

PERSONNEL

I9 Reminder:

I9's are able to be scheduled on Monday's and Thursday's each week. Due to social distancing & cleaning requirements I9's are only by appointment.

To schedule please email personnel.bc@wsu.edu or call 509-335-8095.

Purchasing Reminder:

Let the purchasing staff know if your purchase is COVID related so we can code it correctly.

Packages reminder:

If you are expecting a package to be delivered through USPS, please note they are currently not delivering into buildings. Packages can be picked up from Mailing Services located in the back of the Cooper Publications Building. Map link provided below.

<https://map.wsu.edu/t/9B9E8EC2>



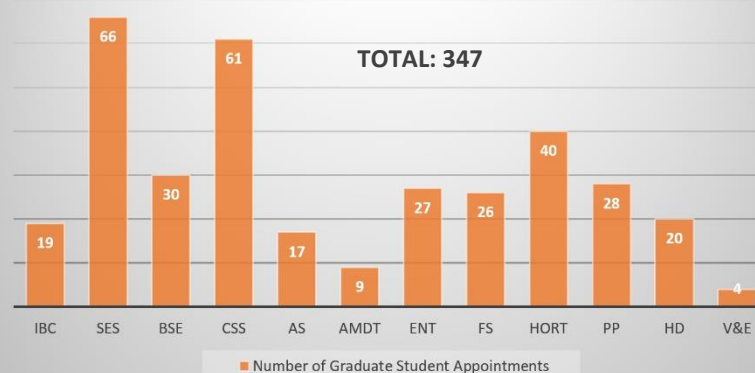
Check out our new
secure drop box
located next to
Johnson Hall 207E



Mail Code: 6424

Our personnel team has been working hard these past two months, helping the different departments with graduate student appointments. FANTASTIC JOB!!!

Number of Graduate Student Appointments



Travel Updates:

- ✓ While the Motor Pool reservation process has updated, there is **no change** to how travelers request/receive a Motor Pool. Vehicles will now be reserved by class instead of make and model, so the Business Center will add notes to each reservation to try to get specific cars requested. (Vehicle class examples; pick-up, sedan, SUV, 7 passenger...etc).
- ✓ ***In-state Travel Authorities will not be required in the new Workday system. As of Jan. 1, 2021 in-state T.A.'s will no longer be required for travel within Washington State. For further questions or concerns please contact the CAHNRS Business Center Travel Staff.***