HR Source

MONTHLY PUBLICATION FROM HUMAN RESOURCE SERVICES

Percipio 2.0 is here!

WSU migrated its Learning Management System from Skillsoft to Percipio in 2022, offering its core content on the new platform in addition to WSU and Percipio-created offerings. Percipio also became the host for the university's compliance training and has seen significant additional content added by Human Resource Services in the months since.

On December 20th, Learning and Organizational Development transitioned the existing compliance training content to the main platform

2023 Employee Recognition Reception registration now open

The 2023 Employee Recognition Reception will be held on Tuesday, February 20, 2024, from 3:00 PM – 4:30 PM.

National Mentoring Month

Each January, we come together as a community to ignite passions and help turn those dreams into reality with National Mentoring Month. National Mentoring Month is a movement to celebrate the power of relationships!

WORKDAY

Workday for WSU turns 3!

In January 2024, Workday for WSU has been live for 3 years. We'd like to take a moment to look back at how far we've come since launch—and to say thank you.

BENEFITS

New Medical Insurance Rates Will be Reflected on Jan. 10, 2024 Paycheck

With the start of a new insurance plan year, premium rates have changed for most medical plans. View the 2024 rates at hrs. wsu.edu/medical-insurance.

Nominate for Crimson Spirit!

Find more info on the HRS website.

Paydays

Wednesday, January 10
Thursday, January 25

LEARNING OPPORTUNITIES

Campus specific New Employee Orientation sessions now available!

As we continue to towards our goal of providing the best onboarding experience for new employees, HRS Learning and Organizational Development is excited to announce the launch of campus specific orientations. Starting in January, Pullman, Spokane, and Tri-Cities will be offering monthly sessions focusing on campus specific processes, procedures and policies. Vancouver and Everett campus orientations will also be launching with sessions twice a year, starting this spring, and again in the fall. New employees can register for their campus session through the New Employee Journey assigned to them in Percipio.

A Goal Without a Plan is Just a Wish: 2024 a Year of Purpose

The start of a New Year signifies a renewed sense of determination to achieve goals and keep resolutions, both personal and professional. Understanding the importance of

goals and the techniques involved in setting achievable goals paves the way for success, in addition to giving direction and motivation to achieve happiness and fulfilment in life. As you create a plan for the coming year, the following questions are a great place to start when thinking about your goals:

- Where do I want to get to?
- How can I get there?
- How will I know if I have arrived?
- What's holding me back?
- Who or what can help me?

This is also a wonderful opportunity to work in tandem with your WSU workplace to keep you motivated. Here are some tips for both employees and supervisors on how to leverage the workplace and work culture to achieve New Year goals and keep resolutions!

1. Share your goals. Whether your goals are focused on personal endeavors or professional achievements, sharing your goals with your team or even your supervisor can help keep you accountable to meeting your resolutions.
2. Seek organizational help. Use resources available to you as an employee to meet your goals. Take advantage of resources offered through WSU WellCoug, SmartHealth, or EAP to assist with personal goals related to overall health, fitness or finances. For professional development or furthering your education leverage WSU's learning management system Percipio to access thousands of courses, books, and resources related to workplace skills.
3. Support others. Find ways to support others in achieving their goals. By supporting others you will increase your own support network to meet your own goals as well as develop

accountability partners to accomplish goals together.
4. Regular Check-ins. Plan regular check-ins with your team, supervisor or other WSU support system to keep yourself motivated and accountable for making progress. Set-backs are a normal part of life but checking in with others on progress will help to overcome challenges as well as reset or redefine goals. Take a few minutes at the start or end of a team meeting to report on progress.
5. Celebrate. Celebrate the small wins and the big wins with team members or supervisors. Create kudo boards or other simple ways to recognize yourself, your team, and others for their progress.

National Mentoring Month

Each January, we come together as a community to ignite passions and help turn those dreams into reality with National Mentoring Month. National Mentoring Month is a movement to celebrate the power of supportive and meaningful mentor relationships! A mentor is someone the mentee can trust and turn to when they need to make decisions who can offer constructive feedback, encouragement, and help to keep you moving forward on your journey toward success. Some key benefits for a mentee include:

- Increased Job Satisfaction.
- Improved knowledge of their business/industry.
- Improved ability to handle challenging situations.
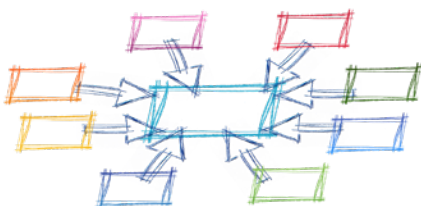
Mentoring Month

- Gain valuable knowledge and wisdom from someone who has been in your shoes.

Mentors also get a lot out of the experience:

- Gain new perspectives.
- Learn new technologies.
- Improve their communication and leadership skills.

To learn more, consider launching one of the recommended featured assets available in Percipio, including replays from Elevating Cougs:

READ: Mentoring Programs that Work

WATCH: Cultivating Mentor Relationships

LISTEN: Managers as Mentors: Building Partnerships for Learning
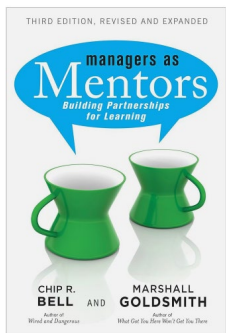
WSU Custom Content: WSU Staff Mentoring Program, Seeking Mentorship, and Manager as Mentor. ■

Content Credit: Carey Musburger, Learning and Organizational Development Assistant

Percipio 2.0

for the learning management system.

Percipio 2.0 expands access for compliance-only users to include all WSU-created content, including on-demand and instructor-led trainings, such as Coaching the Van Driver.

In the weeks to come, area Learning Administrators will be assigning role-specific courses and training to learners. To better facilitate tracking of completions for leadership and area Learning Administrators, WSU required annual trainings will be assigned by Learning and Organizational Development on a recurring calendar date, rather than the previously used anniversary date. Additionally, HRS LOD will automatically assign WSU required training to new employees through the utilization of weekly Workday reporting.

As we continue to work in tandem with Skillsoft to complete final migration tasks, compliance training records are estimated to be fully transitioned early in the first quarter. For learners needing record of completions before the 12/20 migration, please contact the departmental learning administrator with each department or unit or contact Learning and Organizational Development team via email at hrs.training@wsu.edu.

More information about Percipio 2.0 can be found on the Learning and

Organizational Development's FAQ webpage. ■

Content Credit: Carey Musburger, Learning and Organizational Development Assistant

Workday

Verify scheduled hours per week for hourly workdays

Departments should ensure hourly employees' scheduled hours per week, which calculates into FTE, are accurately reflected for each of their positions. This value impacts decisions made in Workday, including benefits eligibility, and is utilized to project payroll expenses on grants within Workday Adaptive Grants Forecasting.

Video tutorial added to several time and leave guides

We've expanded several time, leave, and absence guides to include a video tutorial explaining how to find a time block or a time off or leave of absence request once it has been submitted or requested. ■

Content Credit: Emily Akin, Change Management Communications Coordinator

BENEFITS

PERS 3 Transfer Window: January 2024

PERS 2 participants who established membership prior to March 1, 2002, are eligible to switch to PERS 3 every January. To learn more about this option, visit the DRS website. If you decide you would like to change plans, contact the HRS Benefits Staff at 509-335-4521 or at hrs.benefits@wsu.edu.

Join a Pre-Retirement Seminar

Are you thinking of retiring in 2024? If so, consider attending a Pre-Retirement Seminar! These are held monthly via Zoom. See the schedule and learn more at hrs.wsu.edu/retirement-information.

SmartHealth moving to WebMD January 2024

The state's online wellbeing program is getting new home for 2024! SmartHealth will be down for a few days as it transitions and refreshes for the new year, then will go live with a new and improved experience to support you in your wellness journey. Join WebMD for a demonstration of the SmartHealth platform and get oriented to the new features, tools, and custom experience SmartHealth offers. January 25, 2024; 12-12:30 PM - Register to participate. ▪

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

Employee Recognition Reception

The reception is to honor all faculty and staff milestones achieved between January 1, 2023, to December 12, 2023, and 2023 Crimson Spirit Award recipients.

The event is hosted at locations throughout the WSU System and available to view live via experience.wsu.edu.

17TH ANNUAL EMPLOYEE RECOGNITION RECEPTION
Tuesday, February 20, 2024
3:00 P.M. – 4:30 P.M.

WSU Global Campus — Mt. Vernon Northwestern Research and Extension Center
WSU Tri-Cities — Wenatchee Tree and Fruit Research and Extension Center
WSU Spokane — Puyallup Research and Extension Center
WSU Pullman
WSU Everett — WSU Vancouver

Registration open now through February 10, 2024!
Washington State University

General attendee registration for the reception is open now through February 10, 2024: Register today!

Please note that this event will not have assigned seating and room numbers will only be provided to those who register.

Please share this information amongst your teams and contact hrs.employeerecogntion@wsu.edu or 509 335 5098 with questions. ▪

Content Credit: Lexie Murray, Employee Recognition Assistant