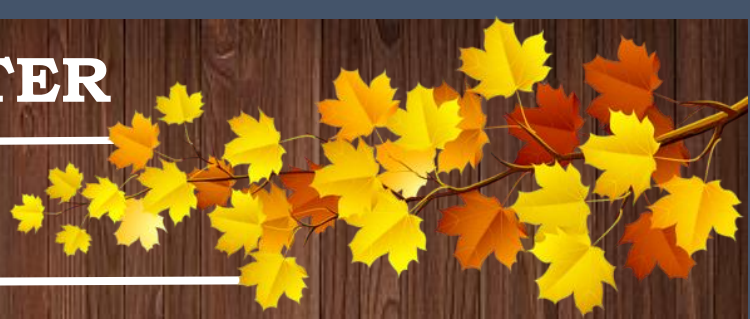


CAHNRS BUSINESS CENTER

OCTOBER 2020 NEWSLETTER

Mail Code: 6424



CAHNRS BC REMINDERS:

TRAVEL

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: travel.bc@wsu.edu

PURCHASING

Remember to reconcile your p-card or get receipts to your reconciler in a timely manner. We want to keep this up to date especially with Workday coming in January 2021.

Please only send fully complete p-card packets to the Business Center. A fully complete package includes the reconciliation sheet, statement, and original receipts. They can be sent by mailing to PO Box 646424, Pullman WA 99164-6424 or Campus mail to 6424.

We appreciate if you put an Attention to "contact person" on items that are being mailed to ensure that they are getting to the right person.

Open P-Card transactions

Up to

1690



92 Days

Until the launch date:

January 1st, 2021

For more information check out:

<https://modernization.wsu.edu/>

PERSONNEL - I9 Process:

The I9 process for new employees is a required process by the U.S. Citizenship and Immigration Services (USCIS). The employee presents to the representative documents of his or her choice from the lists included with the online Employment Eligibility Verification (Form I-9). Presented documents are to be originals. Photocopies or fax copies are not acceptable.

CONTRACTS - Contract Submissions:

Do not forget that all contracts for CAHNRS should be submitted through contracts.bc@wsu.edu. The Business Center staff will help you navigate the WSU contract process and provide communication as your contract works its way through the WSU Contracting process.