

PERSONNEL I-9 ANNOUNCEMENTS

I-9 completion during this time is still required for all new hires. The Business Center is currently making appointments to get I-9s completed. If you work outside of the Pullman area and are not able to make an appointment with your normal office, HRS will make exceptions and will accept a paper I-9.

Paper I-9s must be approved beforehand with HRS (hrs@wsu.edu) and must be completed in person, but may be done by someone who does not have access to the electronic I-9 system.

Once a paper I-9 is completed, please let the Business Center know so that we can ensure appointments are processed in a timely manner. Please note that there may be cases in which it is important for the Business Center to get more information in order to process requests.

PURCHASING REMINDER

****If the Business Center reconciles your card, send your receipt via email to your reconciler and put the originals in the mail****

TRAVEL

Travel that has been postponed for a date after 6/30/2020 will need to have a NEW Travel Authority submitted and approved once the dates are rescheduled. We will be in a new fiscal year come 7/1/2020, and want to retain correct and current documentation and account information.

END-OF-YEAR DEADLINES

All Travel Expense Vouchers must be submitted to CAHNRS B.C. by end of day on June 26th, 2020 to guarantee processing in F.Y. 20.

If a traveler submits a TEV on 6/26/2020, they must be available for any need corrections the following week

PURCHASING

END-OF-YEAR DEADLINES

- ✓ Purchasing need the following request by June 19th to ensure processing by end of the fiscal year
 - IRIs, ETR, Invoices
- ✓ Remember if you want a purchase to be on this Fiscal Year you must receive it before June 30th.
- ✓ Keep p-card reconciled as the transactions are completed, you do not have to wait until the end of the month to reconcile.

Thank you all for your help closing out this Fiscal Year and all your help during this time of social distancing.