



TRAINING OPTIONS ON THE BC WEBSITE

We are excited to announce we have tutorials, written instructions and videos to help as we take on learning Workday. Check out the Business Center Website to learn more!

PURCHASING CARD VERIFICATION TRAININGS

Hello All! We will be holding Purchasing Card Verification Trainings, the new reconciling process. These will be 30 minutes on Tuesdays at 10am and Fridays at 10:30am starting Tuesday, Jan. 19th. Please contact Adriana Rivera if you are interested in attending the training and let her know which day you can attend to receive the Zoom link. Email: adriana.rivera@wsu.edu

ANNOUNCEMENT: SUPERVISORS

It is now required that supervisors approve Temporary Hourly Employee time entry in Workday for the employee to get paid. We have created a short How-To Video to help learn the approval process.

Please take time to watch the video. If you have questions, email: personnel.bc@wsu.edu

https://s3.wp.wsu.edu/uploads/sites/2/159/2020/12/Supervisor_Temp_Hourly.mp4

IN-STATE TRAVEL

CAHNRS is no longer requiring written in-state travel approval for employees who travel within Washington State. This means when traveling within Washington as an employee a Spend Authorization does not need to be completed. Please see WSU's B.P.P.M. 95.01 for further detailed information.

<https://policies.wsu.edu/prf/index/manuals/95-00-travel/95-01-travel-management/>