

PERSONNEL

Comp Time Announcement

If you are authorized to earn compensatory (comp) time or have a comp time balance, changes in December 2020 may affect you.

If you have comp time, it must be used or cashed out by December 11, 2020 to prepare for the launch of Workday on January 1, 2021. To receive payment, your time report must be submitted to Payroll Services by December 11, 2020. Please talk to your Supervisor and Administrative Manager if you have questions.

CAHNRS BUSINESS CENTER

Check out our Modernization page on our website. Stay up to date as we transition to Workday.

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

TRAVEL REMINDERS

- Deadline for all Travel documents to be at the Business Center is Dec. 1st.
- All travel for 2021 will need to be held and input in Workday using the new Spend Authorization and Expense Report process.
- In-State T.A.'s (Spend Authorities) will not be needed effective Jan. 1, 2021.

CONTRACTS

Please submit all contracts that need to be reviewed and signed before January 2021 before Thanksgiving, November 26th.

PURCHASING

Purchasing Card Holders

- **December 1st all purchasing cards cease being used by cardholders**
 - Now until November 30th - plan and purchase all items you may need through year-end
 - Now through November 30th- reconcile all outstanding charges on your purchasing card or provide receipts to your reconciler so they may full reconcile your card
 - Please identify any recurring charges that are on your card and communicate with your purchasing team to establish a method of payment while WSU systems are frozen

General Purchasing

- **December 1st only essential purchases will be made until Workday is live 1/1/2021**
 - Departments served by the Business Center, please use CBS to request a purchase stating why the purchase is essential
 - REC's and Other Departments, please reach out to your Administrative Team to request a purchase
- **Chairs/Directors will be asked by the purchasing staff to approve essential purchases**