

HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

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Photo by Dean Hare at WSU Photo Services

UPCOMING TRAININGS

Coping with Stress
1/14/16 1:00-3:00 p.m.

Hostile Intruder Training
1/21/16 3:00—4:30 p.m.

JANUARY PAYDAYS

Monday, January 11
Monday, January 25

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Smart[]Health

Happy New Year! Beginning January 5th your [Smart Health](#) Points start counting towards earning your 2017 Wellness Incentive! [Smart Health](#) is Washington State's voluntary and confidential wellness program. Use the [Smart Health](#) website to take steps to improve your health and well-being, while having fun and connecting with others online.

To get started, you'll fill out your Well-being Assessment; you can do this once per year, and earn 800 points! That gets you 40% of the way to your 2000 point goal. Then you can start to track your activities and continue to earn points. It's easy and fun! If you use a personal activity

tracker (Fitbit, Jawbone, etc.) you may be able to link it directly to your [Smart Health](#) account and it'll do the updating for you. You can also earn points by getting preventive doctor and dentist exams.

After you've earned 2000 points you'll have earned your 2017 Wellness Incentive of \$125 either off your deductible or into your HSA Account depending on your plan enrollment. AND you will have created new healthy habits-so keep going!

Wellcoug Wellness Tips

It's official: it's cold outside! The holidays are passing and you will be getting back to the regular grind. No more parties and you are now looking at those holiday credit card bills. How do you stay warm, healthy and happy when January has you blue?



1. Think technology! At-home fitness is easy now and it can save you time and money! Checkout interactive gaming systems designed to keep you moving and burning calories. You can now find exercise programs online or on Demand, as well -- choose from all sorts of paid or free programming targeted for the beginner to more advanced users.
2. Try some simple at-home exercises to keep your muscles toned. Aim for 2 sets of 15, three days a week. Here are few suggestions: 1. Dips on a chair 2. Wall push-ups 3. Lunges 4. Calf rises on a step and 5. Yoga planks.
3. Get plenty of rest – but don't oversleep! It's easy to hit that snooze button on a cold grey morning, but too much sleep can leave you feeling groggy.
4. Drink Water and keep hydrated.
5. Wash your hands! Colds, flu and other germs run rampant in the winter.
6. Need to warm up? Try a cup of herbal tea or sugar free cocoa.
7. Rely on fresh or frozen fruits and veggies to get your much needed intake of vitamins, minerals, and antioxidants.
8. Bundle up and GO OUTSIDE! Think layers and hustle!
9. Walk the dog. A brisk walk will leave the whole family and Fido feeling energized.
10. Think spring! Now think about how much happier you'll be when you've maintained your routine all winter long!



2016 Minimum Wage Rates



The state **Department of Labor & Industries** announced that the state of Washington minimum wage for 2016 will remain at \$9.47 per hour. Labor & Industries (L&I) calculates the state's **minimum wage** each year as required by Initiative 688, approved by Washington voters in 1998. Because the Consumer Price Index decreased, the state of Washington minimum wage will not increase in 2016. **Washington state minimum wage for all cities other than Seattle will remain at \$9.47 per hour.**

In accordance with the Seattle Minimum Wage Ordinance, the

minimum wage for all employees working in the city of Seattle only will increase to \$13.00 per hour effective January 1, 2016. Departments that have employees physically located in the city of Seattle must ensure they are paid in accordance with the Seattle City Council ordinance. Departments are to monitor their current employees to determine if the work location and pay rate are correct and make necessary adjustments.

More information regarding the City of Seattle Minimum Wage Ordinance can be found at:

* <http://hrs.wsu.edu/Seattle-Minimum-Wage-Increase>

* <http://www.seattle.gov/civilrights/labor-standards/minimum-wage>

* <http://www.seattle.gov/civilrights/labor-standards/minimum-wage/rules>

Please contact Human Resource Services at (509) 335-4521 or hrs@wsu.edu for additional information or any questions.

PERS January Transfer

Each January, PERS 2 participants who established membership prior to March 1, 2002 are eligible to switch to PERS 3. Some reasons to consider the plan transfer are: possible early retirement options, access to retiree medical coverage without having to draw your defined benefit, and PERS 3 accounts can continue to grow should you separate from service and elect not to immediately begin a benefit draw. Electing to switch to PERS 3 is an irrevocable decision, however, and you won't be able to return to Plan 2 in the future.

To transfer to PERS 3, you must complete a Member Information Form and submit it to Human Resource Services by January 31, 2016.

The following resources are available to help eligible members with this decision:

- * [PERS 2 and 3 Choice Booklet](#) - General information on both retirement plans
- * [PERS Online Modeling Software](#) - Allows you compare the two plans to see which plan may perform better for you. You will need your current account balance, which can be accessed under ["Your Retirement Account"](#) or by contacting DRS at (800) 547-6657 or recep@drs.wa.gov
- * [PERS 2 Handbook](#) - Specific, detailed information on PERS 2

- * [PERS 3 Handbook](#) - Specific, detailed information on PERS 3
- * [Department of Retirement Systems Website - January Transfer Window](#) - General information on transferring from PERS 2 to PERS 3

If you have questions about your eligibility to switch retirement plans, or would like to meet with someone to discuss retirement, please contact Human Resource Services at (509) 335-4521.

January Featured Book

Win the Customer: 70 Simple Rules for Sensational Service

Great companies distinguish themselves from the competition by providing their customers with something truly special, something beyond price point that can't be duplicated: unique, outstanding customer service experiences. *Win the Customer* cuts right to the chase, giving readers practical, powerful techniques for energizing the way they interact with the people who drive their business.

To access the book click [HERE!](#)

New 2015 Tax Form

If you were eligible for health benefits in 2015, be it through WSU or elsewhere, you will be provided with a new tax document in late January 2016. The Form 1095 reports information about your health care coverage as required by the Affordable Care Act. This form is a new annual tax document you will need in addition to your W-2 and other tax statements to file your taxes. It does **not** replace your W-2.

While the University will mail out your W-2 form mid-January, the 1095 forms will be mailed directly by either the Health Care Authority (HCA) or your insurance provider, and there may be situations where you receive one from multiple sources. These will be mailed to your home address around the end of January. They will be sent to every individual who was eligible for health benefits in 2015. Covered dependents will not receive their own 1095.

More information will be available at <https://www.irs.gov/Affordable-Care-Act> or consult with a qualified tax advisor.