



REMINDER

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.

PURCHASING

CAHNRS Business Center

Washington State University
PO Box 646424
Pullman, WA 99164-6424

Mail Code: 6424



ANNOUNCEMENTS

UPDATE ON PER DIEM RATES

Per diem rates for meals and lodging are currently being added into Workday, one month at a time, by the Modernization team. The rates currently available in Workday are for travel during 11/1/2020-12/31/2020 and expenses may be claimed for travel during these dates. For travel after 1/1/2021, please wait for January per diem to be added into Workday before submitting claims.

TRAVEL

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/>