

CAHNRS BUSINESS CENTER

AUGUST 2020 NEWSLETTER

PACKAGES UPDATE:

If you have items ordered through the Business Center, please watch for a tracking number as soon as the item is ordered. The Business Center will be sending tracking numbers so you can watch for the item to arrive on campus. Due to the directive to work from home for social distancing, the Johnson Hall shipping room (285) is not being monitored. It is the responsibility of the staff/PI/lab to watch for expected packages.

As always there is the option to have packages held at Central Receiving for pick up. If you prefer to use this method, please let the Business Center know when requesting an order.



The Business Center will actively be involved with User Acceptance Training for Modernization the month of August. We will maintain coverage for each functioning area but due to the time commitment to test the new system we ask for patience in case workflow slows down a little.

PURCHASING REMINDER:

All invoices/bills must be addressed to WSU in order for WSU to pay. This includes payments by check or purchasing card.



MAILING SERVICES:

Departments need to make arrangements to pick their mail up through Mailing Services. If you have questions, please check with your administrative manager about your departments plan for mail.



Please schedule an appointment with personnel.bc@wsu.edu to a time to have the new employee in to complete the I9. This paperwork needs to be complete within 3 days of the employee starting at WSU. No documents should be sent via email, all will need to be reviewed in person by the Business Center.

****Staff Required to Quarantine? Please contact the business center immediately if they need to do an I9 while in planned quarantine****

PERSONNEL

TRAVEL REMINDER:

Conference Registration costs with no travel associated, need to be processed with our Purchasing Team through the CBS System. Conference Registration costs with travel associated, will go through the normal Travel Authority (TA) and Travel Expense Voucher (TEV) process for reimbursement.

CAHNRS Business Center

Mail Code: 6424

Website:

<https://business-center.cw.wsu.edu/>