Remainder

Don’t forget to submit and approve hours worked!

Personnel Reminder

All W-4s and Direct Deposit forms are completed within Workday, any adjustments or changes to those documents need to be done in Workday.

Electronic copies of the 2020 W-2 tax document can be found at myWSU, it will also be mailed to the mailing address on file.

Deposits & Expense Recoveries

For those sending in deposits and/or expense recoveries. We will receive checks/cash/bankcard or bank settlements/Customer Receipts as usual. We will keep using the Receipt Log Sheets and D-Receipts we currently have until we run out and then we’ll receive the updated version.

Make sure to include on the following:

- Revenue Category (Source-Subsource): What the deposit is for.
  - If it is an expense recovery, use RC0161-RC0167 and provide the Spend Category (Object-Subobject)
- Provide the tax code, if you normally do – if not, skip this part.
- Provide one of the following required worktags: Project/Program/Gift/Grant. It is helpful to have the Cost Center, Fund, Function, and Region to check that it populated correctly, but it is not required.

Kind reminder: Cash Deposit Reports are no longer used.

Any questions please contact Adriana Rivera – adriana.rivera@wsu.edu
**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. 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

---

**Invoices To Be Paid**

Please input invoices into Workday using the process ‘Create Supplier Invoice Request’. The Business Center will review the invoice and ensure it is paid correctly using the best method.

---

**University Stores Purchases**

Purchasing at University Store will remain the same for the most part. When you check out you will see a list of approvers, please choose one of the Business Centers Purchasing staff (Liz Lusby, Kristi Graham, Luke Bonner, Whitney Dixon or Jennifer Stephens). If you are using a grant you will need to choose your Grant Administrator.

---

**CAHNRS Business Center**

Washington State University  
PO Box 646424  
Pullman, WA 99164-6424  
Mail Code: 6424
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 written 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/