It](#)

WATCH: [The Pink Pandemic: A Recovery Plan for Women, Allies, and Organizations](#)

LISTEN: [The Next Smart Step: How to Overcome Gender Stereotypes and Build a Stronger Organization](#) ■

Modernization Updates

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Telework Agreement process now in Workday

On January 19, 2024, the [Telework Agreement process for employees moved to Workday](#). This includes agreements for employees teleworking As Needed, on an Office/Home Hybrid basis, and for workers who are Fully Remote.

Change to notifications for one-time award payments

Effective January 29, automatic [notifications to employees receiving a one-time payment of Award or Award-Gross-up will stop](#).

New SMS step in Faculty job application process

We've [updated the Faculty job application process](#) to ensure the Sexual Misconduct Statement (SMS) process is followed for Federal Grant/Contract Funded positions.

Three ways to find Workday reference guides

Whether you're in search of a specific guide, or are simply browsing what's available, [learn more about how to find the reference materials](#) you're looking for. ■

Content Credit: Emily Akin, Change Management Communications Coordinator



BENEFITS

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FSA and DCAP claims reminder, and more.

1095 Tax Forms Arrive 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. This form may not be needed to file your taxes, but you should keep it with your 2023 tax documentation. More information is available on the [HRS Affordable Care Act-Form 1095 webpage](#) and the [IRS Health Care Information Forms webpage](#). For additional help or guidance, please consult a qualified tax advisor.

WellCoug Highlights

Benefit-eligible WSU employees have a variety of health and fitness discounts available to them through the EAP and medical insurance plans. Learn more at [Employee Health & Fitness Discounts](#).

March is National Nutrition Month!

Healthy eating can get a bad rap - almost seen as a punishment, in some ways - but diets evolve, nutrition is a journey, and it's so much easier to maintain healthy changes when you **enjoy** them. A great first step is to focus on getting more comfortable with produce- start with what you already like, venture into new ways of preparing them, and incorporate them consistently. Once you start to naturally seek out and crave those healthier foods, that's a great opportunity to really take off and grow. If you need inspiration, check out [WellCoug Recipes](#), featuring new recipes courtesy of Omada Health and Larissa's Apron!

March 26: Diabetes Alert Day

[Prediabetes](#) is a serious health condition where blood sugar levels are higher than normal, but not high enough yet to be diagnosed as type 2 diabetes. More than one in three American adults have prediabetes, and of those one in three, over 80% do not know they have it. While this is a serious condition in and of itself, it's also a prime opportunity to take action

and change your health before you receive a life-changing diagnosis.

The Diabetes Prevention Program is here to help- take a one-minute screener to see if you qualify, and if admitted, you'll be paired with a health coach and smart scale to support you in making sustainable changes. Learn more and [take the screener at Omada Health](#). ■

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

Reception

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Vancouver and the addition of the Mount Vernon, Puyallup and Wenatchee Extension Centers; with over 300 people attending in total. This year we had eight 45-year honorees, seventeen 40-year honorees, one 55-year and twelve Crimson Spirit Award recipients recognized during the reception.

[View photos from the event and videos that showcase some of this year's honorees](#). ■

Content Credit: Lexie Murray, Employee Recognition Assistant

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