

### Welcome & Introductions

#### Human Resource Services

French-Admin Building, Rm 139  
Phone: (509) 335-4521  
FAX: (509) 335-1259  
Email: [hrs@wsu.edu](mailto:hrs@wsu.edu)

#### HRS Links:

HRS Website: [www.hrs.wsu.edu](http://www.hrs.wsu.edu)  
New Hire Information: [http://hrs.wsu.edu/New\\_Employees](http://hrs.wsu.edu/New_Employees)  
Employee Handbooks: [http://hrs.wsu.edu/Employee\\_Handbooks\\_and\\_Policies](http://hrs.wsu.edu/Employee_Handbooks_and_Policies)

### About WSU

#### Office of President

French-Admin Building, Rm 422  
Phone: (509) 335-4200  
Email: [PresidentsOffice@wsu.edu](mailto:PresidentsOffice@wsu.edu)

#### Office of President Links:

President's Website: <http://president.wsu.edu>  
"Perspectives": <http://president.wsu.edu/blog/perspectives>  
Strategic Plan: <http://strategicplan.wsu.edu>

### WSU Employment

#### Payroll Services

French-Admin Building, Rm 236  
Phone: (509) 335-9575  
Fax: (509) 335-1472  
Email: [payroll@wsu.edu](mailto:payroll@wsu.edu)

#### Payroll Links:

Payroll Website: [www.payroll.wsu.edu](http://www.payroll.wsu.edu)  
Payroll NEO: <http://www.wsu.edu/payroll/newemp.htm>  
myWSU: <http://portal.wsu.edu/>

#### Information Technology Services

IT Building, Rm 2088  
Phone: (509) 335-4357  
Email: [helpdesk@wsu.edu](mailto:helpdesk@wsu.edu)

#### IT Links:

ITS Website: [infotech.wsu.edu](http://infotech.wsu.edu)  
Help Desk: <http://infotech.wsu.edu/helpdesk/Faculty/Index.aspx>  
Network ID: [www.wsu.edu/nid](http://www.wsu.edu/nid)

#### Cougar Card Center

Compton Union Building, Rm 60  
Phone: (509) 335-2273

#### Cougar Card Links:

Cougar Card Website : [www.cougarcard.wsu.edu](http://www.cougarcard.wsu.edu)

#### Parking & Transportation Services

Corner of Colorado and "D" Street  
Phone: (509) 335-7275  
E-mail: [parking@wsu.edu](mailto:parking@wsu.edu)

#### Parking & Transportation Links:

Parking & Transportation Website: [www.parking.wsu.edu](http://www.parking.wsu.edu)

### Employee Training & Development

#### Human Resource Services

French Administrative Building, Rm 139  
Phone: (509) 335-4521  
Email: [hrs@wsu.edu](mailto:hrs@wsu.edu)  
Web: [www.hrs.wsu.edu](http://www.hrs.wsu.edu)

Instructor Led Trainings: <http://hrs.wsu.edu/WSU%20Instructor-Led%20Training>

Online Training Portal: [www.hrs.wsu.edu/skillsoft](http://www.hrs.wsu.edu/skillsoft)

Employee Resources & Services

**Employee Assistance Program (EAP)**

Washington Building, Rm G60  
Phone: 509-335-5759  
Toll Free: 1-877-313-4455  
Web: <http://www.eap.wsu.edu>  
Email: [eap@wsu.edu](mailto:eap@wsu.edu)

**Employees at non-Pullman locations**

Washington Department of Personnel  
Employee Assistance Program  
1-877-313-4455 (toll free)  
[www.dop.wa.gov/EAP](http://www.dop.wa.gov/EAP)

**Environmental Health & Safety**

Corner of Grimes Way & Airport Road  
Phone: (509) 335-3041  
Web: <http://www.ehs.wsu.edu/ehshome.html>  
Email: [ehs@wsu.edu](mailto:ehs@wsu.edu)

**Office of Internal Audit**

IT Building, Rm 2127  
Phone: (509)335-5336

**Office of Internal Audit Links:**

Internal Audit Website: <http://internalaudit.wsu.edu>  
Ethics Law & Policies:  
<http://internalaudit.wsu.edu/ethicsinpublicservice.html>

**Office for Equal Opportunity**

French- Admin Building, Rm 225,  
Phone: 509.335.8288

**Office for Equal Opportunity Links:**

OEO Website: <http://oeo.wsu.edu/Default.asp>  
EEO/AA Policy:  
<http://oeo.wsu.edu/default.asp?PageID=4842>  
Discrimination & Sexual Harassment Policy:  
<http://oeo.wsu.edu/default.asp?PageID=4843>

**Additional Resources:**

**Business Policies and Procedures Manual**  
[www.wsu.edu/~forms/manuals.html](http://www.wsu.edu/~forms/manuals.html)  
**Executive Policy Manual (EPM)**  
[www.wsu.edu/~forms/manuals.html](http://www.wsu.edu/~forms/manuals.html)  
**Safety Policies & Procedures Manual (SPPM)**  
[www.wsu.edu/~forms/manuals.html](http://www.wsu.edu/~forms/manuals.html)  
**Bullying Prevention and Reporting**  
<http://old-www.wsu.edu/forms2/ALTPDF/BPPM/50-31.pdf>  
**Workplace Violence Policy**  
[www.wsu.edu/~forms/manuals.html](http://www.wsu.edu/~forms/manuals.html)  
BPPM; Chapter 50; Section 30  
**Safe Environment**  
<http://hrs.wsu.edu/Safe+Environment>  
**Alcohol & Drug Policy**  
[www.wsu.edu/~forms/manuals.html](http://www.wsu.edu/~forms/manuals.html)  
*Executive Policy Manual; Policy #20*

**Campus Human Resource Offices:**

**WSU Pullman**  
509-335-4521 | [hrs@wsu.edu](mailto:hrs@wsu.edu)  
**WSU Spokane**  
509-358-7566 | [Spokane.hr.info@wsu.edu](mailto:Spokane.hr.info@wsu.edu)  
**WSU Tri-Cities**  
509-372-7302 | [debra.mccormick@wsu.edu](mailto:debra.mccormick@wsu.edu)  
**WSU Vancouver**  
360-546-9094 | [hres@vancouver.wsu.edu](mailto:hres@vancouver.wsu.edu)