The Business Center staff are back in Johnson Hall! We are back in the office but still respecting social distancing as outlined by WSU and the CDC. Thank you!

Being back we do have some updates in staff.

Abby Walser & Kelsey Harris are no longer with the Business Center.

Please email:
- personnel.bc@wsu.edu for assistance with payroll & personnel.
- travel.bc@wsu.edu for

Again, it has been a pleasure to work with both Abby & Kelsey over the past years and we wish them luck in their new roles.
**Personnel: I-9s**

**Pullman Campus**

Please remember that **ALL** I-9s are completed at the Business Center and they need to be completed on or before the employee’s first day. The process should be delegated in Workday, or we can proceed with completing it outside of Workday if the action is not available by the employee’s first day.

To schedule an appointment, please email personnel.bc@wsu.edu

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**Quick Workday Refresher**

The 3 links below can be used to find Workday tags from previous Accounting information (Accounts, Spend Category, Revenue Category, Grants):

- Legacy Accounts (Budget-Project) to Workday Worktags via OBIEE Reports
- Legacy Source-Subsource to Workday Revenue Category Worktag via OBIEE Reports
- Legacy Object-Subobject to Workday Spend Category Worktag via OBIEE Reports

To find legacy terms and processes with their counterparts in Workday, along with associated Reference Guides and other resources use the link below:

- Workday Crosswalk for Legacy Terms via JIRA Service Desk

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**COMING SOON:**

University Stores will be adding Cost Center Manager to their approval process. When it is effective faculty and staff will be able choose their Admin Manager to approve University Stores transactions. The Business Center Purchasing staff will still be able to approve as well.

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**Purchasing Card Reminders:**

- Do not use your purchasing card when purchasing from a WSU Department.
- The list of non-allowable WSU department/suppliers can be found at: https://acctspay.wsu.edu/restricted-pcard-purchases/

**Purchasing freeze** on non-essential personal services contracts and discretionary purchases of equipment and software is over as of July 1, 2021.

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If you have any questions or concerns, feel free to reach out to the Business Center. We are happy to help!

https://business-center.cw.wsu.edu/staff-directory/

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**CAHNRS BC • Mail code: 6424**

**Purchasing Card Transactions:**

Remember to **ADD** Suppliers when you are verifying your p-card transactions.